

## **Frequently Asked Questions (FAQ)**

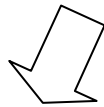
This document of ***Frequently Asked Questions*** offers a global overview of the principle aspects which define the Internship and Studies Program of Action Against Hunger – Spain (ACF-Spain).

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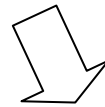
## 1.- What is the Internship and Studies Program?

Several years ago, ACF-Spain introduced a professional Internship and Studies Program addressed to those university students (specially, postgraduates: Master & PhD) who are interested in developing their profiles in Cooperation and Humanitarian Aid sector within an international organization of humanitarian aid.

This Program follows two main objectives:



Giving an opportunity to the students to learn, develop a concrete experience and be part of developing specific projects.



Giving the organization an access to the university theoretical and technical knowledge.

## 2.- How is organized Internship and Studies Program in ACF-Spain?

ACF-Spain develops two types of non-salaried programs:

*Internship Program  
and Studies  
at HQ and  
Delegations*

*Internship and  
Studies Program  
in the Field*

The call for students and the selection processes are launched two times per year. These calls group all the open internship positions at HQ, Delegations or Field level.



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Annually, there are **two calls** for students to apply to the Program. ACF-Spain publishes on its website all the terms of references in order to receive the candidatures, CVs and start the selection processes within the following periods:

Chronogram Calls Internship and Studies Program 2011- 2012				
Call	Deadline receiving CVs	Selection process Until:	Beginning of Internship or Study <sup>1</sup> Between:	Ending of Internship or Study <sup>2</sup> Between:
1 <sup>st</sup> Call 2011	31 <sup>st</sup> May 2011	30 <sup>th</sup> June 2011	1 July – 31 <sup>st</sup> September 2011	1 <sup>st</sup> October – 31 <sup>st</sup> December 2011
2 <sup>nd</sup> Call 2011	31 <sup>st</sup> October 2011	30 <sup>th</sup> November 2011	1 <sup>st</sup> January – 31 <sup>st</sup> March 2012	1 <sup>st</sup> April – 30 <sup>th</sup> June 2012
1 <sup>st</sup> Call 2012	31 <sup>st</sup> May 2012	30 <sup>th</sup> June 2012	1 <sup>st</sup> July – 31 <sup>st</sup> September 2012	1 <sup>st</sup> October – 31 <sup>st</sup> December 2012
2 <sup>nd</sup> Call 2012	31 <sup>st</sup> October 2012	30 <sup>th</sup> November 2012	1 <sup>st</sup> January – 31 <sup>st</sup> March 2013	1 <sup>st</sup> April – 30 <sup>th</sup> June 2013

One of the principles of ACF-Spain is the professionalism. Therefore, the students will be in contact with a professional team who will guide, train and orientate the student in his/her professional development within the organization.

According to this approach, both sub-programs include several tutors:

1. A tutor within the department who assures a continuous follow-up and monitoring.
2. Mentor: Mrs. Susana Fernández Casla, Responsible Training and Academic Relations who coordinates the program assuring the quality, coaching and professional development during the placement.
3. In case of placements in the field, a third tutor will be designed by the mission.
4. Tutor in the university/institution.

### 3.- How can a student apply to an internship position?

For more specific internship placement opportunities and the terms of reference, check out our website:

[http://www.accioncontraelhambre.org/formacion\\_practicas.php](http://www.accioncontraelhambre.org/formacion_practicas.php)



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<sup>1</sup> The internship or study can start within this period, but has to last at least 3 months in order to guarantee the process of training and development of the students. If an internship starts on a specific date, this will be mentioned in the specific vacancy.

<sup>2</sup> The internship or study should last at least 3 months. The end date of the internship will be calculated depending on the beginning of the internship and the requirements for the specific placement.

If you are interested in applying for an internship position, you should send **one document (pdf) with the following documents through our website:**

1. **Motivation Letter**
2. **Updated version of your Curriculum Vitae.** Make sure you include your contact details (e-mail and telephone number so we can contact you if you pass the first phase).
3. **University Agreement**, facilitated by your University to develop a professional internship period within an organization.



The Agreement or document to be signed in collaboration with an educational institution is mandatory. It will determine the pre-selection of the candidature. Only the applications sent through internet with placement reference will be taken into account.



