

Internships at the University of Bristol

Your internships

All organisations can advertise paid internships free of charge on [mycareer](#). We reach **over 50,000 current students and recent graduates** and help you target specific disciplines.

Our internship schemes

We run two internship schemes that enable students to gain quality, paid work experience from small and medium sized employers (SMEs) in the UK, including charities, social enterprises and start-ups.

COVID-19 SME Internship Fund

This is a fully funded scheme for SMEs to support Bristol-based internships of at least 4 weeks (140 hours) in duration.

Preference for funding will be given to local organisations that can demonstrate:

- How your organisation is responding to the challenges of Coronavirus (e.g. supporting those in the community or undertaking valuable research)
- How a student intern will benefit your core business activity at this time
- Intention to hire interns into permanent roles. We encourage you to consider hiring a final year student or a recent graduate who will be ready to enter the labour market following the internship.

The details:

- The University pays a £1149.40 grant to covers the full cost of the interns' wages for the duration of the internship
- Please let us know if you hire an intern who is eligible for the national living wage (age 25 or over) as we can offer a higher grant to cover this higher rate of pay. Interns age 25 or over are required to be paid a minimum of £8.72 per hour, so the grant is £1220.80
- Internships can be completed on a full-time or part-time basis
- Internships must start before the end of June 2020
- The employer must be a registered company or charity
- Employers are required to pay the intern through PAYE at a rate of at least £8.21 per hour
- We expect interns to work remotely unless the organisation is an essential business. Interns are not allowed to work from their employer's home
- Employers are required to provide a robust induction and support to enable a student to confidently work remotely, we strongly encourage you to check in with them regularly
- We are asking that all participating interns write a reflective blog about their internship. A requirement of receiving a grant from this fund is that you allow time for this as part of the internship
- You must complete feedback at the conclusion of the internship

- We may follow up with you to find out more about your story during the COVID-19 crisis and the impact your intern has had.

Here are some useful resources:

- LinkedIn guide for those who are [new to working remotely](#)
- Mind, the mental health charity, provide helpful advice on their webpages on [coronavirus and your wellbeing](#), including dealing with the effects of isolation.
- Government COVID-19 [guidance for employees, employers and businesses](#).

This internship scheme is open to current students and alumni who have completed their degrees within the past 12 months. They must also meet other specific eligibility.

The intern must:

- not have already completed an SME Internship during the current academic year
- not have worked for the employer previously
- start their internship by the end of June 2020
- provide feedback at the end of their internship

Note: University of Bristol recommends students work no more than 15 hours per week during term-time.

To apply for funding please contact the SME Internships Team at careers-uobinterns@bristol.ac.uk

If you haven't engaged with the University before, you will need to [register on our student and employer platform](#).

Santander SME Internship programme

This scheme is part of the bank's [Breakthrough](#) programme for SMEs and provides funding towards eight-week (280 hour) internships within UK-based SMEs.

Opportunities are open to current undergraduate students in their final year, or a graduate from an undergraduate degree starting the internship within 18 months of graduating.

To be eligible for the scheme you must:

- Pay interns minimum £9.00 per hour or minimum £10.55 per hour if the internship takes place in Greater London.
- Match fund the internship (£1,260.00 outside of London and £1,477.00 if internship takes place in Greater London)
- Pay the intern through PAYE
- Provide the intern with office space throughout their internship (interns are not allowed to work from home)
- Be a registered company within the UK
- Submit all necessary paperwork and employ your intern before the end of June

- Ensure your intern is eligible to take part in the scheme:
 - They must be a current student in their final year or a graduate within 18 months of graduation
 - They must not have already completed a Santander SME Internship in the current academic year
 - They must not have worked for the organisation previously
 - They must start your internship by the end of June
 - They must provide feedback at the end of their internship

Internships can be completed on a full-time or part-time basis, during term or vacation time.

The University of Bristol recommends students work no more than 15 hours per week during term-time.

A regulation of the new cycle of funding is that each company can only apply for one Santander SME Internship grant per academic year.

Priority will be given to organisations intending to hire interns into permanent roles.

How to get involved

1. Determine suitable role and contact careers-uobinterns@bristol.ac.uk
2. Complete application form and include the job description
Use our [guide to writing a strong job description](#) for help
3. We collect applications for review, they are sent to your organisation after the expiry date. You can then interview and offer to successful applicant
4. Email careers-uobinterns@bristol.ac.uk, include the student name with internship start and end dates
5. Company, intern and University sign contract
6. Internship begins and funding issued. The funding will reach your organisation within four weeks
7. Employer and student to complete mandatory feedback form

If you are new to working with interns, use these helpful resources to get started:

- [Internships that work, a guide for employers](#) (CIPD)
- [Common best practice code for high-quality internships](#) (gov.uk)
- [Employing people – a guide for new employers](#) (ACAS)
- [Employment contracts](#) (ACAS)
- [Employment rights and pay for interns](#) (gov.uk)
- [Calculating holiday entitlement](#) (gov.uk)