

## Policy and Procedure for Student Externs

1 Eligibility: In order to participate in the Student Extern programme, a student must meet the following criteria:

- i. The university in which the student is enrolled must have a pre-existing mandatory or elective option for practical experience as part of its degree; requirements. The programme cannot be established ad hoc to meet an individual student's needs.
- ii. The student must be enrolled in a degree programme relating to the work of IMO or the Secretariat (e.g. law, engineering, international relations, management, finance, languages, etc.).

2 Application: The student must submit to the ERO Intern Coordinator an application package containing the following information:

- i. A curriculum vitae with emphasis on academic achievement;
- ii. Identifying information, including visa eligibility for the United Kingdom and proof of health insurance cover; IMO is not responsible for obtaining, or assisting to obtain, any visas.
- iii. University, degree programme, expected year of graduation;
- iv. Statement of practical experience being sought and its relationship to the work of the Organization;
- v. Academic credits to be received/hours of work per week at the Organization (Note: full-time Student Externs should be expected to work a full 37.5 hour week);
- vi. Certification from the university or sponsoring Member State, by completion of the relevant sections of the "Agreement to Conditions and Requirements for Student Externs" (Conditions), or through completion of a university-generated form that is substantially similar.

3 Consideration and Approval: The ERO Intern Coordinator will ensure that the application package is complete, then forward the package to the relevant Division for consideration and approval. Approval should not be considered unless:

- i. The Division/Office has sufficient office space, computer terminals, etc., to support the Student Extern;
- ii. The Division has sufficient meaningful work for the Student Extern to conduct and other opportunities to participate in, or observe, the work of the Organization. Student Externs should not be brought in merely to conduct clerical duties;
- iii. The Division/Office can provide sufficient supervisory support to the Student Extern.

4 Supervision: Student Externs are under the direct supervision of the responsible Division/Office. The supervisor shall complete and agree to the standards described in the Conditions.

- 5 Duration: Student Externships should normally last not more than one term/semester/quarter.
  - 6 Expenses: Student Externs shall conduct their activities at no expense to the Organization; all living, medical and other personal expenses must be borne by the student. Mission travel by Student Externs may be authorized by the responsible Division Director in exceptional circumstances
  - 7 Logistics: The responsible Division will provide a work area and computer station for each Student Extern. Access badges, computer access and other logistical and administrative arrangements to allow Student Externs to conduct their work will be provided by the Administrative Division, as required.
  - 8 Conduct: Student Externs will complete and sign the Conditions, as applicable to them. Student Externs are expected to abide by the IMO Staff Rules and Regulations regarding personal conduct, including the ICSC Standards of Conduct for the International Civil Service, during their assignment. Misconduct may result in termination of the authorization to gain practical experience at IMO. Article XI and Rule 111 of the Staff Regulations and Staff Rules (Appeals) do not apply to Student Externs, but the IMO policies on workplace harassment and whistle-blower complaints are applicable .
  - 9 Evaluations: The responsible IMO supervisor will provide the performance evaluation(s) required by the Conditions or a substantially similar agreement provided by the University. Supervisors should liaise with the Student Extern's faculty supervisor as needed. Individual professional references may be provided to Student Externs.
  - 10 Subsequent employment: Student Externs may apply for, and be considered for, subsequent employment by the Organization, after completion of the relevant degree requirements leading to the externship.
  - 11 Legal: Although IMO enjoys privileges and immunities from civil suit, IMO will ensure that IMO's labour and employment practices relating to this student externship are consistent with United Kingdom national laws related to externships, to the greatest extent possible.
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