



MINIMUM ELIGIBILITY CRITERIA FOR AN INTERNSHIP

Please note the following minimum eligibility criteria for an Internship Programme at UNEP, Secretariat of the Convention on Biological Diversity. If all of the requirements are not met, your application will not be processed.

The Applicant **MUST**:

1. Be currently enrolled in a third or fourth year of under-graduate (BA/BSc) or in a graduate (Masters) or post-graduate (PhD) programme.
(NB: applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least three years of university studies)
2. Submit an endorsement from the Nominating/Sponsoring Institution.
(see application form)
3. Be willing to enrol in the programme on a full-time basis spending five days a week usually for a period of not less than **THREE MONTHS** and not exceeding **SIX MONTHS**.

CONDITIONS GOVERNING THE INTERNSHIP PROGRAMME

Once confirmed as an intern by the UN, I accept the internship and I am aware of the following: that my internship will not be remunerated by the UN and that all the expenses connected with it must be borne by me or my sponsoring institution or government; that there is no expectancy of employment at the end of my internship; that the UN accepts no responsibility for accidents and/or illness incurred during my stay; that the UN does not deal with immigration authorities in Canada and, therefore, I am responsible for obtaining any necessary visas on my own.

I am prepared to undertake the following obligations:
to conduct myself at all times in a manner compatible with my responsibilities as a holder of a UN internship programme and will not engage in any activity that is incompatible with the discharge of my duties with the organization;

To exercise the utmost discretion in all matters of official business of the organization; will not communicate at any time to any other person or authority external to the UN any information known to me by reason of my internship attachment with the UN which has not been made public, except in the course of my duties or by authorization of the UN; nor shall I at any time use such information to private advantage;



To keep confidential any and all unpublished information made known to me by the accepting office in the course of my internship and not to publish any reports or papers on the basis of information obtained during the length of my programme, except upon the authorization of the UN.

To extend all property rights, including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the organization by me; to assist the organization in securing such property and transferring them to the organization in compliance with the requirements of the applicable law;

To provide a certificate of good health at the beginning of the Internship; to arrange for my own transport to and from the UN; to provide a written notice in case of illness or other unavoidable circumstances which might prevent me from fulfilling my obligations; to prepare an exit report and submit it to the Human Resources Management Service at the end of the assignment; to report for an exit interview before the expiry date of my internship;

N.B. You may be requested to supply documentary evidence, which supports the statements you have made above. Do not, however, send any document or evidence until you have been asked to do so by the Organization and, in any event, do not submit the original text of references or testimonials unless they have been obtained for the sole use of the Organization. Applications will not, as a general rule, be valid or be retained by the United Nations for more than six months from date of receipt.

ENDORSEMENT

TO BE COMPLETED BY NOMINATING/SPONSORING INSTITUTION.

Please send a letter of Endorsement from your educational institution, attesting to the fact that you are currently a registered student. A letter from any one of the following personnel is suggested.

- Dean of Students
- Registrar
- Head of Placement/Internship programme

Please ensure that an official letterhead or an official seal is used for the endorsement letter. This endorsement should be attached to the application.

APPLICATION INFORMATION

If, after reading the eligibility requirements above, you qualify and can commit to honouring the guidelines, please complete the internship application form.

I have read and understood the above guidelines _____

Student signature and date