



STOCKHOLM INTERNATIONAL  
PEACE RESEARCH INSTITUTE

Approved by: Institute Director  
Date: 18 September 2024  
Responsible department: Operations - HR

## **SIPRI's Internship Policy**

### **Purpose**

This policy outlines the procedures for managing interns at SIPRI, ensuring their well-being and staying compliant with legal and organisational requirements. They apply to all interns connected to a university or an organisation. SIPRI does not accept independent interns for several reasons, which are explained below.

Internships are generally structured learning experiences designed for students or recent graduates. Interns usually require more guidance and supervision than employees, and their work is integrated into an educational framework, often with formal agreements that cover insurance, legal obligations, and workplace safety.

### **Application process**

Internship opportunities may arise within a cluster or department. The responsible Director of Studies (DOS)/Department Director must present this at the Senior Management Team (SMT) meeting. If it is approved, the responsible person within the cluster or department will prepare the announcement and request HR's assistance to post it. The responsible person within the cluster or department will handle the entire recruitment process, including selection, interviews, and candidate choice, and will initiate the first contact with the university or organization. SIPRI can provide equipment and office space for up to eight interns onsite. Allocation of interns is up to two per cluster. Remote interns can be added, but restrictions must be made based on the capacity to provide mentoring and guidance. Allocation within the clusters/departments is done by the Director of Studies/Department Director.

Interns must submit their applications through the official SIPRI portal, including a resume, cover letter and references. Applicants should have relevant academic or professional background and clear learning objectives that SIPRI is able to help them fulfil. Selected candidates will undergo an interview to assess their suitability for the internship programme.

### **Internship agreement**

There are two agreements involved: one between the organisation/university to which the intern is connected and SIPRI, and another between the intern and SIPRI.

1. The agreement between the organisation/university and SIPRI covers insurance and the organisation's/university's responsibility for the intern.
2. The agreement between the intern and SIPRI covers responsibilities such as document handling, code of conduct, and SIPRI's responsibilities.



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The internship agreement between the intern and SIPRI will cover key aspects, including insurance, duration and working schedule, task assignments, and supervision. Interns must have insurance covering health and accidents, typically provided by their coordinating university or organisation. The duration and working schedule of the internship must be clearly defined and agreed upon before the start of the internship. Task assignments should be educational and contribute to the intern's learning experience without replacing regular employees. Each intern will also be assigned a supervisor responsible for providing guidance and support.

### **Responsibilities**

Interns are expected to complete their assigned tasks diligently and seek guidance when needed. They must adhere to SIPRI's policies, including working hours, code of conduct, and confidentiality agreements. Supervisors will provide regular feedback, mentorship, and support to interns, and will conduct evaluations to assess the intern's progress and performance.

HR will act as the contact person for the university or organization and ensure that agreements are signed and adhered to. The person responsible for the intern will ensure compliance with agreements and that the intern is learning and well-supported. The cluster or department hosting the intern is responsible for the entire application process.

### **Visa and/or residence permit**

Sometimes onsite interns need to apply for a visa and/or work and residence permit. This can be a time-consuming process, and the time from the application of such a permit to a decision by the Swedish Migration Agency must be taken into consideration when agreeing for timing of the internship and before the internship agreement is established. Please consult with Human Resources for further guidance.

### **Health, safety, and legal matters**

SIPRI is responsible for providing a safe and healthy working environment for all interns. Interns must follow SIPRI's emergency protocols in case of illness or accidents. Internships must comply with relevant labour laws and regulations.

### **Utilizing Hailey for intern management**

SIPRI manages interns through Hailey. Using Hailey ensures streamlined intern management, enhanced safety, and better legal compliance. HR is responsible for registering the intern in Hailey and ensuring that all agreements are signed.

### **Professional development opportunities**

Internships at SIPRI offer opportunities for professional development, networking, hands-on experience, mentorship, and training. Exceptional interns may also be considered for future employment opportunities at SIPRI.



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## **Exclusion of unaffiliated interns**

SIPRI does not accept interns who are not affiliated with a university or organization. This decision is based on several critical factors. Unaffiliated interns may not have adequate insurance coverage, which can pose significant risks in case of illness or accidents. Ensuring proper supervision and support for unaffiliated interns can be challenging without a structured framework provided by universities or organizations. Managing unaffiliated interns can create complications with legal compliance, as SIPRI must ensure all interns meet the necessary legal requirements and labour laws. Additionally, handling unaffiliated interns may require extra administrative resources to manage their specific needs, insurance, and support mechanisms.

## **Internship completion**

Upon completion of the internship, the supervisor is responsible for writing a recommendation letter or completing any report required by the intern's home institution, and organizing a farewell event with the intern's closest colleagues.

## **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, SIPRI's Code of conduct, or changed circumstances occur, in which case the intern also has the right to terminate the internship early.

## **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 stored electronically. Personal data will be deleted from SIPRI's database in the recruitment system within 2 years of the candidates' most recent application.

## **Process overview**

1. Internship opportunities are identified within a cluster or department.
2. The responsible DOS/Department Director presents the opportunity at the SMT meeting.
3. The responsible person within the cluster/department prepares the announcement and requests HR's assistance to post it.
4. The responsible person within the cluster/department manages the entire recruitment process, including selection, interviews, and initial contact with the school or organisation.
5. HR is responsible for registering the intern in Hailey and ensuring that agreements are signed.
6. Supervisors are responsible for ensuring the intern's well-being, learning, and adherence to agreements, as well as holding regular meetings to review progress.



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7. Upon completion, the supervisor writes a recommendation letter and/or required report by the intern's home institution, and organizes a farewell fika or similar event.