

# **GUIDELINES FOR SAARC INTERNSHIP PROGRAMME**

## **1. Introduction**

- 1.1. The overall objective of the SAARC Internship Programme (SIP) is to promote awareness about the South Asian Association for Regional Cooperation (SAARC) thereby making it widely known in and beyond South Asia through discourse and research in the academia and at the professional level.
- 1.2. Accordingly, the SIP aims at encouraging and facilitating research and studies concerning the regional Association and its activities by offering internship at the SAARC Secretariat in Kathmandu, Nepal. Such internship may include, at the discretion of the Secretary-General, a period of attachment at any of the relevant SAARC Regional Center.
- 1.3. Under this program, the interested students or researchers will be placed at the SAARC Secretariat in Kathmandu for a period of two weeks to six months, depending on the need and nature of the projected research work and the requests so made by the prospective internees.
  - 1.3.1. The agreed period of internship at the Secretariat may be adjusted during the course of actual placement through mutual consent.
  - 1.3.2. Any extension sought during placements should not be for more than the period initially agreed upon.
- 1.4. During the period of placement with the Secretariat under this program, the internees will be given access to all legal instruments of the Association, reports and documents adopted by its Charter bodies and those of ministerial meetings, meetings of expert groups, Technical Committees and ad-hoc bodies. They will have full access to the library at the Secretariat.
  - 1.4.1. The internees will be able to study, at the discretion of the Secretary-General, pending and ongoing proposals, and policy documents that have already been considered and deliberated upon by the Association, irrespective of the present state of such documents.
- 1.5. The internees may be granted access also to video recordings of the meetings of the Association as also the programmes under the SAARC Audio-Visual Exchange Program that are available at the Secretariat.
- 1.6. At the commencement of the program, the Secretariat will organize a general briefing session on SAARC and its activities for the benefit of the internees.

- 1.7. The internees will also be able to individually meet the Secretary-General, Directors and Program Officers at the Secretariat as and when required as per their convenience to discuss matters concerning their research project/study. The Directors overseeing the area in which the internees will be working during the programme will act as advisers for them.
- 1.8. The internees, with the permission of the Secretary-General, can attend SAARC meetings taking place in Kathmandu during their internship and assist the Secretariat officials in documentation and other preparatory work.
- 1.9. At the end of the internship program, the SAARC Secretary-General will award the internees with a certificate.

## **2. Logistics**

- 2.1. As the host organization, the SAARC Secretariat may assign a study room to the internees during their placement with the Secretariat. Besides, the internees may be provided with basic facilities during placement such as a personal computer connected to Internet and a printer, and a local telephone. In case of more than one intern, these facilities may have to be shared.
- 2.2. Maintenance of the internees will be his/her responsibility. The Secretariat will not be responsible for living arrangements eg. Accommodation, food, transport etc. although assistance may be extended on request with logistic requirements.
- 2.3. The SIP will not cover the cost of travel of the internees to and from the seat of the Secretariat where such a placement is envisaged nor will it include any stipend to be paid to the internees during their placement with the Secretariat.
- 2.4. Obtaining appropriate visa for travel to Nepal for the purpose of SIP will be internee's responsibility. Assistance in the form of recommendations may be extended and he/she will abide by the laws, rules and regulations of the host country.

## **3. Eligibility**

- 3.1. The SAARC Internship Program is open to under-graduate, graduate and post-graduate students from South Asia.
- 3.2. The SIP is open also to researchers of any nationality working in South Asian research institutes based within the region.

#### **4. Procedures**

- 4.1. The interested students and researchers will be required to fill in application forms in the prescribed format and submit the same to the SAARC Secretariat preferably three months before the date on which the placement is to begin.
- 4.2. The applications may be sent to the following postal address: Media, Publications and Human Resources Development Division, SAARC Secretariat, PO Box 4222, Kathmandu, NEPAL. Applications by electronic means will not be acceptable.
- 4.3. The application forms may be obtained on request from the SAARC Secretariat, Kathmandu, Nepal or downloaded from the Secretariat's home page [www.saarc-sec.org](http://www.saarc-sec.org).
- 4.4. The application form will seek, among other things, a recent passport-sized photograph, personal and academic information about the applicants, the details about the projects they are involved in, and the academic or research institutions they belong to.
  - 4.4.1. For student internees, a parental consent form needs to be filled.
- 4.5. Certification from the sponsoring institutions about the financial support for the prospective internees needs to be submitted at the time of application. In other cases, parents can also provide such certificate of financial guarantee.
- 4.6. These applications will have to be endorsed in original by the parent institutions to which the students and researchers belong and supported by a letter of recommendation from these institutions.
- 4.7. At the time of application, the prospective internees will also be required to submit a statement of about 500 words indicating the intended purpose and the specific area of study and the time frame proposed.
- 4.8. At the end of the placement program, the internees will be expected to make an oral presentation (15 to 30 minutes) during a function at the Secretariat (as at 1.10 above) on the outcome of the study carried out by them during their placement at the Secretariat.
- 4.9. Upon completion of the study project for which the internship was sought, the internees will be required to submit to the Secretariat two copies of their finished products for information and record of the Secretariat.

## **5. General provisions**

- 5.1. The scholars and researchers placed under the SIP will be denied access to any draft or yet-to-be-tabled documents of the Association. They will be debarred from using and making references to any classified documents of the Association.
- 5.2. The Secretariat will not be responsible for the personal conduct of the internees during the internship period.
- 5.3. The acts of pillage, trespassing and unauthorized access to documents by the internees will result in termination of their internship with the Secretariat.
- 5.4. The SIP may accept up to three individuals at a time for placement at the Secretariat during the initial period.
- 5.5. The accepted internees will be expected to have general basic information about the Association before the commencement of the program.
  - 5.5.1. The interested candidates may visit the SAARC Secretariat's website [www.saarc-sec.org](http://www.saarc-sec.org) for such information about the Association.
  - 5.5.2. Information leaflets about the Association published by the Secretariat may also be obtained on request from the Information and Media Division, SAARC Secretariat, Kathmandu, Nepal.
- 5.6. The authorship of the study reports prepared by the internees will remain either with the students and researchers themselves or with the institutions for which the research study was undertaken.
- 5.7. The SAARC Secretariat will neither be accountable for the contents of the study reports so prepared by the internees nor will it be liable to be questioned for any views and statements made by the internees in their study reports. The draft Report needs to be submitted to the adviser Director at the Secretariat before its publication.
- 5.8. It will be the responsibility of the internees to ensure that the documents/reports they bring out on completion of the internship at the Secretariat are free of plagiarism, which is considered an offence in the academia.
  - 5.8.1. It is for the internees to adhere to the academically accepted practices and guidelines in sourcing the citations in their reports as also to reflect them in the bibliography, normally expected to be attached to the completed work of the internees.

- 5.9. The SAARC Secretary-General will oversee the implementation of the SAARC Internship Programme. Media, Publications and Human Resources Development Division at the Secretariat will act as the coordinating Division for the Programme.
- 5.10. The SAARC Secretariat will reserve the right to accept or reject any application under this programme without assigning reasons whatsoever.
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