2016/17 Santander Universities Internship Programme
Frequently Asked Questions

What are Santander internships?

Santander internships, part of the Santander Universities Internship Programme, are 8 week (280 hour) or 10 week (350 hour) full-time/ part-time internships open all current students and alumni up to three years after graduation from the University of Bristol.

Is our organisation eligible?

To receive funding to support an internship, the organisation must be a small or medium sized enterprise (SME), as defined by the below criteria:

- The organisation has less than 250 employees
- The organisation has a turnover not exceeding £40 million and/or annual balance sheet total not exceeding £34 million.

We use the EU SME definition, with the Euro values converted to sterling (approximate).

What funding is available?

The scheme is match-funded. £1500 is available towards each 10 week internship and £1200 towards each 8 week internship. Interns must receive at least £300 per week.

Funding grants are to be used towards an intern’s wage and an organisation must be able to pay the intern’s PAYE. The internship must also include paid annual leave.

Organisations can apply to receive funding for up to two Santander internships during the 2016/17 academic year. All applications are considered on a first come, first served basis.

How do I get involved?

We require employers to submit details of their organisation and internship via an online form, to help us determine whether an opportunity can be included in the scheme.

Following confirmation of the funding available for the opportunity, we advise the internship on our mycareer portal. We recommend advertising for two to three weeks.

What should the application and selection process involve?

A CV and covering letter application followed by an interview is normally sufficient. It is essential to ensure that the process is fair, open and accessible.
What do I do if a student or graduate contacts my organisation speculatively about an internship?

If you’d like to apply for funding towards their wage, please complete our student-sourced internship form with the student or graduate to provide us with details about the opportunity and how it was secured.

I’ve selected my intern, what do I need to do next?

When the student or graduate has accepted your offer, their details and start and end date of the internship must be passed on to the Internship Team. We will then send out a copy of our internship agreement for review and signature.

Once the intern has started the internship, we require organisations to complete our Internship start confirmation form providing us with the intern’s and internship’s details, and the organisation’s bank details for payment. Payment is made by bank transfer within 4 weeks of the completed form’s receipt.

Can we apply for funding for someone who is currently employed by us or who has previously worked for the organisation?

No, unfortunately this is not possible: we are only able to provide funding to support new opportunities for students and graduates in organisations where they have not previously worked.

Can I continue to employ the intern after the internship’s conclusion?

Organisations can employ their intern after the internship has finished, setting up an additional contract and continuing to pay at least the national minimum wage. Additional funding from the internship programme is not available towards this.