

Switzerland

UCEAP Advising Notes

Objective of the Advising Notes Document

This document is an advising tool written by a Berkeley Study Abroad adviser to review program specific details that may impact a student's *decision to apply* for an EAP program. The document is *not* a summary of eligibility requirements, academic, housing, application and other logistical details freely available to students on the UCEAP and BSA website, and reviewed by a student in the Program Self-Assessment. The best source of detailed program information is always the [UCEAP Program Guide](#) from the prior academic cycle. If any concerns you have are not addressed on the UCEAP website, in the Program Guide or the Advising Notes document, please contact the BSA adviser for this program.

Advisor Contact Information

For BSA Adviser name, email and drop-in advising hours, visit <http://studyabroad.berkeley.edu/advising>

Selection for Spring Program announced by July 1st - Pre-Departure Processing Starts mid-July

The UCEAP Switzerland pre-departure process begins almost immediately after selection is announced. Students who plan to be studying abroad during the Summer or Fall immediately after the application/selection period ending July 1st should be aware that they will have to be able to handle pre-departure paperwork requirements via email and the post office. The first requirement will be the University of Geneva host university application sometime in mid-July, followed by pre-departure paperwork and the Switzerland visa. Students who will be out of the country during the summer and/or fall semester prior to participation should contact the Swiss Consulate in the U.S. to find out what will be necessary to apply for the Switzerland visa from abroad.

Academics

Students need to verify with all of their instructors (preferably in writing) at the beginning of the semester that they can get a letter grade for their courses

Eligibility Requirements

Students need to complete 1 year of French to participate on the program. The University of Geneva does not offer beginning French language courses. Additionally many of the practical aspects of attending the University of Geneva require an understanding of the French language.

Program Options & Summer Housing

Students can do the Spring program (coursework only) or the Spring + Summer program. If students stay for the summer internship they will be able to remain in UNIGE-provided housing, which is much cheaper than renting on one's own.

Internships

1. Internships are **not guaranteed**. You will need to put in a significant amount of time and effort into securing your internship position.

2. **The Internship Coordinator is available for support but he is not responsible for finding your internship.** You can reach out to him for advice, however you will need to take the initiative to be proactive in all aspects of your internship search.

3. **You may need to start working at your internship part-time during the semester (12-15 hours per week).** Many organizations are used to having interns for periods much longer than 2 months so you will need to be flexible with your start date.

4. **Work Permits are not required for you as an exchange student with the University of Geneva.** If an internship provider requests a work permit from you, notify the internship coordinator *immediately*. He can contact your internship provider to clarify work permit issues.

5. **The process of finding your internship is a learning experience in and of itself.** Searching for and securing an internship in Geneva is going to be very similar to searching for a job after graduation. Particularly if you are interested in working in international organizations, this process will provide you with valuable experience that is relevant to your future professional career. Try to learn from the challenges that you face during this process.

6. **Internship Placements**
 These are the locations where our students have interned this year along with a brief description of their duties.

Geneva for Human Rights

Students work in the Department of Human Rights Policy Studies, under the supervision of the Bureau of GHR Executive Council, and report directly to it. The main task is to attend selected sessions of the UN human rights organizations and mechanisms, in particular the 35th session of the UN Human Rights Council and prepare analytical/synthetic reports. Also help with the day to day tasks of the Secretariat.

Attend meetings of UN treaty bodies such as the Committees on Economic, Social and Cultural Rights (CESCR), on the Rights of the Child (CRC), on the Elimination of Discrimination Against Women (CEDAW), the Human Rights Committee and the Expert Mechanism on Indigenous Peoples' Rights (EMRIP). Participate in the weekly meetings of the HPS Department to receive briefings on the UN human rights bodies monitored, as well as the human rights briefings conducted by GHR for NGOs attending the session of the HR-Council. Write reports summarizing the main issues covered and notable parts. Also, contribute to the summary report on the resolutions from the Human Rights Council

Graduate Women International

Contribute to the social media campaign through Twitter, Facebook, and LinkedIn. Also attend the Expert Mechanism on the Rights of Indigenous Peoples session, prepare reports of findings, and submit reports to ED for publication in the Update and/or InFocus publications. Contribute to the written statement for the Human Rights Council to be submitted to the commission on the status of women. Fundraising for the My 2 Cents for Girls Education and the Escalade Fun Run. Manage emails received from contacts page of GWI website.

