



---

# application guide

---

open society internship for rights and governance  
2018

OPEN SOCIETY INTERNSHIP FOR RIGHTS AND GOVERNANCE  
APPLICATION GUIDE  
2018

THIS MANUAL IS NOT INTENDED FOR PUBLIC DISTRIBUTION.

## TABLE OF CONTENTS

Program Background .....	3
Program Structure .....	3
Application .....	7
Selection .....	10
Appendix: Sample List of Host Institutions .....	12

## PROGRAM BACKGROUND

---

### **About the Open Society Foundations**

The Open Society Foundations (OSF) work to build vibrant and tolerant democracies whose governments are accountable to their citizens. To achieve this mission, the Foundations seek to shape public policies that assure greater fairness in political, legal, and economic systems, and safeguard fundamental rights. On a local level, the Foundations implement a range of initiatives to advance justice, education, public health, and independent media. The Foundations work to build alliances across borders and continents on issues such as corruption and freedom of information. In addition, the Foundations place a high priority on protecting and improving the lives of marginalized people and their communities.

### **What is an “open society”?**

The concept of “open society,” first popularized by the philosopher Karl Popper in his 1945 book *Open Society and Its Enemies*, is based on the recognition that all societal constructs are fallible and thus merit constant amendment. An open society is generally characterized by a respect for human rights, a reliance on the rule of law, the existence of a democratically elected government, a diverse and vigorous civil society, and respect for minorities and minority opinions.

### **About the Open Society Internship for Rights and Governance program**

Individuals committed to advancing local and global forms of human rights and justice are constantly confronting new and unforeseen challenges. This changing landscape, coupled with the dynamic role of civil society actors, complicates our understanding of human rights promotion. Simultaneously, information and communication technologies, freedom of movement, and democratic accountability afford policy practitioners new channels through which they can increase human welfare and dignity. These conditions require innovative policy ideas that effectively integrate theory and practice to foster and sustain open societies.

The Open Society Internship for Rights and Governance (OSIRG) is specifically tailored to invest in the next generation of leaders poised to pursue these ideas. The program takes a broad definition of human rights and governance that is inclusive of promoting fundamental freedoms, expanding public access to information, challenging inequalities through development and rights, and advancing approaches to ensuring transparency and accountability in a global context. In 2017-2018, master’s candidates from the following universities will be eligible to participate in OSIRG:

**American University of Beirut, Faculty of Arts & Sciences**  
Beirut, Lebanon

**An-Najah National University, Faculty of Economics & Social Sciences**  
West Bank, Palestine

**An-Najah National University, Faculty of Law**  
West Bank, Palestine

**Birzeit University Muwatit Institute for Democracy and Human Rights**  
West Bank, Palestine

**Harvard Kennedy School of Government**  
Massachusetts, United States of America

**The International University of Rabat, School of Political Science**  
Rabat, Morocco

***Makerere University School of Law***  
Kampala, Uganda

***School of Public Policy at Central European University***  
Budapest, Hungary

***Sciences Po Paris School of International Affairs***  
Paris, France

***The University of Chicago, Harris School of Public Policy***  
Chicago, United States of America

***University of the Andes Alberto Lleras Camargo School of Government***  
Bogota, Colombia

***University of the Andes Masters in International Law***  
Bogota, Colombia

***The University of Hong Kong Faculty of Law***  
Pok Fu Lam, Hong Kong

***The University of Hong Kong Journalism and Media Studies Centre***  
Pok Fu Lam, Hong Kong

***University of Pretoria Centre for Human Rights***  
Pretoria, South Africa

***University of Toronto Munk School of Global Affairs***  
Toronto, Canada

## PROGRAM STRUCTURE

---

OSIRG allows students to immerse themselves in the ideas and practice of open society by participating in a clinical seminar held at SPP at CEU in Budapest, Hungary. The seminar is followed by an 8- or 12-week intensive internship either at an OSF-selected non-governmental organization, where students will complete a project developed by one of OSIRG's partner host institutions or, if the student applies via the collaboration track, at an organization where the student has an existing relationship and a clearly defined project which has been accepted by the organization and OSF. Students admitted to the program and their hosts are expected to further develop and refine the project in the months leading up to the internship.

More information on the two application tracks can be found in the application description (pages 7-9).

### Clinical seminar in Budapest

Taught by practitioners and leading lecturers from universities around the world, students will examine both the applied and conceptual practice of public policy in a rigorous course on human rights and governance. The clinical seminar will utilize tailored curricula, informal discussion, and group work to explore themes ranging from civil society and public policy to implementation of international law. In 2018, the seminar will be directed by Katrin Kinzelbach, Associate Director of the Global Public Policy Institute (GPPi) in Berlin and Visiting Professor at the School of Public Policy, Central European University.

