



PARLIAMENTARY ASSEMBLY OF THE MEDITERRANEAN
ASSEMBLEE PARLEMENTAIRE DE LA MEDITERRANEE
برلمان البحر الأبيض المتوسط

General Information and Conditions
Governing Internships at PAM

1. The Parliamentary Assembly of the Mediterranean (PAM) Secretariat arranges, on an annual basis, internships for graduate students specializing in a field related to the work of the PAM. These internships are intended to:
 - a) Promote a better understanding of international issues and offer an insight into the work of the PAM, and
 - b) Provide the Assembly with the able assistance of outstanding researchers specializing in a field related to its own work.
2. Participants are selected from among applicants supported by their Academic instructions and in whom the Secretariat has expressed interest.
3. Interns are not paid. Acquisition of necessary visas, travel costs, travel arrangements and living accommodations are also the responsibility of the interns or their sponsoring institutions.
4. The PAM accepts no responsibility for costs arising from accidents and/or illness incurred during an internship and the intern therefore has to have health insurance coverage.
5. While serving at PAM, the interns are not considered in any respect as officials or staff members of the PAM. On the other hand, they are normally expected to work full time like regular staff members and to carry out the duties assigned to them. They are bound by the same duties and obligations as regular staff members; they must, in particular, keep confidential any and all unpublished information made known during the course of internship and not publish any reports or papers on the basis of information obtained except with the authorization of the PAM.
6. There is no expectancy of employment by the PAM at the end of the internship, and the intern cannot apply for or be appointed to any position with the PAM during the period of internship, nor for the six months immediately following the expiration date thereof.
7. The intern will provide notice in case of illness or other unavoidable circumstances, which might prevent him or her from completing the internship.
8. At the end of the internship, the intern is expected to complete an evaluation questionnaire on his or her assignment and to submit it to the **Administration and Protocol Service, PAM**.
9. Interested graduate students should write to the **Administration and Protocol Service, Parliamentary Assembly of Mediterranean, PAM Centre for International Studies, San Marino** (admin@pam.int; secretariat@pam.int), enclosing: a) a covering letter stating why they are applying, b) a duly filled out Internship Application form. After a careful study of documents submitted, applicants will be notified of their selection **only**.



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CONDITIONS GOVERNING THE PAM
INTERNSHIP PROGRAMME

1. I accept the internship which has been awarded to me by the PAM and I am aware of the following:
 - a. that the PAM will not pay me for my internship and that all the expenses connected with it must be borne by me or my sponsoring institution;
 - b. that the PAM accepts no responsibility for costs arising from accidents and/or illness incurred during my internship and that I must, therefore, provide proof of my enrolment in a health insurance plan;
 - c. that there is no expectancy of employment at the end of my internship and that I cannot apply for any position with the PAM during the period of my internship and for the six months immediately following the expiration date thereof;
 - d. that I am myself responsible for obtaining any necessary visas to carry out the internship with PAM.

2. I undertake the following obligations with respect to the Internship Programme:
 - a. to conduct myself at all times in a manner compatible with my responsibilities as the holder of a PAM internship;
 - b. to keep confidential any and all unpublished information made known to me by the accepting office during the course of my internship and not to publish any reports or papers on the basis of information obtained during the programme, except with the authorization of the PAM;
 - c. to provide written notice in case of illness or other unavoidable circumstances which might prevent me from completing the internship;
 - d. to complete the internship evaluation questionnaire at the end of the internship and to submit it to **Administration and Protocol Service, Parliamentary Assembly of Mediterranean.**

DATE

SIGNATURE OF INTERN

This application form must be filled in and addressed to: **Administration and Protocol Service, Parliamentary Assembly of Mediterranean, PAM Centre for International Studies, San Marino** – admin@pam.int; pamrsm@pam.int