



IFMSA
International Federation of
Medical Students' Associations

World Medical Association

Internship Catalogue

Regulations of WMA Internships by IFMSA Members
Last updated 2015 October edition



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WMA Internship Catalogue

Section 1: General

Background on the WMA

The World Medical Association (WMA) is the global federation of National Medical Associations representing the millions of physicians worldwide. Acting on behalf of patients and physicians, the WMA endeavors to achieve the highest possible standards of medical care, ethics, education and health-related human rights for all people.

As an organization promoting the highest possible standards of medical ethics, the WMA provides ethical guidance to physicians through its Declarations, Resolutions and Statements. These also help to guide National Medical Associations, governments and international organizations throughout the world.

General Information on the Internship

1. The intern will serve as a link between the WMA and the IFMSA executive board, and assist both the WMA and the IFMSA in its work in Geneva.
2. The internship will provide in project management, organizational structure,
3. The internship lasts for a minimum of 2 months up to 3 months. Changes to this may apply, depending on the visa requirements for the applicant.

4. The applicant needs to organize, visa and housing for him/herself for the duration of the stay.
5. The IFMSA will provide a fund of 850 Euros per month for selected interns.
6. For more information on the WMA internship and for any assistance please contact the IFMSA Vice-President for External Affairs at vpe@ifmsa.org.

Section 2: Application Process

1. The applicant must completely fill out the application form (annex) and send it via email to the gs@ifmsa.org and the vpe@ifmsa.org .
2. Based on the applications received the IFMSA will make recommendation towards the WMA, which will make the final ruling whether the applicant is accepted or not.
3. Applications are accepted for the specified timeline in the call.

Section 4: Internship Responsibilities

1. Concrete Areas of work will include, but are not limited to:
 - a. Assisting the WMA Secretariat in its daily activities.
 - b. Assisting the IFMSA in maintaining the IFMSA General Secretariat in the WMA Headquarters (i.e. mailing, archiving, building institutional memory).
 - c. Assist the IFMSA in creating the IFMSA annual report.
 - d. Carrying out assignments and projects for the WMA. The specifics of these activities will be discussed individually with the intern.
2. Expectations
 - a. Be present and available during the intern period.
 - b. Be professional and on-time.
 - c. Attire—business-casual or suitable for office.
 - d. Inform your WMA supervisor of any unexpected absences and coordinate any planned absences with your supervisor.

Note: Activities for the WMA will receive priority over activities for the IFMSA, as the purpose of this internship is to gain experience and knowledge about the working processes within the WMA.

Annex I: Useful Information

1. WMA Location and Address

WMA, The World Medical Association

13, ch. du Levant

CIB - Bâtiment A

01210 Ferney-Voltaire

France

2. Housing Information

- a. Geneva Intern Association - <http://internsassociation.org/social-affairs/housing>

Annex II: Application Form

(Note: Copy this Form into a separate document, fill it out completely and send it to gs@ifmsa.org and vpe@ifmsa.org)

General Information

Name:

Nationality:

Date of Birth:

Email:

Phone Number:

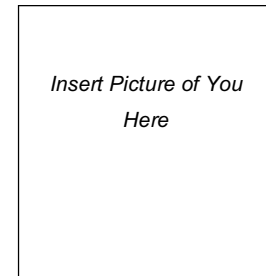
IFMSA National Member Organization:

Visa to France status:

Between which dates would you be available to perform an internship at the WMA?

(dd/mm/yy – dd/mm/yy)

How many weeks in total would you be able to do an internship in this period? (minimum 8 weeks – maximum 12 weeks)



Motivation Letter

Please share your motivation and specific reasons why you want to perform an internship at the WMA (maximum 1 page)

Specific Plans and Areas of Interest

Please share your specific plans for the internship at the WMA - which areas/topics would you like to focus on, based on your interest and experience (maximum 1 page).

Curriculum Vitae

Please provide your curriculum vitae, tailored towards this application (maximum 2 pages):