2017/18 UoB Internship Scheme
Frequently Asked Questions

Is our organisation eligible?

To receive funding to support an internship through the UOB Internship scheme, 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).

Who is eligible to be a UoB Intern?

The University of Bristol Internship Scheme is open to all of our current students, including postgraduates, as well as recent graduates up to six months after graduation. Both current students and recent graduates are able to see internship vacancies on the UoB mycareer portal and apply.

What type of internships does the scheme include?

We advertise a wide variety of roles at a range of organisations, both locally and nationally. Project-based internships are particularly well suited to the scheme, and guidance on suitable work can be found in our ‘Employing an intern’ document or by contacting our Internship Team.

How does the funding work?

A grant of £900 is available per internship, provided eligibility requirements are met.

All interns must be employed by the organisation and paid at least the National Living Wage of £7.50 per hour. Funding grants are to be used towards the intern’s wage and an organisation must be able to pay the intern’s PAYE. The internship must also include paid annual leave.

How long must the internship be?

The internship must be at least 140 hours (4 weeks if full time).

When can the internships take place?

Internships can take place during term time as well as vacations and can be part-time or full-time. The working pattern can be chosen to best suit both the organisation and intern. Internships must begin before the end of July 2018 and conclude by September 2018.
How do I advertise an internship as part of the scheme?

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.

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 UoB 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.

Guidance on preparing for the internship can be found in our ‘Employing an intern’ document.

How many internships can my organisation apply to receive funding towards?

Organisations can apply for one UoB internship grant. If and when funding is available, organisations may apply for a second internship grant. The maximum amount of internship grants per organisation, per academic year is two. All internship funding applications are considered on a first come, first served basis.

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.

A grant of £900 is potentially available towards internships that students and graduates have sourced speculatively, to be used towards the wage for an internship of at least 4 weeks (140 hours) duration.

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 worked previously.

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 NMW. Additional funding from the internship scheme is not available towards this.