

Key Points for Organising an Internship

Internship

The internship needs to be:

- In an area not directly related to the student's PhD research project.
- In a setting that is not an academic-related research environment.
- At a level suitable for a PhD student.
- Achievable within the 3 months.

When students are on their internship, your organisation will need to provide a designated supervisor for the student.

Students are expected to undertake their internship during their second or third year of PhD studies, at a time that is mutually convenient for both the student and host organisation.

Work pattern

Internships are for 3 months (minimum of 60 full-time days).

Students' overall workload is expected to match that expected during their university study and therefore we expect that the student:

- Does not work more than 35 hours per week (unless otherwise agreed).
- Does not work more than 8 hours a day including the required work breaks (unless otherwise agreed).
- Does not work bank/public holidays or any other university/organisation closure days – these days are included within the minimum 60 days.

The majority of students will work full-time in a 3 month block but some students may be willing/request to work part-time, pro-rata or full-time in month-long blocks. These are all acceptable as long as the internship is a minimum of 60 full-time days.

Holidays and DTP activities

Students are allowed to take holiday during their internship but this is in consultation with the host organisation supervisor. It is expected that the student confirms any holiday dates prior to signing the agreement with the host organisation. These days are not included within the 60 days minimum, and so the length of the internship should be extended to take holidays into account. Students are encouraged not to take more than 1 week's holiday whilst on their internship.

Whilst on their internship, students are expected to attend annual DTP activities so we ask that internship providers allow the students to be able to attend these events.

Of note, there is some flexibility allowed if the student is based overseas for their internship or if there is an unavoidable important event taking place that is a crucial part of their internship.

DTP activities are held at various points of the year and the student should inform you of these dates. These activities are included within their minimum 60 days.

Of note, the student may not always be aware of these dates prior to the start of the internship.

Funding

The student will receive a stipend throughout their internship and therefore should not receive a salary from your organisation. However, it is expected that any in-house costs directly related to the internship project is met by the host organisation. Also, if any costs are occurred for the student whilst they are on internship business, the student is reimbursed for any out-of-pocket expenses.

The student will receive a limited budget to help support accommodation and/or travel costs to/from their internship location. However, this is limited and cannot always fully support a student whilst on their internship, therefore any additional support would be greatly appreciated. Any such support will be outlined in the agreement.

Legal

We ask that our SWBio DTP internship agreement is used as the main agreement between the host organisation and student. The student will remain as a registered university student throughout their internship, and as such the university has certain responsibilities towards the student, and the student has certain responsibilities and requirements to fulfil for their degree programme.

The agreement must be agreed and signed before the student commences their internship with the host organisation.

Further information

Further information can be found on our [website](#).

This includes details on:

- the visit that occurs during the internship
- any reports/feedback required from the host organisation or the student as part of the programme.