**Internship Proposal Form**

**Please complete all sections and submit to Eilidh Macleod in the College Student Experience Team (**[**Eilidh.Macleod@glasgow.ac.uk**](mailto:Eilidh.Macleod@glasgow.ac.uk)**)**

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| **Internship job title**  Note: This is how the internship will be advertised to students (so as catchy and concise as possible!) |  |
| **Internship supervisor**  As the applicant you will be responsible for supervising and supporting the student intern. Your name will be listed on Core as the intern’s line managers. |  |
| **College HR Resource Coordinator**  Responsible for processing job description, staff request and passing to the Student Opportunities Hub | Farhana Nahid ([Farhana.Nahid@glasgow.ac.uk](mailto:Farhana.Nahid@glasgow.ac.uk)) |
| **Estimated minimum number of hours required**  Max. 70 hours |  |
| **Expected working pattern**  Eg. 7 hours per week for 10 weeks. All interns will be on fixed-term, fixed-hour, fractional contracts. |  |
| **Proposed start date**  Note: Earliest possible start date Sep 2025 onwards. It takes approx. 6 weeks from application approval to interviews |  |
| **Proposed end date**  Note: No later than June 2026 |  |
| **Salary** | (Typically £16.26 per hour, Grade 5) |
| **Subject and year of study** | All PGR Opportunities Hub internships will be open to applications from all College of Social Sciences PGR students. |
| **Job purpose:**  Please provide a brief description of the project and the internship role, covering the key elements of work to be completed by the PhD intern. It may be useful to break the project down into key stages/tasks/milestones to demonstrate how feasible it will be for the intern to complete this work in the time allotted. (max 300 words) | |
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| **What will the intern will get out of the experience and what makes this internship stand out in terms of skills/experience gained, training provided etc? (max 100wds)**  You may wish to refer to the [Vitae Researcher Development Framework (RDF)](https://www.vitae.ac.uk/vitae-publications/rdf-related/introducing-the-vitae-researcher-development-framework-rdf-to-employers-2011.pdf) transferable skills domains B and D. This will be included in the job advert circulated to PhD students for this role. | |
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| **How will the PhD student intern be supported by you throughout the internship? (max 100wds)**  Provide details of the support that will be provided to the intern to complete key project tasks, acquire new skills (technical or otherwise) where required, and to reflect on the impact of the internship and the skills gained on their professional development. | |
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**Additional support notes:**

**Funding Criteria**

1. Internship proposals should be focussed on helping our postgraduate research students develop transferable skills outside of their core research area and in line with the [Vitae Researcher Development Framework (RDF)](https://www.vitae.ac.uk/vitae-publications/rdf-related/introducing-the-vitae-researcher-development-framework-rdf-to-employers-2011.pdf) skills listed in Domains B and D. PGR Opportunities Hub internships cannot be used for research assistantships or research roles.
2. PGR Opportunities Hub internships can be focused on a broad range of higher education themes including:

* Development or support of online learning
* Public engagement or outreach
* Business engagement, enterprise and knowledge exchange
* Employability
* Developing future research leaders

**Advice and support**

* Before submission, you may find it useful to discuss your applications with Dickon Copsey ([Dickon.Copsey@glasgow.ac.uk](mailto:Dickon.Copsey@glasgow.ac.uk)), the College Employability Officer, who can talk you through the funding criteria.
* The College HR Resource Coordinator, Farhana Nahid ([Farhana.Nahid@glasgow.ac.uk](mailto:Farhana.Nahid@glasgow.ac.uk)) will support the process of raising a staff request, and registering your student intern, in liaison with the Careers, Employability & Opportunity Student Opportunities Hub.
* The Careers, Employability & Opportunity Student Opportunities Hub ([studentopportunitieshub@glasgow.ac.uk](mailto:studentopportunitieshub@glasgow.ac.uk)) will provide support and guidance on the process of advertising for, recruiting, selecting and supporting your student intern through the internship.

More information on PGR Opportunities Hub internships can be found [here](https://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/pgroppshub/informationforsupervisorsandpgrstaff/). To help you start the job description, you will find a range of [previously completed job descriptions here](https://gla.sharepoint.com/:f:/s/EmployerEngagementCommsTeam/ElUVNGFJhmVGnRccH4YrAIABLa7HEbXesYADWV3Qi1bGyw?e=V0QLMg&xsdata=%3D%3D&sdata=cC9INGYzN2srMk5BQUtramF5NGtnOHAxa2tRZ1R0K3ZDN1YzNUhOVGNMZz0%3D&ovuser=6e725c29-763a-4f50-81f2-2e254f0133c8%2CEilidh.Macleod%40glasgow.ac.uk). Please ensure that you tailor the job description to your particular role.

**Recruitment and selection**

Recruitment and selection will be organised and supported by the [Careers, Employability & Opportunity Student Opportunities Hub](https://www.gla.ac.uk/myglasgow/careers/finding-jobs/studentopportunitieshub/studentopportunitieshub-staff/). The internship supervisor will be expected to interview and make the final selection of candidates.

Whilst the Student Opportunities Hub and College Employability Officer will support the advertising of the internship, **it is imperative that supervisors also use their School and Subject contacts and networks to advertise to the PGRs in their areas**. Typically, we receive lower than average application rates for these posts and without local promotion it may be difficult to find suitable candidates.

**Application Assessment**

All applications will be reviewed by the College Employability Officer, the Graduate School Manager and the Dean of Graduate Studies and bids will be scored out of 10, on the basis of the following criteria:

* Clarity and feasibility of project / 3
* Transferable skills development benefits for intern / 4
* Planned support for the intern throughout internship / 3

**Intern conditions**

Unless otherwise agreed at the start of the internship, internship pay should be drawn directly against the designated Graduate School budget to the maximum of 70 hours (Grade 5). Details will be provided once the internship has been approved. Internships can be remote or a hybrid of online and face-to-face but intern must be UK-based.