

UNIVERSITY OF BRISTOL ECONOMICS, FINANCE & MANAGEMENT (EFM) INTERNSHIP SCHEME 2019-20

GUIDANCE DOCUMENT FOR POTENTIAL HOST ORGANISATIONS

Background to the EFM Internship Scheme

The University of Bristol EFM Internship Scheme provides funding for organisations to take undergraduate students for internships. The internships should be closely related to one of the EFM academic disciplines – Economics, Accounting and Finance, and Management – so that students gain academic as well as career-related insights. The scheme is run by the Professional Liaison Network (PLN) in the Faculty of Social Sciences and Law, University of Bristol.

The organisation joins the scheme

Organisations apply to join the EFM internship scheme by means of a form which asks for details of the proposed internship and desired applicant competencies. The PLN verifies the internship is eligible. In some cases we can fund more than one internship per organisation – these can in most cases be included on one application form.



The internship is advertised

The PLN advertises the opportunity to students and students apply via a standard application form which is submitted to the PLN. The PLN checks that the applicants meet the basic criteria and all eligible applications are forwarded on to the organisation for review after the application deadline.



The intern is selected

Selection interviews may be conducted face-to-face or remotely (i.e. by telephone or Skype). Organisations generally host the interviews at their own premises and handle the arrangements for inviting shortlisted candidates to interview. However, the PLN can on request make arrangements for organisations to host their interviews at a venue on the University precinct on a mutually convenient date and communicate the arrangements to students. This arrangement may be preferable for organisations which are not based in Bristol or which do not have suitable premises for interviews. Following the interviews, the PLN can notify candidates of the outcome of their interview or the organisation may prefer to do so.

The PLN draws up an agreement for the internship

The organisation agrees a start and end date with the intern and issues a formal offer of employment in line with its standard HR procedures. Once the organisation has advised the PLN of the agreed placement dates, the PLN draws up a 3-way agreement for the internship (University-organisation-intern) and coordinates all parties signing the agreement.



The University issues funding (if applicable)

Shortly after the internship has commenced, the PLN sends the organisation a 'Start Confirmation Form' for completion. This form asks for details of the bank account to which the bursary should be transferred, and receipt of the completed form triggers the payment.



The PLN checks progress

Approximately half way through the internship, the PLN contacts both the organisation and the intern to check that everything is going according to plan, but any issues or concerns can be reported to the PLN at any stage of the internship.



The organisation and intern feed back

At the end of the placement, the PLN asks the organisation to complete a short form to give their views on how the internship went. The intern is asked to complete an equivalent feedback form, and also to submit an internship report which has been designed to help them reflect on their own internship experience. We hope that in many cases this is the start (or continuation) of a longer-term partnership between your organisation and the Faculty that could include further internships as well as other kinds of engagement. The PLN runs a series of engagement initiatives which we can discuss with your organisations.

NOTES:

Timing and duration of the internships

The PLN is recruiting for internships to take place throughout the 2019-20 academic year and in the summer of 2020.

All internships should be at least 140 hours, which may be worked full-time over 4 weeks or part-time over a longer period pro rata. In certain circumstances, where it would be mutually beneficial for an internship to be extended to complete a project or task, an organisation, with the intern's consent, may apply to the PLN for an extension to the internship of up to an additional 70 hours. This should happen sometime after 70 hours of the internship have been completed and be accompanied by a short explanation as to the benefit to the student and the organisation to continuing the internship.

Financial matters

Funding is available from the University. If this is something that you would like to discuss, please let us know.

The student's pay must meet the Real Living Wage which is £9.00/hour.

If applicable, the University will pay the organisation the full amount agreed by bank transfer once the internship has commenced. If for any reason the internship ends before 140 hours are complete, the organisation must refund the University – details of the calculation are in the internship agreement.

The organisation will pay the intern the salary through its usual payroll run and the salary will be subject to the appropriate deductions of income tax and National Insurance.

The intern will accumulate paid holiday days/part days as part of their internship, equivalent to 12.07 % of the internship period, inclusive of Bank Holidays. These holiday days are an integral part of the internship and must be taken by the intern within the internship period.

WE ARE HERE TO HELP THROUGHOUT THE PROCESS

We are likely to be in contact during the process anyway, but if at any stage you require help or clarification, please contact **Nora Pau** in the Professional Liaison Network, Faculty of Social Sciences and Law, University of Bristol – nora.pau@bristol.ac.uk - 0117 33 10736