



## **An internship at IPIS**

### ***Conditions for acceptance:***

Experienced in writing in English  
A relevant set of research questions and a publication plan  
Availability of both office space and coaching IPIS staff

### ***Procedure:***

The applicant has to send a CV, a letter of motivation and a research proposal to the Director. The research proposal can be developed together with a member of the IPIS staff. The application is discussed at the first IPIS staff meeting. If accepted, a coaching researcher is appointed. The applicant is formally invited for a short interview with both the coaching member of staff and the Director. During this meeting the following arrangements are discussed.

### ***Arrangements:***

In principle an internship lasts for 3 months and results in a publication. After one month the collaboration is evaluated. If both parties are satisfied the internship is extended by another 2 months and is expected to be successfully concluded. After such a positive evaluation the intern's name is added to the IPIS website and in the annual report.

Each intern is expected to be physically present at IPIS 2,5 days/week during the whole period. The intern will notify the office manager by Thursday of the previous week on his attendance for the next. The intern may be asked to spend the equivalent of one day/week on tasks in support of IPIS' daily work.

At the end of the three-month period, the written output has to be completed. If the quality is sufficient, the text is published as an IPIS intern paper or an IPIS publication (in case an IPIS researcher is co-author of the paper).

### ***Benefits:***

An internship at IPIS is voluntary. Interns who do not apply in the framework of a university programme (or any other education) can have their transport costs reimbursed.