Only the applications sent through internet with placement reference will be taken into account.

#### **4.- What are the admissibility criteria?**

The applicants can send their request for an internship position within the Internship and Studies Program only if they're following university studies and if they comply with the terms of reference of the specific internship placement, posted at our website:

[http://www.accioncontraelhambre.org/formacion\\_practicas.php](http://www.accioncontraelhambre.org/formacion_practicas.php)

The selection criteria we will pay attention to:

- Last year student/postgraduate;
- Internship application must be accompanied with the due **University Agreement**;
- Knowledge, motivation and identification with the ACF-Spain principles
- Interested and skilled on one or more of the following fields: humanitarian aid, food security, nutrition, water and sanitation, communication, finance, logistics or human resources;
- Able to write and work in Spanish; English and/or French will be evaluated depending on the position;
- Have good computer skills;
- Willing to join a dynamic international team;
- Able to keep deadlines and handle tasks responsibly;
- In the case of Internship and Studies Program in the Field and depending on the destination, a list of documents (vaccines, visas etc.) should be presented to ACF-Spain. This information should be included and clearly indicated in the signed agreement between the Institution/ University, the student and ACF-Spain;
- Other criteria are defined for the specific internship post.



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### 5.- How long are the internship placements?

Generally, the duration of internships is between 3 - 6 months.

In certain cases, according to the activities, needs or type of university agreement, longer or shorter periods can be offered. All the details will be defined in the terms of reference and signed agreement.

Generally speaking we offer two types of placements:

- **Part-time** placement:
  - Morning (Monday-Friday, 20-25hs/week ) or
  - Afternoon (Monday-Thursday, 16-20hs/week)
- **Full-time** placement: from Monday-Friday, 35hs/week

It is important that you indicate in your motivation letter if your availability is in accordance with the time table established in the internship offer.

### 6.- As student, what are my duties and responsibilities?

All the interns should demonstrate commitment to our Chart of Principles and confidentiality.

The placements developed at HQ, Delegations or Field level include some duties and specific responsibilities. The student should be committed in developing the proposed tasks and reports, acceptance of the Security Plan and rules, vaccines, participation into the internal trainings offered by the organization etc.

Depending on the context, type and country of the placement (Spain or International placement), all the information will be included in the Agreement. The student will also participate in intensive briefings with the tutors and training activities before travelling.

### 7.- Which are the conditions and benefits of this program?

#### **CONDITIONS INTERNSHIP AND STUDIES PROGRAM 2011:**

- Non-remunerated program;
- The duration of an internship is between 3 and 6 months
  - Part-time:
    - Morning (Monday-Friday, 20hs/week) or
    - Afternoon (Monday-Thursday, 16hs/week)
  - Full-time: from Monday-Friday, 35hs/week
- 1 tutor from the specific department where the student collaborates;
- 1 mentor from the Training and Academic Relations Department. This department is in charge of coordinating the Internship and Studies Program;
- Briefing and welcome training package;
- Possibility to attend other trainings developed by ACF-Spain according to profile;
- Debriefing in order to evaluate the activities and project developed by the intern;

- Certificate;
- Coaching and professional orientation;
- Accident insurance and civil responsibility.



24 hours telephone assistance at the internship office in case of problems or emergencies.

**Specific conditions:**

- **HQ positions:** for internships of more than 5hs a day, ACF-Spain offers Ticket Restaurant to cover lunch costs: €10,-/day.
- **Field positions:** accommodation, meals, trainings, materials during your placement in the field will be covered by ACF-Spain. Vaccines, visa, passport, insurances and flight tickets will not be covered by the organization. Besides, field internships are always full-time positions.

### 8.- And after...what happens at the end of the internship placement?

The end of internship period is marked by a *debriefing* where the student and the tutors will develop a jointly evaluation of the results. During this meeting, a *certificate* with all the details (duration, main responsibilities, developed tasks as well as other competencies that should be remarked) will be handed over. If requested, reference letters will be also given to the student.

The participant will present in the Training and Academic Relationships Department a *report* of these activities at the end of the period. This report will include tasks, objectives and conclusions achieved during the placement. A personal evaluation of the period will be also asked in order to help us in the global evaluation of the program.



ACF-Spain does not undertake to establish an employment relationship with the Participant once the participation placement concludes.



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