

CrossCulture Internships – Guideline for Application 2016

This guideline serves as assistance to fill in the CrossCulture Internships programme (CCP) application forms. Please refer to this guideline while completing the application forms part one and part two.

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1) Aims of the programme

The CrossCulture Internships Programme (CCP) is an exchange and dialogue programme of ifa (Institut für Auslandsbeziehungen). The programme is implemented in partnership with the German Federal Foreign Office. Since 2005 it offers young professionals and committed volunteers the opportunity to expand their professional and political competence as well as to gather international experience through a stay in another cultural context.

CCP transfers our commitment to intercultural dialogue into action. It gives young people from Germany and Islamic countries the chance to gather varied experiences abroad within their fields of professional activity and to share those experiences in their home countries. Besides the objectives of vocational and specialist qualification, the participants also gain an overview of the cultural, social and political structures in the host country. They establish new personal and professional contacts for future co-operation and familiarise themselves with cultural characteristics and behavioural patterns of the host country. Thus, the programme offers a forum for open dialogue and mutual learning for all those involved. The intercultural exchange fosters on-going dialogue of people and institutions and boosts the formation of networks between organisations in Germany and Islamic countries in a sustained manner.

Further information about CCP: www.ifa.de/crossculture

2) Target groups

- The target groups are young professionals and committed volunteers in different areas of civil society as well as multipliers in media and other relevant organisations.
- Currently enrolled university students will not be considered for selection.
- Applicants should not exceed the age limit of 23 to 45 years.
- Requirements for taking part in the programme include a good command of English and a permanent employment or volunteer involvement in an organisation or institution in one's own country. Knowledge of German is welcome but not required.
- The applicants must be in good health. Their physical as well as mental working capacity must be sufficient for the requirements of a longer stay abroad and the essential work requirements of the internship.

3) Working areas

CrossCulture Internships are mainly offered in the following fields:

- Legal dialogue, justice & human rights
- International politics & political education
- Environment
- Knowledge society & education
- Economy & development cooperation
- Media
- Arts & culture

For an insight in different working areas of CrossCulture Internships please consult CrossCulture online: [Alumni network](#) and [Scholarship holders 2015](#).

4) Benefits

For participants from Germany:

- visa fee
- health insurance
- travel costs roundtrip
- a monthly grant of 1.100 Euro (accommodation and public transport at destination to be organized and paid by participant)

For participants from abroad:

- visa fee
- health insurance
- travel costs roundtrip
- a monthly grant of 550 Euro
- accommodation in Germany
- urban public transport at destination

5) Application form and deadline for submission

The application form consists of two parts: Part one to be filled in and signed by the applicant. Part two (recommendation) to be filled in and signed by the applicant's home organisation. The filled in and signed application forms (part one and two) are submitted via e-mail.

Technical requirements

CCP applications are accepted via e-mail only

- correct e-mail subject:
CCP application first name family name
- one e-mail with two attachments. Name correctly:
Part one:
CCP_application_firstname_familyname
Part two:
CCP_recommend_applicantsfirstname_familyname
Additional documents are not required.
- Maximum size of e-mail in total: 5 MB
Please check size of your photograph:
app. 72 dpi, 350 x 350 pixels.

How to proceed with application documents

- 1) Download part one and two.
- 2) Fill in and upload your picture to part one.
- 3) Print in color.
- 4) Sign.
- 5) Scan and save in pdf format.
- 6) Attach part one and two to an e-mail.
- 7) Send one email.
For applicants from abroad: Send to the German diplomatic mission in your country.
For applicants from Germany: Send to ifa

- Deadline of application: 6 December 2015 (date of receipt).
- Please note that only **complete** applications **via e-mail** will be processed.

6) Eligible countries and contacts

a) Applicants from Germany

Please submit the filled in and signed application to ifa in Stuttgart, Germany: bewerbungen-ccp@ifa.de

Eligible host countries for applicants from Germany: Algeria, Bahrain, Bangladesh, Egypt, Indonesia, Iran, Jordan, Kazakhstan, Kyrgyzstan, Kuwait, Lebanon, Malaysia, Morocco, Saudi Arabia, Mauritania, Oman, Palestinian Territories, Qatar, Sudan, Tajikistan, Tunisia, United Arab Emirates and Uzbekistan, with limitation Pakistan.

