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info@reginamundi.org
www.reginamundi.org

Global Internship Application

Junior Analyst Practicum

Internship. *A ten (10) week, remote, experiential program on how to do business, from the formation of an idea through the financing or sale of an operating business, guided by Regina Mundi Directors. The internship is an educational program, and not employment. A fixed stipend plus authorized expenses is paid; the stipend is not payment by the hour or for services rendered.*

How to submit: complete this form on screen, save it, and email it with your supporting materials to **info@ReginaMundi.org**.

APPLICANT STATUS (PLEASE SELECT ONE)

- ○ Currently enrolled in a graduate program (master's, doctoral or equivalent)
- ○ Currently enrolled in an undergraduate program
- ○ Recent graduate (have completed a degree or other course of study)

PREFERRED START PERIOD (PLEASE SELECT ONE)

(The internship begins on the first Monday of the Financial Quarter for which your selection award designates)

○ First quarter (following year) ○ Second quarter ○ Third quarter ○ Fourth quarter

Year

STATUTORY ELIGIBILITY REQUIRED DATA

National law in the country of engagement sets conditions for graduate internships. Please answer every item truthfully in order to assure us that you fit within the legal constraints of the program; we will only verify the documents listed under Supporting Materials at the on-boarding stage and prior to signing the agreement.

Date of birth (DD/MM/YYYY)

Country of Citizenship

Country of Desired Internship Posting

Country of Tax Residence(s)

I will be at least 18 years old and under 30 years old on the first day of the internship.	○ Yes	○ No
I have completed at least lower secondary education (eight-year primary school or equivalent).	○ Yes	○ No
I have the legal right to reside in the country of requested internship posting and to take part in this internship in that country for its full ten-week duration.	○ Yes	○ No
I have not previously entered into a graduate internship agreement with any company you know to be an affiliate of Regina Mundi Global Advisors. (If "No", give dates and total duration below.)	○ Yes	○ No
I am not an employee of, or related by blood or marriage to, any director, officer or employee of Regina Mundi Global Advisors or its affiliates. (If "No", explain below.)	○ Yes	○ No
I hold health insurance and will maintain health insurance valid in the country of the internship for the length of the internship.	○ Yes	○ No
I can commit to ten consecutive weeks at an average of fifteen (15) hours per week, with some weeks requiring more, within applicable legal limits on working time.	○ Yes	○ No

I have a reliable computer and internet connection for remote work and can travel to a flex-office location if one is provided to me in the city of my residence. ○ Yes ○ No

Details for any "No" answer above

Languages and level of proficiency

Basis of health insurance cover (please select all that apply)

☐ National Public Health ☐ Academic Cover ☐ Family Cover ☐ EHIC ☐ Private policy

EDUCATION

Current or most recent institution

Country

Program / field of study

Degree level

Completed or expected completion date (DD/MM/YYYY)

Does your institution require notice to or approval from it before you may take part in an internship?

○ Yes ○ No ○ Not sure

APPLICANT PERSONAL INFORMATION

Full legal name of Applicant (as shown on identity document)

Preferred name

Physical address where Applicant is usually present (Home)

Street address (include unit or box number)

City

State / Province

Country

Postal code

Mailing address (if different)

☐ Same as above

Street address (include unit or box number)

City

State / Province

Country

Postal code

Primary phone number of Applicant (include country code)

Email address of Applicant

Driver's License details

Professional profile or portfolio and social media links, if any (optional)

APPLICATION PROCEDURES

Procedures: Completed Applications will be screened for suitability and against the eligibility criteria above, and all Applicants will be informed of the status of the Application by November 30. Those Applicants selected for further review will be required to provide additional disclosures, execute an agreement regarding the use and disposal of personal data obtained in the disclosure process, and participate in an interview. Successful Applicants will be informed of the status of their Application on or before January 30. Successful Applicants then complete on-boarding, and the ten-week internship begins on the first Monday of the Financial Quarter for which the program has assigned the Applicant. Before any internship activity begins, the Applicant and Regina Mundi must sign a written Internship Agreement (in the native language of the Applicant, with English translations), which sets out the additional rules and conditions of the internship. Regina Mundi reserves the right to modify, withdraw, or terminate any Application process, any internship, and any conditions imposed as a part of the Application and selection process.

Authorization: The undersigned authorizes, and shall hold harmless, Regina Mundi Global Advisors, and their agents to make reasonable inquiries about the Applicant, to contact the references provided, and to review publicly available professional information in which the Applicant is mentioned or participates, in each case in accordance with applicable data protection law.

Acknowledgement: The undersigned acknowledges the policies and procedures of the Application process, including the additional information located on the Regina Mundi website and the obligation to comply with the further instructions and directions issued by Regina Mundi in order to remain a candidate for the internship. The undersigned understands that the internship is educational and is not employment; that it carries no promise of future employment; that the stipend is a fixed amount set in the Internship Agreement; that the Internship Agreement does not by itself create any social or health insurance entitlement; that taxes due on any stipend are the responsibility of the Intern to declare and pay, unless the law requires otherwise; and that the Internship Agreement cannot run longer than three (3) months in total with the same host. Regina Mundi does not discriminate due to an Applicant's affiliation with or self-identification as a part of or member in any distinct class or group or possessing any particular characteristics of or for which protection is afforded by the laws of the nation in which the internship shall occur.

