



Campus Internships

Overview

Could you provide a student with the opportunity to gain valuable experience working alongside a professional team? Is your department looking to fulfil a need on a specific project or set of tasks, but lacks the resource to see it through?

Through the Campus Internship Programme we are able to support you to offer University of Leeds students several different types of internship in 2019-20:

- **Summer Internships**

These are open to 1st, 2nd or penultimate year undergraduates at the University of Leeds. The earliest a summer internship can start is mid June 2019.

- **9-12 month Placement Year Opportunities**

These are open to 2nd or penultimate year University of Leeds undergraduates who wish to undertake a year in industry as part of their degree in 2019-20.

- **Part time term time internships**

Part time internships are likely to start at the beginning of the 2019-20 academic session and students can work approx. 10-15 hours per week.

Roles advertised through the programme will benefit from being collectively advertised and will be promoted to students via the Central Student Placements Team.

The Interns will also benefit from specific induction sessions and networking events to help them settle into their role.

Salary

Unfortunately the programme is **no longer subsidised** so departments must cover all of the salary costs. All posts should be paid at the bottom of University Grade 3 which is currently £17,079 p.a. **Please ensure you have evidence of full financial authorisation at the point of sending in your proposal.**

Project Guidelines

We are looking for internship proposals from departments which offer a firm commitment to offering an 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 for a series of shorter projects to be undertaken.

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 Process

If your team has a role which you feel is appropriate for the programme please email us including the following information:

- A Job Description which has been role analysed by your Faculty/Service HR team to ensure it meets Grade 3 requirements, which reflects your proposed project.
- Evidence of appropriate financial authorisation (e.g. a financial pro forma, PAF, an email from your financial signatory or other relevant paperwork).

All submitted proposals will be reviewed by a panel to check they are an appropriate role for a student to undertake as an internship.

Please submit your Job description and financial authorisation by email to hr@leeds.ac.uk **by Friday 21st December 2018.**

Please include **'Campus Internship'** in the subject/title of the email.

If you have any queries, need advice on your project proposals, or require further information, please email the HR Team at hr@leeds.ac.uk with your query.