Due to current security situations CCP cannot offer internships in Afghanistan, Libya, Syria, Iraq and Yemen to applicants from Germany. CCP cannot provide an internship in a country for which the German Federal Foreign Office has issued a travel warning. The final selection of the host country is effected in cooperation with the selected participant.

b) Applicants from abroad

Please submit the filled in and signed application forms to the German diplomatic mission in your home country via e-mail.

Country	German diplomatic mission	Contact
Afghanistan	German Embassy Kabul	ku-10@kabu.auswaertiges-amt.de
Algeria	German Embassy Algiers	info@algier.diplo.de
Bahrain	German Embassy Manama	info@manama.diplo.de
Bangladesh	German Embassy Dhaka	ku-10@dhak.diplo.de
Egypt	German Embassy Cairo	info@kairo.diplo.de
Indonesia	German Embassy Jakarta	ku-10@jaka.diplo.de
Iraq	German Embassy Bagdad	info@bagdad.diplo.de
Iraq	German Consulate General Erbil	info@erbi.diplo.de
Iran	German Embassy Teheran	info@teheran.diplo.de
Jordan	German Embassy Amman	info@amman.diplo.de
Qatar	German Embassy Doha	info@doha.diplo.de
Kazakhstan	German Embassy Astana	info@astana.diplo.de
Kazakhstan	German Consulate General Almaty	info@almaty.diplo.de
Kuwait	German Embassy Kuwait	info@kuwait.diplo.de
Kyrgyzstan	German Embassy Bishkek	ku-10@bisc.diplo.de
Lebanon	German Embassy Beirut	ku-1001@beir.diplo.de
Libya	German Embassy Tripoli	ku-1@trip.diplo.de
Malaysia	German Embassy Kuala Lumpur	ku-1@kual.diplo.de
Morocco	German Embassy Rabat	ku-100@raba.diplo.de
Mauritania	German Embassy Nouakchott	ku-100@noua.auswaertiges-amt.de
Oman	German Embassy Muscat	info@maskat.diplo.de
Pakistan	German Embassy Islamabad	ku-100@isla.auswaertiges-amt.de
Pakistan	German Consulate General Karachi	pr-100@kara.diplo.de
Palestinian Territories	German Diplomatic Mission Ramallah	info@ramallah.diplo.de
Saudi Arabia	German Embassy Riyadh	ku-1@riad.diplo.de
Saudi Arabia	German Consulate General Jeddah	info@djidda.diplo.de
Sudan	German Embassy Khartoum	reg1@khar.diplo.de
Tajikistan	German Embassy Dushanbe	info@duschanbe.diplo.de

Tunisia	German Embassy Tunis	ku-s1@tuni.diplo.de
UAE	German Embassy Abu Dhabi	wi-10@abud.diplo.de
UAE	German Consulate General Dubai	info@dubai.diplo.de
Uzbekistan	German Embassy Tashkent	info@taschkent.diplo.de
Yemen	German Embassy Sana'a	andreas.kindl@diplo.de

7) Selection procedure and organisation of the internship

- Selection of applicants from Germany: The CCP team at ifa in Stuttgart, Germany will screen all applications according to a set of criteria. The final selection of CrossCulture participants is effected in cooperation with the German Federal Foreign Office.
- Selection of applicants from abroad: The staff of the respective German diplomatic missions will screen all applications and will invite some applicants to an interview. Hereafter the embassies' and consulates' selection of applications according to a set of criteria is forwarded to the CrossCulture team at ifa. The final selection of CrossCulture participants is effected in cooperation with the German Federal Foreign Office.
- The nomination of the participants will be announced in March 2016. Please note that the earliest beginning of CCP for all applicants is May 2016.
- For applicants from Egypt, Libya, Tunisia, Morocco, Jordan, Lebanon, Iraq and Yemen the internship can be conducted until 15 December 2016 at the latest.
- Applicants from all other countries can conduct their internship until April 2017.
- The internship is scheduled individually according to applicants profile and the capacity of hosting organisations.
- The internship is offered from a minimum of eight weeks to a maximum of three months.
- For each intern a suitable host organisation is identified by CrossCulture team at ifa, based on suggestions of the candidates and adapted to the specific profile of the respective participant. The internships can be complemented by accompanying activities matching the profile of the intern, e.g. individual meetings, conferences or seminars.
- Letters of refusal will be sent without further explanation in April 2016. No one has a legal right to be selected for the CrossCulture Internships programme.

For further information please contact:

CrossCulture Internships

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