The Application process creates no rights of any kind in the Applicant to any specific outcome or process. If there is any dispute arising from the Internship raised by the Intern or by Regina Mundi, then the dispute will be resolved exclusively by arbitration in the jurisdiction of the Regina Mundi unit sponsoring the Internship. Equitable relief, outside of arbitration, may be sought and imposed on the parties by a court of competent jurisdiction in order to prevent disclosure of Confidential Information by the Intern.

PERSONAL DATA NOTICE (GDPR ARTICLE 13)

Data Controller: Regina Mundi Global Advisors attention Controller, Skrytja Pocztowy 66033, Urzad Pocztowy Wroclaw 66, Kosciusko 35-37, 50-090 Wroclaw, Poland. **Purposes and legal bases:** to assess your Application and to take steps to redact, alter or correct at your request any data (Article 6(1)(b)); to comply with legal obligations (Article 6(1)(c)); and for our legitimate interests in verifying references and establishing, exercising or defending legal claims (Article 6(1)(f)). **Recipients:** Regina Mundi Global Advisors and its affiliates, including in the United States, and the references you name. **Transfers:** Data is held in the USA regardless of where acquired. Any transfers of this data to locations outside the USA or the European Economic Area are made on the basis of Adequacy Decision (Article 45 GDPR). We use Microsoft 365 services (including Outlook) for email, communication, and data storage. Microsoft may process or access personal data from locations outside the EEA, including the United States. Such transfers are covered either by Microsoft's certification under the EU–US Data Privacy Framework or by SCCs supplemented with additional technical and organizational safeguards implemented by Microsoft. **Retention:** six (6) months after the selection process ends, unless you are selected or give the optional consent below. **Your rights:** you always have the rights of access, rectification, erasure, restriction, portability and objection, and the right to withdraw consent at any time; you may complain to the President of the Personal Data Protection Office (UODO). Providing your data is voluntary, but we cannot consider an Application without the data required in the Application form. This form does **not** ask for identity document numbers, bank details or health information.

- [ ] (Optional) I consent to Regina Mundi keeping my Application for up to twelve (12) months to consider me for future internship intakes.

Applicant (signature or e-signature – type your full name)

Date

SUPPORTING MATERIALS (INCLUDE WITH APPLICATION)

- [ ] Brief Statement of Purpose (not more than 750 words): why you want the internship, what you hope to learn, and how it fits your career goals.
- [ ] Curriculum vitae (résumé), not more than two pages.

- ☐ Proof of education: a copy of your diploma or certificate of completed studies, or a current enrollment certificate from your institution (needed to verify the eligibility criteria above).
- ☐ Three personal references which speak to the character and fitness of the Applicant, with particular focus on specific past acts and conduct which reflect the strengths and weaknesses of the Applicant, with one reference coming from a social peer.
- ☐ Three professional or academic references which speak to the timely performance of agreed-upon terms and conditions of the relationship (i.e., professors, supervisors, employers, volunteer leaders, peers).
- ☐ Availability calendar for the ten-week period you propose, showing any examinations, travel or other commitments.
- ☐ Disclosure of any relationship between you (or any member of your immediate family) and Regina Mundi Global Advisors, its affiliates, directors, officers, employees or clients, and a statement whether you or any immediate family member is a Politically Exposed Person ("PEP").

*Please do **not** send, and redact from what you send, all identity document numbers, bank account details or health information with this Application. If you are selected, anything further that is legally required will be requested at the on-boarding and agreement signing stages.*

EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

Regina Mundi is committed to providing equal opportunities to all Applicants and maintaining a professional environment free from unlawful discrimination, harassment, and retaliation. Applications for internships are evaluated objectively on the basis of qualifications, skills, experience, merit, and the requirements of the position, without unlawful discrimination on grounds including race, colour, ethnic or national origin, nationality, sex, gender, sexual orientation, age, disability, religion or belief, or any other characteristic protected under applicable European Union and national laws. Regina Mundi is committed to fair and transparent recruitment practices and will provide reasonable accommodations to Applicants with disabilities where required by applicable law.

MEDICAL AND ACCIDENT INSURANCE

Applicants selected for the Junior Analyst Practicum must maintain valid medical insurance providing healthcare coverage in the country where the internship is served throughout the internship period. Such coverage may be provided through university-sponsored insurance, eligible family coverage, applicable governmental healthcare arrangements, or qualifying private medical insurance. Interns may also be required to maintain appropriate personal accident insurance covering injuries sustained during internship activities such as automobile, bicycle, or scooter operations. Unless otherwise expressly agreed in writing or required by applicable law, participation in the Junior Analyst Practicum does not itself establish entitlement to employer-sponsored medical insurance. Applicants will be requested to provide confirmation of appropriate insurance coverage before commencing their internship.