

September 2019

## **Internship Policy**

Internships at SIPRI are offered to students and scholars at the end of their academic training, to assist SIPRI researchers and staff in research projects or departments and to gain practical work experience at a research institution.

Hosting interns with diverse backgrounds is an opportunity for SIPRI to benefit from knowledge, skills and innovative thinking of qualified and motivated students.

### **General conditions**

SIPRI does not have a formal programme for interns. Internships can be full time or part time. Decisions to accept internship applications are made by SIPRI Programme/Department Directors but have to be communicated to Human Resources and be approved by the Deputy Director beforehand.

In the case of research interns, positions are granted on the basis of the applicant's academic background as well as the relevance of the applicant's research to SIPRI's current research programme. SIPRI also welcomes applications for non-research internships, for example to work in the communications or editorial department.

### **Recruitment**

Internship applications are to be submitted by email to [internship@sipri.org](mailto:internship@sipri.org). SIPRI staff interested in reviewing submitted applications are then granted access to a shared Zimbra folder. Applications are confidential and the applicant's personal information may not be shared externally. Instructions regarding the individual requirements of application are available on SIPRI's website. In accordance with Swedish law, SIPRI does not discriminate on the basis of gender, age, race, ethnicity, national origin or sexual orientation.

In case bilateral cooperation agreements between SIPRI and other institution(s) provide for additional channels of communication, provisions of such agreement should apply for submission of internship applications.

The length of the internship is agreed upon before the internship starts and is specified in the agreement. As a general rule, internships shall not exceed a period of six months. Internship does not automatically lead to employment at SIPRI.

### **Guidance and mentoring**

The intern and the hosting Programme/Department Director sign an agreement regarding the extent and conditions of the internship.

On discussion with the intern, the Programme/Department Director also decides a more detailed plan for the content of the internship, which is attached as an appendix to the main agreement. Interns should have the possibility to conduct some of their own research while at SIPRI.

Each intern has a supervisor within the research programme/department, to which he/she can turn with questions and for instructions and immediate feedback. This does not necessarily need to be the Programme/Department Director. However, the Programme/Department Director should conduct at least an introductory meeting, a mid-term meeting and a final meeting to plan, monitor and evaluate the intern's work. The meetings are to be summarized in writing and shared with Human Resources, to keep in the intern's personal file. It is important that research programmes and other teams do not accept more interns than it has the capacity to support in

this manner.

The intern receives a letter of reference from SIPRI at the end of the internship, which is provided by the Programme/Department Director.

### **Funding and costs**

SIPRI does not have special funding for internships. Therefore, it cannot pay for housing, travel or any other expenses. If a research programme is willing to provide funding separately or if there is external funding available, exceptions may be made, but will need to be agreed with the Deputy Director beforehand. SIPRI does not pay a salary or any other remuneration to interns.

Applicants should indicate in their applications that they could provide their own funding to cover all their costs in Sweden during the internship period.

Interns are not allowed to travel on behalf of SIPRI during their internship.

SIPRI can provide up to 10 intern office spaces. The availability of these has to be clarified and agreed with the Deputy Director and Human Resources Officer, in cooperation with the IT Department, beforehand.

### **Early termination of internship**

SIPRI reserves the right to terminate an internship prior to the agreed final date should it consider that the intern has breached provisions of the internship agreement and/or SIPRI's internal rules of conduct.

### **Evaluation**

For the purpose of evaluating internships at SIPRI, a questionnaire is distributed to the intern after the internship period.

### **Confidentiality**

Interns shall be bound by professional confidentiality both during and after the assignment with SIPRI.

Under no circumstances shall an intern communicate, publish, disclose or make available any unpublished information she/he may come across during the period of internship unless prior formal approval granted by the appointed SIPRI supervisor in each particular case.

Furthermore, under no circumstances shall an intern retain, remove or copy any SIPRI electronic document or software unless prior formal approval granted by the appointed supervisor in each particular case.

### **Publications**

SIPRI interns may not publish individually authored work (i.e. as sole author), in print or online.

### **Intellectual property**

Title rights, copyrights and all other rights on any documents produced by the intern during the course of internship at SIPRI belong exclusively to SIPRI.

### **General Data Protection Regulation (GDPR)**

All personal data made available to SIPRI by means of internship applications as well as throughout the internship at SIPRI is being processed in compliance with the GDPR.

Internship applications are being stored electronically and/or in paper format by SIPRI for a maximum period of three months unless they have been accepted and then become part of the intern's personal file.