



LEEDS CAMPUS INTERNSHIPS 2018-19 PROGRAMME INFORMATION

This year we hope to run a minimum of 20 campus internships made up of:

- 9-12 month placement year opportunities and;
- 12 week summer internships and;
- Part-time/term-time opportunities (420 hours worked over the 2018-19 academic year)

Priority will be given to placement year and summer opportunities, however, we can still offer recruitment support for any roles we are unable to subsidise; and the support around promotion and recruitment for campus internships will continue for unsubsidised roles in the future.

Summer Internships

These are open to 1st, 2nd or penultimate year undergraduates at the University of Leeds (UoL). The earliest a Summer Internship can start is late June 2018.

Placement Year Opportunities

These are open to 2nd year or penultimate year undergraduates at UoL who wish to undertake a year in industry as part of their degree.

Funding runs from 1st August 2018 to 31st July 2019. If you wish to receive a subsidy for the full year, the placement must run within this timescale. If you decide to begin a placement earlier than 1st August 2018 or have it run beyond 31st July 2019 then you will have to fully fund this period.

Part-Time, Term Time Internships

These are open to 1st, 2nd or penultimate year undergraduates at UoL who would undertake the part time internship alongside their studies. Working hours are to be agreed between the Supervisor and the successful candidate (we advise that students work no more than 15 hours per week in term time).

Part time internships are likely to start at the beginning of the 2018-19 academic session. The duration is the equivalent of 12 weeks i.e. 420 hours worked over the 2018-19 academic year.

Salary and Subsidy

All Intern posts will be paid at the bottom of University Grade 3 which is currently £16,654 p.a. A University fund will contribute 50% of the salary costs for a limited selection of projects (in these cases, the remaining 50% will need to be covered by the department). **Please ensure you have evidence of full financial authorisation at the point of sending in your expression of interest.**

Please note this is the final year of subsidies for the campus internships. We know that these opportunities add great value and would encourage you to consider how they can be embedded in your plans and budgets moving forward, including in the upcoming Integrated Planning Exercise.

PROJECT GUIDELINES

We are looking for expressions of interest from departments with a firm commitment to offering an Internship opportunity. Internships should provide real, time bound projects with some tangible outcomes which will benefit both the Intern and the host department.

The best Internships are based on projects which add value to the department, but which might not otherwise take place (or as quickly) without the help of an Intern. 9-12 month placements will naturally allow more time to evolve and for a series of shorter projects to be undertaken.

Please note, the funding is not aimed at academic research projects. We are happy to provide support with the definition of project ideas, so please feel free to contact us to discuss potential projects (contact details are provided below).

DEPARTMENTAL APPLICATION PROCESS

If your team has a firm commitment to offering an Internship opportunity, please email your expression of interest to campusinterns2018@leeds.ac.uk by **Wednesday 6th December 2017 at 5pm.**

Your email **must** include:

- A candidate brief (job description) reflecting your proposed project, which must be developed using the template for a Campus Internship candidate brief (which can be requested via email). *Your Faculty HR team must have checked and confirmed your candidate brief as a Grade 3 before submission.*
- Evidence of appropriate financial authorisation (e.g. a financial pro forma, PAF, an email from your financial signatory or other relevant paperwork). **Please note, we will not be able to accept any proposals without evidence of appropriate authorisation.**

If multiple proposals are to be put forward from one service, please send them through as a group with a priority ranking. All proposed projects will be reviewed by a panel which is flexible and will aim to support a broad range of opportunities.

If you have any queries, need advice on your project proposals, or require further information, please email the HR Team at campusinterns2018@leeds.ac.uk with your query and contact details and **someone will call you back to discuss.**