The Clinical Seminar will take place from **11 June to 24 June 2018**. All students participating in OSIRG must be available during these dates without exception.

### Internship

Following the seminar, interns will dispatch to one of several dozen host institutions around the world (please see the *Appendix* for a list of potential host institutions). For those students who apply via the individual track, OSF has established relationships with many of the strongest and most ambitious transnational non-governmental organizations, such as International Crisis Group and International Service for Human Rights, as well as innovative, local organizations, such as Fundar in Mexico and Al-Haq in the Occupied Palestinian Territories.

### **Student and host institution matching – Individual Track**

Effectively matching students' interests and expertise with the objectives and capacity of OSIRG host institutions is an essential element of the internship program. OSIRG staff will create matches based on student applications, host institution requirements, host project descriptions and student interest.

- **Application:** The essay portion of the application requires students to present a policy area, related to the field of human rights and/or governance, where the student believes reform can improve the lives of relevant populations. This exercise allows students to identify a specific policy problem that they are passionate about, and assists OSIRG staff in identifying host institutions whose project proposal corresponds to this area of interest.
- **Host institution requirements:** Each host institution will provide OSIRG staff with a project proposal outlining a focus area and activities that a student will likely undertake during the course of the internship term.
- **Student interest:** Students to whom interviews are offered are encouraged to familiarize themselves with OSIRG's host institutions and communicate their interests to staff during their interview. While it is not guaranteed that students will be matched with those organizations, this will contribute to the staff's overall view of the applicant's profile and the type of placement that may best suit the student.

In most cases, OSIRG staff will offer finalists alternatives for host institution placement and students will be required to rank these options according to their preference. The rankings will help guide the matching process.

### **Mentorship**

As part of the internship, one or more staff members at the host institution will be responsible for overseeing the student and the development and execution of his or her project. During the months prior to the start of the clinical seminar, hosts will assist students in preparing for their project. It is the responsibility of each student, however, to maintain communication with his or her mentor(s). As such, it is important that students reach out to their host institution contacts before and during the seminar so that any changes students feel should be made to their project are discussed well in advance of the internship.

### **Cost and compensation**

The OSIRG program is fully funded. The cost of student travel and accommodations during the clinical seminar and internship period will be covered by OSF. The Foundations will also provide a stipend during the seminar and internship periods. The stipend is comprehensive and will include a per diem as well as visa costs, travel insurance, and currency conversion fees. In addition to funds to cover accommodations, students will also be awarded a relocation fund during the internship period. OSF will not be responsible for any costs that exceed the allocated stipend.

## APPLICATION

---

There are two tracks of application for the OSIRG program: the individual track and the collaboration track. Students are only allowed to apply to one track.

The individual track allows individual applicants to request placement with an OSF-selected host institution. OSIRG staff members will use information gathered from the essay portion of the application and from the interview to match students with an appropriate host institution.

The collaboration track allows students to apply to the OSIRG program as a team of two or three. In this track students are required to identify a host institution and submit a project proposal along with written approval from host management confirming their acceptance of the project and the student team. OSIRG staff is required to review and approve all project descriptions. The application timeline for this track differs from the individual track to allow students adequate time to define their project with input from the host institution.

Please note that regardless of the application track, selected students will have the opportunity to collaborate with host institution staff to further develop the project.

OSIRG uses *Submittable*, an online application system that streamlines the application process.

Students who have limited access to the Internet are encouraged to contact OSIRG staff ([osirg@opensocietyfoundations.org](mailto:osirg@opensocietyfoundations.org)) to make alternate arrangements.

Students may access OSIRG's application by using the following link: <https://osirg.submittable.com/submit>.

A link to the application can also be found on OSIRG's [OSF](#) web page.

### **Application Structure: Individual Track**

The OSIRG application is separated into eight sections. Students do not have to complete their application in one sitting. *Submittable* allows an applicant to save a draft and return to the application up to 21 days later. ***Please be advised that an application cannot be submitted unless all fields marked with a red asterisk are completed.*** The following includes further information on each part of the application:

#### ***I. Personal information***

All contact information should be current.

#### ***II. Emergency contact information***

All emergency contact information should be valid until the end of the internship term.

#### ***III. Academic history***

Students are required to provide information about their bachelor's degree and the master's program in which they are currently enrolled. There is also space to provide information about one additional degree or certification.

#### ***IV. Professional history***

Only information that is **relevant** for the application should be listed in this section. Previous positions, volunteer work, or activities that are unrelated to the project should **not** be included. Students will need to provide a comprehensive curriculum vitae or professional résumé in addition to this abbreviated listing.

