

# TI-S Internship Guidelines

## Motivation and Values

The participants of the internship programmes at TI-S should share and support the vision, mission and values of the TI movement and the general principles of TI-Secretariat as laid down in its Code of Conduct.

## Benefits of Internship

Both TI and the intern should benefit to the greatest extent possible from the internship. Internships will provide hands-on professional experience, career testing, professional contacts and a competitive edge in the future job seeking. TI will offer a fair range of tasks for the intern to carry out.

## Content of internship

As a general rule, the internships will include:

- substantive project work to be carried out as autonomously as possible and over an extended period of time;
- standard office proceedings (correspondence, editing of articles for TI publications, etc), correspondence as instructed by the responsible manager;
- secretarial/administrative work.

The concrete nature of the internship will be agreed upon with the director of the hosting department of TI-S, while the exact activities and projects for internships will depend on the specific needs of regional, project and other functional teams at TI-S.

## Supervision

Ultimate responsibility for the internship will rest with the director in charge.

The director of the department in charge of internship will nominate a mentor who will be responsible for the departmental induction and for overseeing the work of the intern. This mentor will also coordinate the tasks that may be given to the intern by other staff members. The mentor will introduce the intern to all staff members working at TI-S and will be the first person the intern can turn to with any questions or complains he/she may have.

The intern can also turn for help or advice to the Human Resources Department.

## How to apply

Announcements of internship programmes will be posted on the TI website and may be advertised in various ways by the employer.

Any person interested in the advertised internship programmes and meeting eligibility requirements may apply for an internship directly to the regional or project teams as specified in the individual announcements.

## Start and Duration

Internships normally last at least three months, full time Monday to Friday, 40 hours per week. In some cases the duration can be extended by mutual agreement between TI-S and the intern. Maximum duration should not exceed six months.

## Legal requirements

All paid internships are subject to the current requirements of the German legislation and can only start when these requirements are met.

Note: only nationals of EU ("old" member states), EEC (Norway, Iceland, Liechtenstein) and Switzerland do not need a work permit for Germany. More details on legal requirements can be obtained from the Human Resources Department.

### **Payment and health insurance**

TI-funded interns are remunerated with 300€ per month for months one to three, and with 400€ for months four to six. TI-S is not in a position to cover travel, accommodation or any other costs. Internship programmes, organised and sponsored by other organisations, universities or foundations, are also possible.

Under a new German legislation, TI-S cannot provide public health insurance for interns. All interns are advised to check insurance options before traveling to Germany.

### **Vacation**

Interns are entitled to vacation as follows:

3-month internship – 3 working days,

4-month internship – 5 working days,

5-month internship – 7 working days,

6-month internship – 8 working days.

### **Sick Leave**

Interns should inform their manager and HR immediately (i.e. the same day) should they be unable to come to work.

### **Review of the internship**

Interns and the team in charge of the internship will talk about the experiences gained during the internship on both sides at the end of the intern's term. A member of the HR team may participate in this discussion that is aimed at learning from the insight an outsider has gained into TI's work, to voice useful criticism, to redress potential grievances in the future and to further improve the office management.

The HR department offers interns to participate in an optional online Intern Survey at the end of the tenure with TI-S. The purpose of this Intern Survey is to provide an opportunity to give feedback on various aspects of TI-S' organisational culture, on satisfaction as well as on the quality of induction and mentoring. About one week before the end of the intern's tenure, the HR Department will provide interns with a link for the online questionnaire. The survey data will be analysed by HR in a confidential way at the end of a calendar year and outcomes will be presented to all staff. Derived improvements are desired. Outcomes can also be communicated to former interns (if requested).

On request, interns will receive a letter of reference at the end of their internship.

### **Please note:**

The TI-Secretariat reserves the right to amend its internship programme requirements. Interested applicants are strongly encouraged to check the TI website for the latest information available.

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