

Frequently Asked Questions

Eligibility criteria

- To be eligible to apply, you must have completed a minimum of one year of an undergraduate law degree. We, ideally, hope to receive applications from postgraduate law students.
- There is no minimum or maximum age limit. Our interns generally range from 20 to 35 years old.
- Our interns come from all over the world so expect to be in a diverse, international cohort, great for gaining different legal perspectives.

Locations

- **London:** The IBA office is located at 4th Floor, 10 St. Bride Street, London, EC4A 4AD, within the Square Mile.
The office is located in Zone 1 on the tube network (Zone 1 is Central London and Zone 6 is about 20 miles out of London near Heathrow Airport). Nearby stations include St. Paul's or Chancery Lane (Central line), Blackfriars (District and Circle lines) and City Thameslink (National Rail). If you are trying to find somewhere to live – try anything in Zones 2-4.
- **The Hague:** The ICC Monitoring and Outreach Programme is based at the IBA office at the Peace Palace, Carnegieplein 2, 2517 KJ.
There are bus and tram stops directly in front of the Peace Palace which pass by two main train stations (Centraal and Holland Spoor).
- **Washington DC:** The IBA's North America office is located at 1667 K Street NW, Suite 1230, 20006, in the heart of downtown DC, at the corner of K Street and 17th Street. Nearby Metro stations include Farrugut North on the Red line and Farrugut West on the Orange and Blue lines.

Application advice

- At the London office, there are three teams within which you can apply for an internship: **Legal Policy and Research Unit**, **Human Rights Institute** and **Executive Director**. It is important to research each team before deciding which to apply for as you may only apply for one internship.
- The **Legal Policy and Research Unit** undertakes research and develops and implements innovative strategies, projects and initiatives that are relevant to contemporary global legal issues, the global legal profession, the broader global community and the rule of law in business.
 - Current projects include anti-corruption, judicial integrity, cybersecurity, technological innovation (including research into blockchain), women in the commercial legal practice and whistleblowing.
 - For more information on current projects, visit:
www.ibanet.org/Legal_Policy_Research_Unit.aspx

- The aim of the **Human Rights Institute** is to promote and protect human rights and the independence of the legal profession worldwide. Current capacity building and advocacy projects focus on pertinent human rights issues, including the abolition of the death penalty, poverty, and sexual orientation and gender identity rights.
 - Activities span the Americas, Asia, Europe, the Middle-East, North Africa and Sub-Saharan Africa.
 - You could be doing Internet and library based research on the rule of law for developing countries such as Sierra Leone, Zimbabwe, Sri Lanka, etc.
 - You could also be doing background research or writing human rights intervention letters.
 - For more information on the Human Rights Institute, visit:
www.ibanet.org/IBAHRI.aspx
- Interns for the **Executive Director** may undertake research, write speeches for conferences and then possibly convert these speeches into academic papers.
 - You may also be asked to research topics for media interviews. For example, the current Executive Director, Mark Ellis, has spoken recently on CNN, BBC and Al Jazeera about subjects as varied as Libya, Egypt, and the cases of Julian Assange and Amanda Knox.
 - To read an interview by Dr Ellis on the trial of former Bosnian Serb leader Radovan Karadžić, follow:
www.ibanet.org/Article/NewDetail.aspx?ArticleUid=2CDB0FE2-FEED-41CF-9707-FC6464EFAD8A
- After you've chosen the team you wish to apply for, it's important to thoroughly research the work of the team you've applied for and convey your passion for that specific internship in your cover letter and interview.
- The application process involves sending a CV/resume, cover letter, application form and writing sample (no longer than 5 pages long) to internprogramme@int-bar.org before the closing date.
- We have intakes 4 times a year, every 3 months, and usually close applications 6 months before the start date.
- If successful, you will be invited for an interview with the team you have applied for (usually via Skype).
- For more information, closing dates and to download the application form follow:
www.ibanet.org/Education_and_Internships/Legal_Internship_Programme.aspx
- As much of the work you will undertake during the internship will involve writing reports, letters, or assisting in the preparation of academic articles, we ask for a writing sample as part of the application process. This is useful for us to see how you structure a piece of written work and how you form and support an argument.
- Applications close 6 months prior to the start of the internship but it isn't necessarily beneficial to apply early as they aren't reviewed until after the deadline. It is important that you provide up to date information on your CV, application form and cover letter.