#### ***V. Language skills and additional information***

Students should only list those languages in which they are **fluent**.



## **VI. Essays**

Students are asked to answer both essay questions. Please remember that the response to **Essay B** will assist OSIRG staff in matching accepted candidates and host institutions. **Also note that applications with essays that are longer than the maximum length will not be considered.**

### **A. Personal statement**

In **500 words maximum**, students should write a personal statement discussing their interests, life experiences, goals, and commitment to human rights and governance.

### **B. Demonstrated interest in human rights and governance**

In **1,000 words maximum**, students should describe a policy area, related to the field of human rights and/or governance, where they believe some reform can be made to improve the lives of relevant populations. The essay should include a specific illustration of the policy problem, describe potential solutions, and present what actions might be taken to reach the proposed resolutions.

## **VII. Required attachments**

Students are required to attach a print-quality (300 dpi or higher) passport-sized photo or headshot of themselves, as well as a copy of their passport identification pages.

## **VIII. Signature**

In order to complete the application, students must certify that all information provided is true to the best of their knowledge.

## **Application Structure: Collaboration Track**

The OSIRG application is separated into nine sections. Students do not have to complete their application in one sitting. *Submittable* allows an applicant to save a draft and return to the application up to 21 days later. **Please be advised that an application cannot be submitted unless all fields marked with a red asterisk are completed.** The following includes further information on each part of the application:

### **I. Team information**

Include team's proposal title, host institution, members' full names, and the student's current university.

### **II. Personal information**

All contact information should be current.

### **III. Emergency contact information**

All emergency contact information should be current.

### **IV. Academic history**

Students are required to provide information about their bachelor's degree and the master's program in which they are currently enrolled. There is also space to provide information about one additional degree or certification.

### **V. Professional history**

Only information that is **relevant** for the internship should be listed in this section. Previous positions, volunteer work, or activities that are unrelated to the project should **not** be included. Students will need to provide a comprehensive curriculum vitae or professional résumé in addition to this abbreviated listing.

### **VI. Language skills and additional information**

Students should only list those languages in which they are **fluent**.

### **VII. Writing Portion**

Students are asked to answer both essay questions and to upload a copy of the project proposal using the provided template. Essay A should be answered individually, while the answer to Essay B should be a collaborative team effort. ***Please note that applications with essays that are longer than the maximum length will not be considered.***

**A. Personal statement**

In 500 words maximum, the student should submit a personal statement discussing their interests, goals, and commitment to human rights and governance. The student should also describe why he or she applied via the collaboration track.

**B. Executive Summary and Policy Discussion**

In 1,500 words maximum, the team should provide an executive summary of the proposed project, including a description of the policy problem and how the proposed project is meant to spur reform. Students should also describe the specific strengths of their team and how those are related to the proposed project.

**VIII. Required attachments**

Students are required to attach a print-quality (300 dpi or higher) passport-sized photo or headshot of themselves, a copy of their passport identification pages, a project proposal and written confirmation from the host institution stating the office's agreement to host the intern.

**IX. Signature**

In order to complete the application, students must certify that all information provided is true to the best of their knowledge.

**Useful Submittable tips**

The following are some useful tips for completing the application:

1. Double-check spelling and grammar.
2. Applications **do not** need to be completed in one sitting. Drafts of applications can be saved by clicking "save draft," and students have 21 days to complete all of the required information.
3. All required fields must be answered in order to be able to submit an application. Applications with required fields (denoted with a red asterisk) where a "dash" or "n/a" are used will not be considered complete by the OSIRG selection committee.
4. Remember to carefully read and follow all formatting instructions.
5. Essays and executive summaries should **not** be uploaded as attachments. Both can be copied from a word processing application and pasted into the provided fields. Please note that reviewers will not be able to see bolding, italicizing, or underlining.
6. Applications cannot be changed once the "submit" link is clicked at the end of the application form.

## SELECTION

---

Students applying for the 2018 internship will be subject to two phases of selection. These include:

### **Phase 1: University selection**

Each university is required to rank and submit applications from up to **eight** candidates to OSF. Universities are encouraged to consider not only students' academic abilities but also their potential for success and their compatibility with the program's goals, which are to support emerging leaders and civil society professionals. Students will be selected without regard to race, color, religion, gender, political beliefs, national origin, disability, age, or sexual orientation.

Please note that for those students who apply via the collaboration track, there will be no university selection. OSF will conduct the entire selection process.

