Summer Internship Scheme
Industrial Liaison Office | Faculty of Engineering

Work with our high-quality engineering and computer science students to deliver a 6-12 week summer project.

Internships are mutually beneficial. Firstly, they enable our students to apply their knowledge and perspectives to your project while developing real-world experience. Secondly, as well as you accessing our students’ up to date insights, internships can lead to graduate employment; allowing you to assess the suitability of an intern for your company.

Furthermore, as our dedicated team manages the administration process associated with an intern’s recruitment - from application to interview - your company would have exclusive access to our students with minimal effort. Moreover, advertising your opportunity also helps to raise your company’s profile directly with our students.

‘Using the internship scheme we can get talented people through the door, spending time with them in a low-risk environment and then making an informed decision about whether they’re right for us and whether we’re right for them.’

Neeraj Oak, Apak Group

‘Our brand profile’s raised, which means that we are attracting a higher calibre of student ... The students bring a wealth of enthusiasm and it actually engages and further motivates our staff.’

Louise Quick, Edwards Vacuum

Which students are eligible to undertake a summer internship?
Any undergraduate student from our Faculty.

Can I specify which department(s) I would like students to apply from?
Yes, you can specify any number of relevant departments to advertise your internship to.

Can I advertise for more than one intern?
Yes, you can advertise for more than one intern. You can also advertise across multiple departments.

When do internships take place?
During June-September, typically for 6-12 weeks.

Are internships paid?
Yes, students will be employed by the company and paid at least the National Living Wage. SMEs may be eligible to apply for financial assistance from the university towards an intern’s wage. Please contact us for further details (see below).

How do I advertise?
Please complete our form and agreement then email them to: engf-ilointernships@bristol.ac.uk

Huw Andrews | Industrial Liaison Coordinator
+44 (0) 117 95 45161 | engf-ilointernships@bristol.ac.uk
www.bristol.ac.uk/engineering/ilo | ILO LinkedIn

Any questions?
Summer Internship Recruitment Process

1. **Company applications accepted: 1st Aug 2019 - 30th Apr 2020**
   As students start looking for internships in the autumn, whether via us or elsewhere, the sooner an application is made the sooner an advert is posted; thereby open to a larger field of applicants for longer.

2. **Company application to internship advert**
   We’ll convert your application into an advert, suggesting any amendments that may enhance your opportunity (if required).

3. **Advert upload and sharing: Sept 2019 - May 2020**
   Once your advert has been finalised, including setting an application deadline, we’ll upload it. We’ll then share it with students in various ways including via our newsletter, targeted emails, screens, social media and the university’s careers service.

4. **Student applications**
   Students apply to us and we’ll send you their applications to review. You’ll send us your shortlist, reserves and interview date.

5. **Interviews**
   We’ll host the interviews: organising an interview room, lunch and refreshments for the panel; informing students of their interview time; meeting and greeting the interviewers on the day; taking students to the interview room; and supervising the process throughout the day.

6. **Decision**
   You’ll decide who to offer your internship(s) to and let us know.

7. **Offer**
   We’ll offer your internship(s) to the successful candidate(s) and share your feedback with the unsuccessful candidates. We’ll update you once we hear back.

8. **Internship(s)**
   We’ll connect you with the successful candidate(s) so you can finalise internship arrangements, including start and end dates. While we’ll be available for support if required, only the company and the intern(s) are typically involved from this stage.

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**How much does it cost to recruit interns?**
Nothing, our service is FREE!

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‘The Industrial Liaison Office has really taken that [administrative] weight off our shoulders as it is a very straightforward process ... For us the main benefit is the value for money, getting high quality people in to do projects that we wouldn’t have the resource to do otherwise.’

Matt Butcher, Inductosense

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**What’s included in our recruitment service?**
• Exclusive access to our students
• Advert writing support
• Advertising
• Application receipt
• Application distribution
• Interview invitations
• Feedback sharing
• Interview room
• Refreshments
• Lunch
• Parking permit
• Ongoing support

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