- We aim to inform you if you have been successful and invite you to interview approximately 3-4 weeks after the closing date (but please bear in mind that members of staff who make up the selection panels travel frequently so it is not always easy to make a quick decision). Please do not hesitate to contact the Intern Programme Manager for any other information.

Length of internship

- We try to keep interns in blocks of 3 months mainly because of office space considerations, so we ask that you suggest dates within these blocks of dates when applying. We may be flexible on start dates if these do not correspond to your semester.

Who will I be working for?

- Internships undertaken in the **Legal Policy and Research Unit** will be spent working for a team of lawyers on current projects. You will report to the Director or one of the Senior Legal Advisers in our team and will be supported by the Projects Coordinator and the Intern Programme Manager.
- Interns in the **Human Rights Institute** will report to the Programme Coordinator and will also work directly with the Programme Lawyers. You will also be supported by the Intern Programme Manager.
- You will regularly interact with the lawyers in your team and may also work in collaboration with other interns. Therefore, interns should have strong independent research skills as well as the ability to work in a team.
- Interns for the **Executive Director** will work for Dr Ellis (the current Executive Director) either directly or remotely, as he is often out of the office on business.

What will I be working on?

- The work you will be tasked with on a day to day basis will vary depending on the project you're working on. We will try and tailor the projects to your interests and expertise wherever possible. There may be an opportunity to work on several projects simultaneously covering different legal issues.
- You may be contributing to research that could ultimately secure funding for a project, assist local bars with undertaking their own training and capacity building, as well as writing speeches and academic papers that form the basis of the work of the IBA.
- Previous interns in the Legal Policy and Research Unit have written articles on 'Women in the law: an Australian perspective' and 'Blockchain, smart contracts and lawyers', which are published on the IBA website:
https://www.ibanet.org/Legal_Policy_Research_Unit_reports.aspx

Financial aspects

- For applicants in London, the IBA Educational Trust is granting funding (to a maximum of £2,000 each) to students who would not otherwise be able to take up

the position due to financial constraints. To download the application form, follow: www.ibanet.org/Education_and_Internships/Legal_Internship_Programme.aspx

- All interns that are accepted onto the internship programme in London are responsible for finding their own accommodation. The best way to find accommodation is to undertake an internet search for cheap accommodation in London (try www.spareroom.co.uk). Also, try the International YMCA, Youth Hostel Association and the Halls of residence for some of the London Universities (especially useful if you are interning in the summer months) on the internet.
- In The Hague, it is best to get in touch with other interns from the international organizations and tribunals. You may also use local rental agencies, but they charge quite a large finder's fee.
- Rent in London is expensive so expect to pay a minimum of approximately £500 per month depending on your location. Transport starts at £120.60 a month for a travel card covering the tube and bus in Zones 1 and 2, but a bus-only travel card is much less expensive (visit the Transport for London website for details). Food is approximately £50 a week depending on where you choose to buy from.

Dress code

- The dress code is smart but suits are not necessary. Trousers, blouses, shirts and skirts are fine. No jeans or trainers apart from on “dress down Friday”, which is every week.

Working hours and holidays

- As interns are considered part of the office staff, we expect you to work the same full time hours as the wider organisation. We work from 9:30am – 5:30pm with a 1 hour lunch break Monday to Friday.
- You are entitled to 2 days of holiday per calendar month that you are with us so for a three month internship you would be entitled to 6 days holiday.

What do I do if I am successful?

- Once an intern place has been offered by the IBA, Interns must contact their nearest British mission for details on visa requirements. The offer of any internship is conditional upon you being able to satisfy eligibility criteria to work in the UK in accordance with applicable immigration rules.
- Due to the high volume of applications that the IBA receives, offers will remain open for acceptance for 10 working days from the date of the offer. If we do not hear from you within that period we will assume that the offer is rejected and it will be withdrawn and offered to the next successful applicant.
- In view of the fact that all offers are conditional upon ability to satisfy immigration requirements you are strongly advised to establish your immigration status as soon as possible.

If you require any further information, please contact the Intern Programme Manager at internprogramme@int-bar.org