### **Phase 2: OSF selection**

Following the submission of ranked applications, a selection committee composed of Foundation staff and program alumni will review each submission. The committee will then interview selected applicants beginning winter 2017. It is important to note that students who are granted an interview are not guaranteed admission to the program, as the selection process is highly competitive. The program will announce finalists on a rolling basis. ***As per OSF policy, finalists are not considered OSF grantees until they countersign their grant agreement. For more information on this policy, please contact OSIRG staff.***

### **Selection criteria**

The criteria listed below will guide both selection processes. All criteria will be weighed equally during the review of applications.

- Applicant demonstrates strong interest in human rights and governance.
- Applicant demonstrates professional and academic achievement and potential.
- Applicant demonstrates a strong commitment to pursuing a career in public policy.
- Applicant demonstrates the ability to work effectively with others while maintaining a professional demeanor.
- Applicant demonstrates the ability to work in a multicultural environment.

### **Timelines**

The dates listed below provide a brief outline of university involvement in the OSIRG selection process. A more comprehensive program timeline will be provided to accepted students once selection is complete.

#### **Individual Track**

##### **25 September 2017:**

Application, reviewer guide, and student application guide released to university

##### **02 January 2018:**

Candidate interviews begin

##### **January 2018:**

OSIRG selection committee announces finalists

#### **Collaborative Track**

##### **27 October 2017:**

Application, reviewer guide, and student application guide released to university

**12 February 2018:**

Applications due

**28 February 2018:**

Candidate interviews begin

**March 2018:**

OSIRG selection committee announces finalists

## APPENDIX: SAMPLE LIST OF HOST INSTITUTIONS

In 2018, OSIRG will partner with at least 40 host institutions around the world. The list below is a selection of some of our past participating organizations, included to illustrate the breadth and scope of our grantees' work. This list is not comprehensive, however, nor indicative of the internship placements offered during the 2018 cycle.

Organization	Country	Website
Al Haq	Palestine	<a href="http://www.alhaq.org">www.alhaq.org</a>
Association for Women's Rights in Development	Canada	<a href="http://www.awid.org">www.awid.org</a>
Associazione Antigone	Italy	<a href="http://www.associazioneantigone.it">www.associazioneantigone.it</a>
Bulgarian Helsinki Committee	Bulgaria	<a href="http://www.bghelsinki.org/en">www.bghelsinki.org/en</a>
Center for Legal and Social Studies	Argentina	<a href="http://www.cels.org.ar">www.cels.org.ar</a>
Center for Legal Applied Research at DIREITO GV	Brazil	<a href="http://www.direitogv.fgv.br">www.direitogv.fgv.br</a>
Center for the Study of Democracy	Bulgaria	<a href="http://www.csd.bg">www.csd.bg</a>
Conectas	Brazil	<a href="http://www.conectas.org">www.conectas.org</a>
Fundar	Mexico	<a href="http://www.fundar.org.mx">www.fundar.org.mx</a>
Girls Not Brides	UK	<a href="http://www.girlsnotbrides.org">www.girlsnotbrides.org</a>
Global Witness	UK	<a href="http://www.globalwitness.org">www.globalwitness.org</a>
Grupa 484	Serbia	<a href="http://www.grupa484.org.rs/en">www.grupa484.org.rs/en</a>
Hakijamii Trust	Nairobi	<a href="http://www.hakijamii.com">www.hakijamii.com</a>
ILGA-Europe	Belgium	<a href="http://www.ilga-europe.org">www.ilga-europe.org</a>
Institute for Security Studies	South Africa	<a href="http://www.issafrica.org">www.issafrica.org</a>
Institute of Public Affairs	Poland	<a href="http://www.isp.org.pl">www.isp.org.pl</a>
International Detention Coalition	Mexico & Central America	<a href="http://www.idcoalition.org">www.idcoalition.org</a>
International Service for Human Rights	Switzerland	<a href="http://www.ishr.ch">www.ishr.ch</a>
Migration Policy Institute	USA	<a href="http://www.migrationpolicy.org">www.migrationpolicy.org</a>
Minority Rights Group	UK	<a href="http://www.minorityrights.org">www.minorityrights.org</a>
Society for International Development	Kenya	<a href="http://www.sidint.net">www.sidint.net</a>
The East and Horn of Africa Human Rights Defenders Project	Uganda	<a href="http://www.defenddefenders.org">www.defenddefenders.org</a>

The Open Society Internship for Rights and Governance is a joint program of the Open Society Foundations and the School of Public Policy at Central European University.



#### **NON – DISCRIMINATION POLICY**

Open Society Foundations and the Open Society Internship for Rights and Governance do not discriminate based on race, color, religion, gender, political beliefs, national origin, disability, age, or sexual orientation.