

# Campus Internships Scheme

## Purpose

The University recognises that campus internships provide current University of Bristol students, and those who have graduated within the previous academic year, the opportunity to develop the skills and behaviours that are necessary to succeed within their chosen career.

This policy has been written to ensure the consistent application of some of the key aspects of internships including recruitment and selection, employment status and remuneration.

Campus internships are distinct from the [University of Bristol Internship Scheme](#), which works with small and medium enterprises to provide students and recent graduates with internship opportunities.

## Definition

Campus Internships are paid, career development opportunities, made available to current University of Bristol students and to those who have graduated within the previous academic year, who wish to gain experience in a particular field or discipline under the supervision of professionals. They are usually undertaken during the summer break, but may last longer depending on the nature of the internship.

Although interns are in a position to make a unique contribution to a department or project it is important that they are not used as an alternative to genuine employment opportunities or to the detriment of existing staff. However, when used appropriately they can form an important aspect of a department's workforce planning either as designated intern roles that contribute to standard service delivery, or as capacity adding roles that carry out work that would not normally be undertaken.

Campus Internships are distinct from Work Experience which is an unpaid educational opportunity that provides participants with a general understanding of a work environment over a short period of time.

Students carrying out temporary or casual roles that have not been structured as internships should be treated no differently to non-student workers.

## Advertising, Recruitment and Selection

Internships are subject to the approval of Human Resources who will work with the Manager to ensure that the intern's supervision and development requirements have been fully considered in addition to any impact this might have on colleagues' workloads.

Recruitment is subject to the usual approval from Finance and Human Resources and all associated costs must be met by the employing department.

The University is committed to equality of opportunity in the recruitment and selection of all of its employees. Interns should be recruited and selected in accordance with the University's [Recruitment Guidance](#).

The University's Careers Service has links with University of Bristol students and graduates and is ideally placed to assist in the recruiting of campus interns. For more information please visit their [Campus Internship website](#).

Role profiles, outlining the key tasks and responsibilities of the role, including information regarding the developmental opportunities the internship will provide, should be used to advertise and define what is expected of the successful applicant.

## Terms and Conditions

### Duration

Internships will normally last between three months and one year. Longer internships are subject to the approval of Human Resources and require the establishment of a clear work plan prior to the commencement of the internship. In any event, the duration of the internship should not exceed the point at which the gaining of new experience, skills and knowledge becomes comparable with that of a genuine employment opportunity.

### Hours of Work

Recruiting managers should ensure that interns that are currently studying at the University are not contracted to work beyond the [recommended limits](#) during term-time. When arranging working times for current students priority should always be given to their studies.

### Remuneration

All interns will be paid on a fixed standard intern's salary [£17,500 FTE] which will be reviewed annually.

### Annual Leave

All interns accrue rights to paid holiday (prorated accordingly) based on the entitlement of 7.6 weeks (38 days) per year. This includes all bank holidays and University closure days.

### Sickness Absence

Where a qualifying intern is unable to attend work on a pre-agreed date due to sickness absence they will be entitled to statutory and occupational sick pay.

### Pensions

Interns who meet the criteria will be contractually enrolled in the University of Bristol Group Pension Plan (UBGPP) and will receive individual communications from the Finance Office regarding this. Further information is available from the Payroll and Pensions Team.

### Current Students

It is a requirement of the role that current students remain enrolled on their course for the duration of the internship, or until their course has been completed.

## Supervision and Development

An internship provides an opportunity for individuals to develop their skills in a professional environment. Managers should plan with a view to maximising the value and productivity of

the placement from both the individual's and the University's perspective. Interns may be required to carry out some repetitive or unskilled tasks as part of their daily activities, however it is important that managers;

- Provide interns with a range of tasks, some of which are challenging and stimulating.
- Make sure that interns are properly inducted, undertake mandatory training, and are made to feel welcome and valued.
- Ensure that interns are able to learn from experienced University staff. This may involve participation in meetings and team events where appropriate.
- Allow interns access to the workings of the department. This may in some cases require access beyond what is normal for a typical role of the sort being undertaken.
- Give interns regular and constructive feedback on their performance.
- Offer interns advice on pursuing their chosen career path.
- Act as a referee for the intern.

## Safeguarding

Managers are reminded that the University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children and other vulnerable groups. For more information see the [University of Bristol policy on the safeguarding of children and other vulnerable groups](#).

## Data Protection

Interns are required to act in accordance with the University's information security policies. Managers should also consider whether the data access required as part of the role is appropriate where the intern is a current student of the University.

## Process for Managers

- Submit a [Staffing Request Form in MyERP](#), completing all sections on all tabs, including business case. Clearly outline that this is an Internship rather than a normal position at the University.
- Liaise with your [HR Officer](#) to agree a suitable 'Role Profile' which will be used to define the role, giving a clear overview of the expectations of the role and the developmental opportunities the successful applicant will benefit from.
- The Staffing Request Form will be approved by HR and Finance using the workflow approval system in MyERP.
- Once the role has been approved by HR and Finance, contact the [Careers Service](#) to gain assistance with advertising the Internship to the relevant populations.
- Conduct a fair and transparent recruitment and selection process, in line with the University's [Recruitment and Selection guidance](#).
- Inform the [HR Employee Services Hub](#) of the successful applicant's details so HR can issue a contract and trigger the new starter process.