ISTITUTO GIUSEPPE TONIOLO
DI STUDI SUPERIORI
ENTE FONDATORE DELL'UNIVERSITÀ CATTOLICA DEL SACRO CUORE

FELLOWSHIP PROGRAM N.Y.U.N.

PERMANENT OBSERVER MISSION OF THE HOLY SEE TO THE UNITED NATIONS

NEW YORK (USA)

2017 EDITION

The Fellowship Program N.Y.U.N. is targeted for students in their final academic year and for postgraduates of Università Cattolica del Sacro Cuore, and offers the opportunity for a fellowship in the Offices of the Permanent Observer Mission of the Holy See to the U.N. in New York.

This initiative is promoted by *Istituto Toniolo di studi superiori,* and has the aim to insert a motivated and competent student into the work of the Holy See's Mission, who will be given on-the-job training within the International Relations sector.

On a wider scale, the aim is to contribute to the dialogue between academic areas and the diplomatic work of the Holy See. In this way the project would involve promoting the Catholic value of education, science, human dignity, peace, development and culture.

ADMISSION REQUIREMENTS

To apply, the candidate should:

1. have graduated (laurea magistrale - II livello) in one of the Cattolica University branches by 12 October 2017;
2. be under the age of 31 on 12 October 2017;
3. be fluent in written and spoken English, which is the main language for the work within the Organization. Candidates who also can use other UN languages, in particular Arabic, Russian, Chinese, French and Spanish, will receive extra consideration.

CANDIDATE PROFILE

The Candidate will be evaluated on the suitability to join the Staff of the Holy See's Permanent Observer Mission to the U.N. in New York. In particular, the Candidate will be assessed on his or her:

- Writing, analytical and evaluative skills, the capacity to follow and synthesize meetings, carry out research, use resources like the internet and other databases independently.
- Teamworking skills, the ability to work independently and under pressure, dealing with complex organizations. The flexibility to take on various tasks in differing contexts is also required;
- Comprehension of the work of the Holy See within the United Nations, and identification with the Catholic position and values.

DURATION OF THE FELLOWSHIP AND FINANCIAL SUPPORT

The fellowship lasts 6 months. The scholarship amount is of € 9,750 and will be provided by Istituto G. Toniolo in installments by bank drafts to the winner's personal bank account. The Scholarship could be renewed for a maximum of a further 5 months, based on a request from the Permanent Mission to Istituto Toniolo and a report regarding the progress of the project. In case of a renewal, the Fellow will receive a further amount of € 8,250, therefore the total amount of the Scholarship for 11 months would increase to € 18,000.

All the economic details will be communicated directly to the Fellow after the selection process has been completed. **All the figures previously stated are before taxes.**

Board and lodging, travel expenses, insurance and ordinary expenses are to be paid by the Fellow. Any extra costs, such as Visa fees etc. are also the Fellow's responsibility.

APPLICATION PROCEDURE

The application consists of Module A and B which can be downloaded from www.istitutotoniolo.it. The forms have to be fully completed and accompanied by the following attachments:

- **A Cover letter:** written in English by the candidate to support his or her application. The letter should contain information about his or her study path, a brief description regarding any research carried out (if applicable, i.e. Ph.D. students) and describe at least three areas of interest that could be related to his or her role within the Mission office;
- **Two letters of reference**, one of which must be from a lecturer of Università Cattolica and another from a parish pastor or chaplain or the equivalent attesting to the candidate's identification with Catholic teaching and practice.
- **The document** "*Autocertificazione degli esami superati con voti, date e crediti formativi universitari conseguiti* (nell'intero corso di studi presso l'UCSC) *e voto di laurea*" which can be printed directly (in English) from the ICatt student website;
- [Optional] a photocopy of any certification regarding **foreign languages** (TOEFL, IELTS, Cambridge, etc.).

None of the documentation will be given back to the candidate.

The candidate has to send a paper copy of the application by midday (12 p.m.) of 12 October using one of the following procedures:

1. By registered delivery (Raccomandata A/R) to Istituto G. Toniolo di studi superiori, Via S. Valeria, 1 - 20123 Milano, addressed to "Sostegno alla Formazione office – Fellowship U.N. New York 2017". Applications which arrive after 12th October will not be considered, regardless of when they were sent.

2. By hand, directly to the office of Sostegno alla Formazione (Istituto G. Toniolo di studi superiori, Via S. Valeria, 1 - 20123 Milano)

The candidate must also send an electronic copy (in pdf format) of the entire application (excluding the two letters of reference) by the above-mentioned deadline to the following mail address: borsedistudio@istitutotoniolo.it (copying in office@holyseemission.org). The email object must be entitled: **"Candidatura Fellowship UN New York 2017 – Name and Surname"**.



NOTES

The following points must be considered:

- The selection process, which consists in an interview and possibly an essay (depending on the number of candidates), will take place at Istituto G. Toniolo (the offices in *Via Santa Valeria 1, 20123 Milano*) on 18 October 2017, unless there are any unforeseen circumstances. In any case, a confirmation email regarding date and time for each candidate will be sent two days beforehand.

- If there are between 1 and 5 candidates, the Commission will proceed only with single interviews. Otherwise, if numbers reach between 6 and 30 the Candidates will also be required to write an essay and only the top 5 candidates will be interviewed by the Commission. If there are more than 30 Candidates, the 30 Candidates with the most suitable curriculum will be admitted to the selection process.

- There are no specific programs to prepare for the selection process, but it would be useful to visit and to read the documentation available on the following internet sites: https://holyseemission.org . The selection process will consider the academic preparation of each Candidate and their language proficiency, but principally aims to identify how suitable the Candidate will be for the open position in the Mission staff.

- Due to privacy reasons, any communication between the Candidate and Istituto Toniolo will take place via the Candidates' own email address, which must be the same used for the application process. Any issues concerning the application and personal data cannot be discussed over the phone.

- The selected candidate must send confirmation of acceptance to Istituto Toniolo (Ufficio Sostegno alla Formazione - Largo Gemelli 1 – 20123 Milano) by registered delivery (Raccomandata A/R) within 12 working days from the publication of the outcome of the selection process. In case of the selected candidate pulling out, the fellowship will be awarded to the next in rank, based on suitability.

- During the work placement, Candidates are obviously expected to be punctual and fully involved in their role. Furthermore, the Candidate will be an active member of the staff team and will be in touch with specialized agencies within the United Nations: should the candidate not satisfy requirements and not show full dedication, he or she will be replaced by another more suitable person. At the end of the placement, the Candidate will be required to send a summary report regarding their experience in that role to Istituto Toniolo.

- On one hand, Istituto Toniolo's objective is to maximize the students' potential and offer opportunities for further training and development. On the other hand, the student is expected to make a valid contribution to the University initiatives organized to promote post-graduate projects.