

WIPO Internship Program

Program Description and Purpose

The WIPO Internship Program is open to students and graduates from all regions of the world, with a background in law, particularly in intellectual property, or in other fields relevant to WIPO such as science and technology, finance, human resources, economics, communications, information technology, translation and international relations.

The WIPO Internship Program supports WIPO's mission to promote innovation and creativity for the economic, social and cultural development of all countries through a balanced and effective international intellectual property system, enabling interns to learn about the core values and initiatives of WIPO.

The WIPO Internship Program provides an opportunity for interns to complement their educational experience and to develop their professional skills and experience through participation in work in an international context. WIPO also benefits from the contributions of interns, who bring fresh perspectives and knowledge of the latest research in their specialist fields.

Eligibility

The requirements for the WIPO Internship Program are:

- education: completed first-level degree or higher. Graduates will be eligible to apply for an internship no more than two years after completion of their most recent degree or postgraduate studies;
- very good knowledge of English and/or French. Knowledge of any of the following WIPO working languages would be an advantage: Arabic, Chinese, German, Japanese, Korean, Portuguese, Russian and Spanish;
- proficient computer skills (Word, Excel, PowerPoint and other relevant IT programs/applications);
- good analytical skills.

Categories, Duration of an Internship and Stipend

Interns may be recruited on an individual basis, or through an educational institution or government, based on an agreement with WIPO. The WIPO Internship Program consists of two categories, based on the level of study of the interns.

Category I:

- a) individuals who have completed their first-level degree; and
- b) individuals enrolled in postgraduate-level studies who have not completed their coursework and the final thesis.

The length of Category I internships shall normally be three months. Category I internships may be extended if justified by the specific needs of the employing program, subject to the approval of the Human Resources Management Department (HRMD), provided that the total maximum length of the internship shall not exceed six months. Interns in Category I shall receive a monthly stipend of 500 Swiss francs.

Category II:

- a) individuals enrolled in postgraduate-level studies who have completed their coursework but not the final thesis; and
- b) individuals who have completed their postgraduate-level studies.

The length of category II internships shall normally be between three and six months. Category II internships may be extended if justified by the specific needs of the employing program, subject to the approval of HRMD, and provided that the total maximum length of the internship shall not exceed twelve months. This category of interns shall receive a monthly stipend of 2,000 Swiss francs.

The stipend is a monthly allowance intended to contribute towards the cost of lodging, board and local transport. It is not a salary or honorarium and it is not intended to cover the interns continuing expenses for themselves or their families. Interns who join WIPO on the basis of a formal agreement with the Organization or under any of its programs, and who receive funding from another source (e.g. their respective university or government) shall not receive a stipend from WIPO.

Application Procedure

Applicants are requested to submit their CV and cover letter by applying to the WIPO Internship Program: https://wipo.taleo.net/careersection/wp_internship/jobsearch.ftl?lang=en

Internships shall be filled by way of a selection process, established under the responsibility of the Program Manager, in consultation with HRMD.

If selected for a WIPO internship, candidates shall be required to provide certified copies of their diplomas and, where applicable, proof of enrolment in their postgraduate studies.

WIPO Internship Program (cont'd)

Status of Interns

Interns are not staff members of WIPO and shall not therefore be entitled to the privileges and immunities extended by the host country to WIPO officials. Interns shall not represent the Organization in any official capacity.

Conduct

Interns shall be expected to adhere to the same standards of conduct as are applicable to WIPO staff members. The Standards of Conduct for the International Civil Service and the following WIPO Staff Regulations and Rules on conduct shall be expressly incorporated into the contracts of interns.

Confidentiality

Interns shall keep confidential all unpublished information made known to them during the course of their internship and shall not publish outside WIPO any reports, articles or papers on the basis of information obtained during their internship, without prior authorization from the Organization.

Interns shall exercise the utmost discretion in all matters relating to the performance of their work and may not use or disclose to any third party any information that has not been made public.

Intellectual Property Rights

All intellectual property rights, including without limitation, copyright relating to any protectable subject matter created by interns under the terms and during the course of their internship shall belong to WIPO.

Medical Clearance

The internship shall be subject to medical clearance. The selected candidate shall provide a medical certificate from a qualified physician, who shall state that the candidate is in good health and fit to work. The medical certificate shall be dated not more than three months prior to the commencement of the internship and must be received by HRMD from the selected candidate prior to any travel being undertaken.

Travel and Visas

WIPO shall not be responsible for arranging travel, visas and/or accommodation nor shall WIPO cover any related costs. If necessary, WIPO may provide the intern with assistance in obtaining an entry visa.

Interns shall be entitled to a Swiss "légitimation" card for the duration of their internship, which serves as the residency permit, and which shall be requested by WIPO on behalf of the intern from the Permanent Mission of Switzerland to the United Nations Office and to the other international organizations in Geneva. WIPO shall not provide a "légitimation" card for any family members of the intern.

Medical and Professional Accident Insurance

WIPO shall provide medical and professional accident insurance coverage for the intern. The premium shall be paid by WIPO. This insurance does not cover maternity benefits. WIPO shall not provide medical and accident insurance for any family members of the intern.

Annual Leave and Sick Leave

Interns shall accrue two-and-a-half days of annual leave per month of service. No monetary payment shall be made for unused annual leave at the end of the internship. In case of illness, interns shall be granted up to two days of sick leave per month of service. An intern shall not be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner, to the effect that he or she is unable to perform his or her duties and stating the probable duration of the absence.

Notice Period

The contract may be terminated at any time by either of the two parties by giving the other ten working days' written notice.

Further Employment

An internship shall not, in any way, be interpreted as a commitment to future employment with WIPO. Any employment with WIPO after an internship shall be subject to the applicable recruitment and selection procedures. Interns shall be considered as external candidates for any fixed-term vacancy for which they apply where they fully meet the qualification and experience requirements. Interns are not eligible for employment on a temporary appointment or a non-staff contract for a period of two months following the end of their internship.