

UNITAR TERMS & CONDITIONS

MA in International Relations and Diplomacy - MS in Sustainability Management

Mentoring and Internship

UNITAR supports students through a structured mentoring and professional placement process designed to maximize employability and practical experience.

Eligibility requirements

Participation in UN system internship opportunities is subject to key eligibility factors that may influence candidate selection:

- **Relocation eligibility and willingness:** Candidates must be willing and legally eligible to relocate if required, including meeting visa and work permit requirements. Responsibility for legal eligibility remains with the candidate.
- **Compensation conditions:** Many UN agencies do not offer paid internships. Candidates should be aware that most placements may be unpaid.
- **Age limits:** Several UN agencies apply internship age limits.¹ Exceptions may occur but are not guaranteed.
- **Competitive selection:** Internship placements are competitive and subject to host organization requirements and final decisions. Eligibility does not guarantee placement.

Internship Process

The internship process will follow the general steps outlined below:

1. Application Package: Six (6) months prior to graduation, Schiller students will have to complete the Application Package² to start the internship selection process.

- February students – Application package completed between June - July
- June students – Application package completed between February - March (next year)
- October students – Application package completed between February - March (next year)

2. Screening: Review application package submitted by candidates. This phase has an estimated duration of one month.

3. Selection of candidates: Up to 10 candidates from the total application pool will be selected by UNITAR to receive personal mentoring and training, preparing them for potential internships. This phase has an estimated duration of one week.

¹UN agencies apply internship age limits typically around 32–33 years old at the time of application.

²The application package (including application forms, CVs, and cover letters) shall be reviewed by the Career Advisor.

³The maximum of 10 candidates applies per calendar year and includes students from all cohorts combined.



4. Personal Mentoring and Training: Individualized support for students based on skills analysis and mapping against available roles. Support will continue until the student secures an internship, with meetings held once every two weeks initially and subsequently once per month, depending on candidate responsiveness. This phase is continuous until internship placement and includes:

- **Orientation:** Coaching sessions introducing key desirable skills, values, and application processes within the UN system, delivered in parallel with the mentoring process.
- **Technical Support:** Assistance with the creation and setup of Indico accounts for internship placement processes, provided as needed.
- **Application:** Students apply directly to suitable or desired internship opportunities, in line with their readiness and the availability of relevant openings.

5. Reference: UNITAR representatives may provide professional references or supportive recommendations to strengthen candidate applications.

6. Placement: Internships are generally recommended to commence upon the student's graduation. However, the start date may be determined on a case-by-case basis, considering the availability of the candidate and the needs of the respective UN office or department.

Fellowship & Graduation

UNITAR offers a fellowship experience consisting of a three (3)-day program in Geneva, including sessions hosted by UNITAR, followed by a graduation ceremony.

The implementation of the fellowship and graduation activities is subject to UNITAR conditions.

Conditions:

- A minimum of eight (8) students and a maximum of thirty-six (36) are required for the fellowship to take place.
- Fellowship implementation must be confirmed at least three (3) months in advance.
- The list of final participants shall be shared at least two (2) months prior to the fellowship.
- Students are responsible for all travel, accommodation, transportation, and other related expenses, while UNITAR provides meals and refreshments.

Estimated timeline:

Cohort	Confirmation Deadline	End of Classes	Fellowship & UNITAR Graduation Period ⁴
February	December (intake year)	February (next year)	March (next year)
June	March (intake year)	April (next year)	June (next year)
October	June (next year)	October (next year)	November (next year)

If the minimum participation is not reached or the fellowship cannot be implemented, the graduation ceremony in Geneva may still be organized independently. ⁵

⁴The fellowship will take place approximately one (1) month after the completion of academic classes. Dates are subject to change based on Academic planning.

⁵Subject to final confirmation by UNITAR.

STUDENTS: Please reach out to your Career Advisor for guidance on next steps and deadlines.

All other inquires: info@schiller.edu