CAUX- Initiative of Change Foundation

Covering CAUX Forum events and programs by writing overall summary and highlights for the website, conduct interviews of speakers and participants, draft press releases, create highlights video of each event, produce content for social media platforms and manage community engagement, take photographs and edit using photo software, produce small design features for the CAUX Forum participants

ICTSD- Environment and Natural Resources Programme

Write information notes, write op-eds, write Bridges articles, come up with preliminary research and synthesizes it, work on organizing projects, identify key people in agriculture and trade, and work with Twitter accounts

International Telecommunications Union ITU

Create and design artwork for promotional material (Adobe Photoshop and Adobe Illustrator), Develop storyboards for videos demonstrating ITU-T Standards, Deploy Adobe Creative Cloud (Adobe After Effects) to create videos on IoT based interoperability applications, Analyze Chinese Digital Object Architecture based applications and present them via PowerPoint, Analyze IoT based interoperability solutions deployed by China, Assess and analyze the policies of the current drone registration environment, Create Power Points relating to global drone research (regulations, restrictions, and etc.), Attend meetings and draft reports on notes and concepts.

World Federation of United Nations Associations (WUFNA)

Ongoing exposure to and contribution to weekly reporting on trade and environment issues, policy research, and dialogues on fisheries/ocean health trade policy, Drafting periodical articles, Performing background research, Support to event organization Provide administrative and human resources support to staff at the office of WUFNA in Geneva. Event planning, from the backend work (like coordinating transportation and accommodation for the students we host during our educational programs) to the on-site facilitation of the program (like ensuring the student needs are being met during the day, and presenting Powerpoint presentation about the United Nations to educate the students). Assist with the recruitment of interns. This involves screening applications, scheduling interviews, and handling all related documents to hiring the intern (internship contracts, United Nations badge accreditation). In terms of administrative work, my responsibilities include answering, screening, and referring phone calls, assisting with filing of documents and with keeping the office well-organized, and ordering and stocking of office supplies. Contribute to the communications strategy of the website and WUFNA Twitter account, as well as prepare the daily news scan shared with all WUFNA staff and interns.

United Nations Conference on Trade Development

Conduct research on the history of Intergovernmental Machinery of UNCTAD including dates of when each Member States joined UNCTAD, dates when each Member State joined the Trade and Development Board of UNCTAD, dates each Member States self-identified as a subdivision of UNCTAD, identified Presidents of all UNCTAD conferences, and identified Presidents of all sessions of the Trade Development Board. Created guidelines on how substantive divisions of UNCTAD should engage with the Correspondence Unit of the Intergovernmental Support division. Created guidelines for substantive divisions of follow on how to engage with all units of the Intergovernmental Support Service of UNCTAD to successfully plan and execute expert meetings.

Researching the history of the G77 and tracking documents related to the Charter of Algiers, compiling photos from UNCTAD I until present, formatting photos and creating a historical gallery of UNCTAD

World Health Organization WHO

Conduct research, data extraction, data analysis, review the multi-sectoral plans of action to various countries regarding violence against women, completing and aiding multiple research projects. **This placement is extremely rare for undergraduates! In general, only graduate students can work for the United Nations.**

UICC Global Cancer Control Advocacy and Networks

Contribute to the design, development and implementation of new activities in the UICC advocacy portfolio, including the civil society cancer coalition and preparations for the UN High-Level Meeting on NCDs, Serve as first point of contact for CAN25by25 advocacy network on the Facebook group and help prepare the monthly newsletters, Work with Advocacy & Networks Coordinator to determine strengthened CAN25by25 advocacy network engagement approach, Update case studies running alongside the World Cancer Declaration Progress Report, Prepare written drafts and PowerPoint slides on request, as well as any additional ad-hoc requests.

Geneva Peacebuilding Platform

Safer Cities Conference (26-28 June 2017)- preparation of conference documentation, welcome of delegates, on-site conference support. Faces of Peace- A media project looking at key personalities in Geneva working on peacebuilding- assist with interviews, edit English interview transcriptions for print, edit video footage for social media content. Geneva Peace Week- create overview of all 70 submitted events, communicate with organizations regarding event submission, Coordinate of the final program.

Humanitarian Quality Assurance Initiative

Learn HQAI's communication strategy, both for internal and external audiences, in line with the identified political trends identified at the World Humanitarian Summit in 2016. Participate in the design of communication campaigns aimed at positioning HQAI as a relevant and innovative organization in the humanitarian and development sector. Keep web-site, social media, presentation video, publications and usual branding materials up-to-date, in line with the communication strategy and the needs of HQAI. Manage claims (declarations) that can be made in line with HQAI's third-party quality assurance scheme, check that these are not misleading and act, in liaison with the Executive Director, in case misleading claims are encountered. Provide point of view on how to ensure that communication flows effortlessly between the Secretariat and external stakeholders. Analyze means currently at HQAI's disposition and propose improvements as necessary, with the aim to minimize the burden on the Secretariat

International Centre of Migration Health and Development

Research on how climate change affects migration and migration patterns. Write a research paper for the organization which will be for the Italian Ministry of Health. Research project that looks at diabetes in migrant populations.