

## **General Information and Conditions Governing *Ad Hoc* Internships at the United Nations Office at Geneva**

1. The United Nations Office at Geneva (UNOG) undertakes no formal obligation to provide internships or training, with the exception of the 2½-week “*Graduate Study Programme*”<sup>1</sup> conducted yearly in July/August by the United Nations Information Service for an international group of outstanding young graduate students. UNOG may occasionally arrange *ad hoc* internships for graduate students specializing in a field related to the work of the United Nations. These internships are intended:
  - a) to promote a better understanding of international problems among the participants and to provide them with an insight into the work of the United Nations; and
  - b) to provide departments or offices with the able assistance of outstanding young graduate students specializing in a field related to the work of the department or office.
2. Interns are selected from among applicants in whom a department or office has expressed interest and who are strongly supported by their schools and/or nominated by a Permanent Missions to the United Nations.
3. Interns are *not* paid. The acquisition of necessary visas, travel costs, travel arrangements and living accommodations are the responsibility of the interns or their sponsoring institutions.
4. The United Nations accepts *no* responsibility for costs arising from accidents and/or illness incurred during an internship. The intern must therefore have health-insurance coverage.  
**(Note: The intern is obliged to submit a certificate of insurance valid in Switzerland.)**
5. While working at UNOG, interns are not considered in any respect as officials or staff members of the United Nations. However, interns are normally expected to work full time like regular staff members and to carry out the duties assigned to them. Interns are bound by the same duties and obligations as regular staff members. In particular, they must keep confidential any and all unpublished information obtained by them during the course of the internship and not publish any reports or papers on the basis of such information except with the express authorization of the United Nations.  
**Any work produced by interns during their internship within the framework of the duties assigned to them should be used for academic purposes exclusively. All economic and moral rights (copyright) pertaining to such work will remain the exclusive property of the United Nations.**
6. Internships carry no expectation of employment by the United Nations and the intern is not eligible to apply for or to be appointed to any position with the United Nations during the period of internship and for the six months immediately following the expiration of the internship.
7. The intern will provide notice in case of illness or other unavoidable circumstances, which might prevent him or her from completing the internship.
8. At the end of the internship, the intern is expected to complete an evaluation questionnaire on his or her assignment and to submit this questionnaire to the Human Resources Management Service.
9. Interested graduate students should write to the *Ad Hoc* Internship Coordinator, Human Resources Operations Section, Human Resources Management Service, Room 262, Palais des Nations, CH-1211 Geneva 10, Switzerland, enclosing:
  - a) A covering letter stating the grounds for their application;
  - b) A duly completed *Ad Hoc* Internship Application form;
  - c) Copies of their university degrees or a list of courses attended;
  - d) Abstracts of academic papers they have written.

After careful consideration of all documents submitted, only successful candidates will be notified of their selection.

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<sup>1</sup> Inquiries and applications for this programme should be addressed to:  
United Nations Information Service, Room C.319, Palais des Nations, CH-1211 Geneva 10, Switzerland.