

Guidelines on Internship Program at WorldFish

I) Definition of Intern

Post-graduates, graduates and near graduates with limited experience maybe considered as intern. Eligible individuals would have normally completed their degree in an area close to the subject matter of the program or project to which they would be attached. Priority will be given to post-graduates students.

II) Objectives of the internship program

- a) To offer graduate students an opportunity to acquire direct practical experience in their field of specialization.
- b) To promote a better understanding of the CGIAR and WorldFish.
- c) To provide Groups at the WorldFish headquarters and regional offices with the assistance of outstanding young graduate students specializing in fields relevant to WorldFish activities.

III) Types of internship program

- a) Self-financed
The intern will bear all the costs related to travel to and from the home base/place of study to the place of engagement and costs of stay.
- b) Intern sponsored by other institutes
WorldFish normally does not provide support for the intern's international travel, nor can we cover for accommodation expenses or living expenses. These costs, however, can be covered by an external donor through a grant or contract between the donor and WorldFish. In this case sufficient funding must be provided to cover WorldFish administrative overhead as well as the direct costs.
- c) WorldFish Center financed – interns based at Headquarters in Penang
 - i) From developing countries other than Malaysia
For interns whose home base/place of study is outside the place of assignment/project, WorldFish may consider on a case by case, providing a fixed allowance when the work of Intern benefits the Center. This can be decided by Project Leader / OIC in case of use of restricted project funds and by Corporate Services Director in case of use of unrestricted core funds.

Definition :

Post-graduates : Student/applicant who have completed 1st. degree (Bachelor degree/basic degree) and is currently pursuing a higher degree (Master).

Graduates : Student/applicant who have completed 1st. degree.

Near graduates : Student/applicant who is currently in the final year of their 1st. degree.

Under-graduates : Student/applicant who is currently pursuing 1st. degree.

For developing country interns who could contribute to Center's objectives and whose skills are needed, the Center will bear to & fro travel from the home base/place of study to the place of engagement. The mode of travel will be decided in advance by the Project Leader but will not exceed the cost of reimbursement of most direct-route economy class air fare. Monthly accommodation reimbursable must not be more than \$200. A monthly stipend of US\$132 (RM500) is payable to cover the cost of living expenses, local conveyance, etc., during the duration of the internship program.

ii) Local interns from Malaysia

A monthly stipend of USD132 (RM500) is payable to cover the cost of living expenses, local conveyance, etc., during the duration of the internship program.

d) WorldFish Center financed – interns based at WorldFish Center's other sites

Following the pattern of interns based in Penang, if the intern is from a country other than the home country, he is to be paid a monthly stipend and an accommodation reimbursement. If he is from the home country he is paid only the monthly stipend. The exact amount of stipend and the maximum accommodation charges to be reimbursed to be decided for each country separately based on living expenses and market rates for interns.

IV) Conditions of Internship Program with WorldFish

- a) The interns will be fully involved in a pre-designated field, identified as of interest by the Project Leader or Unit Manager of the Center. He/she will carry out their assignments under the supervision of a professional staff member. The selecting supervisor must be prepared to invest considerable time in the guidance and supervision of interns.
- b) For the Center financed program, the intern's project must support directly an ongoing Project which is part of WorldFish formally approved research agenda. Prospective interns must arrange with a WorldFish Project Leader to undertake a research activity that will support the project which most closely meets the intern's interests. Usually this is arranged through correspondence between the intern and the Project Leader or a designated Task Manager, and would normally involve also the intern's advisor at his or her educational institution.
- c) The intern will be provided with a working space, access to computers (if necessary) and other equipment/apparatus relevant to his/her research project. Additional field equipment needed by the intern may be purchased from the budget of the Project under which the intern is working, provided that this is consistent with the Project's goals and has been included in the letter of agreement.

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- d) Minimum length of internship of two months. (Internship request of less than 2 months will be considered on a case to case basis).
- e) WorldFish will provide limited insurance coverage for all categories of intern in case the coverage is not available / provided for by his / her institutes. The coverage includes:
 - i) Group Medical for inpatient and outpatient coverage; current policy with ING for national staff in Malaysia (limited to intern only)
 - ii) Group Term Life insurance - Accidental Death, Total & Permanent Disablement, Critical Illness (sum assured for intern is max. RM50k)
- f) Formal letter of acceptance from Human Resources Unit / OIC (in case of outreach office) is required. The letter will spell out the responsibilities and obligations of each party. This letter must be signed by the intern, the intern's designated supervisor at WorldFish and a member of WorldFish senior management, and countersigned by the intern's educational advisor. The letter will include the WorldFish statement on intellectual property rights which is incorporated into all collaborative agreements.

V) Application Requirements:

1. A completed application form.
2. Cover letter providing a narrative of his / her academic background, research interests and achievement targets.
3. Recent passport sized colored photograph (attached to application form).
4. Updated curriculum vitae indicating academic achievements, examination records, work experience, extra co-curricular activities and other relevant skills.
5. Fluency in oral and written English should be proven by the intern by submitting credible scores in the subject of English at high school or university/college level.
6. Two recommendation letters from the intern's school / institute/ organisation indicating notable academic and extra-curricular performance (example: top 10% achievers of the class) and addressing the merits of the candidate. Reference letters should come from individuals familiar with the applicant's skills, experience, and research. It is the responsibility of the applicant to ensure that reference letters are submitted by the deadline.

Applications will be received by the Human Resources Unit and submitted to the Office of Director General. Appropriate vacancies for interns will then be identified from within the center and the applications will be channeled to the relevant project leaders/ internship supervisors for the selection process.

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VI) Process of selection

- The number of interns financed by WorldFish to be decided based on fund availability and work requirement and will be decided during the budget process. The number of interns self financed or financially sponsored from another institution based on work requirements projected by each unit.
- Selection based on a competitive selection process and would include an interview - (face to face or teleconference for outstation interns) with the designated internship supervisor/Project Leader.
- Selection of interns will be based on good academic, extra-curricular records of considerable standards, information given in the application and performance in interview.

VII) End of Internship Program

At the end of the internship program at WorldFish, HRU will conduct a formal feedback session with the interns with aim to find out the quality and content of the training programs (a form with standard questionnaires inviting comments from interns). This information will be conveyed to the interns' supervisor to facilitate the reviewing process of internship programs for further improvement.

At the same time, the intern needs to prepare a written report to the Project Leader of which he or she has been working with. He / she might be required to give an oral presentation to WorldFish scientists describing their research outcome. It is expected that the intern will provide WorldFish library a copy of any thesis or publication resulting from the research, and that WorldFish support will be acknowledged in all publications and in the thesis. Like all WorldFish scientists, interns are encouraged to publish the results of their research in refereed journals.

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