



NORTH WEST DOCTORAL TRAINING CENTRE

Internship Scheme Guidance (Updated October 2016)

All ESRC PhD studentship holders are eligible to apply for financial support to undertake an internship within the period of their studentship.

Who can apply for funding to undertake an internship?

The scheme is open to all ESRC funded students who will be in the doctoral element of their award when they will take part in the internship. It must start at least three months prior to the end date of your ESRC award, and not within the first three months of the PhD. Masters students are not eligible.

Students would not normally undertake more than one internship (under this scheme or the ESRC Internship Scheme) throughout the lifetime of their ESRC award.

What constitutes an internship?

An internship does not need to directly relate to your PhD topic however a case must be made for how the internship will support your personal and/or career development. Internships may last from one to six months and can be within a public, private or civil society (voluntary) sector organisation.

Funding arrangements

Full time students in receipt of a maintenance grant will receive a funded extension to their award covering the length of the internship (this can be from one to six months) and up to a maximum of £1,000 per month for travel and accommodation expenses. Conditions apply.

Students will **continue to be paid their maintenance grant** by their university, however they will be **required to claim reimbursement** for travel and accommodation costs directly to the NWDTC.

Students in receipt of the Advanced Quantitative Methods (AQM) enhanced stipend will continue to be paid this throughout the period of the internship award and the extension period.

Fees only students will receive the same accommodation and travel allowance but the extension period will only include the payment of fees.

How to apply

Applicants are required to complete the Internship Application Form which can be found at <http://www.nwdtc.ac.uk/currentstudents>. The completed form should be sent to the NWDTC central office at nwdtc@liverpool.ac.uk by the deadline.

The application form requires supervisors to confirm that the internship will be of benefit to the student's personal and/or career development and that there are no concerns about the student's progression to date.

This application form will be assessed by the NWDTC Academic Management Committee soon after the deadline. Applications may be approved, rejected or returned to the applicant with a request for further information.

When to apply

There will be two annual deadlines for the submission of Internship Scheme Applications:

In 2016/17: **18th November 2016** and **4th May 2017**

It may take up to four weeks after this date to process the applications, so please ensure you choose a deadline well before you intend to commence your internship.

The internship

All applicants who are successful in obtaining an internship will be required to agree a start date with the host organisation. Please bear in mind that you may be required to complete a security clearance check with the host organisation.

Once you have agreed to take up the internship you must remain registered at your university throughout the internship period. It is expected that suitable supervisory arrangements will be made for the full period of the internship and associated extension to PhD programme.

In order to receive the extension to your NWDTC award, and make claims for travel and accommodation expenses, the NWDTC must receive a copy of the signed internship agreement or contract with the host organisation prior to the commencement of the internship. The NWDTC can provide a draft internship agreement to successful candidates on request.

Withdrawal from an internship

If a student withdraws from an internship, and accommodation has already been paid for, the ESRC is entitled to claim back the costs of accommodation for the remainder of the internship period. For example, if a student leaves an internship after one month, and three months of accommodation have been paid in advance, the ESRC will claim back the equivalent of two months' rent.

Application Guidance

1. Student Details

Please complete this section fully.

2. Internship Details

- i) Please detail the name of the partner organisation and your named contact at the organisation.
- ii) If specific dates are not yet known, please ensure you include the length of the internship in months.
- iii) Please provide as much information as possible about the work you intend to undertake while at the partner organisation, why this is the most appropriate partner for you to undertake such an internship with and what you hope to gain from the experience in terms of relevance to your doctoral research, research training or personal/career development. Priority will be given to students who have a clearly outlined project or defined responsibilities already developed with the organisation. Maximum 600 words.
- iv) Please sign and date to confirm as detailed.

3. Supervisor's Confirmation

- i) Please confirm that you support the proposed internship; that it does promise to provide the research/personal/career development as detailed by the student above and that there are no concerns about this student's progress to date.

If the first supervisor is not available to complete this section, please pass it to the second supervisor for completion – this should be noted here and briefly explain why the first supervisor was not available.

- ii) Please sign and date to confirm. As the form is to be submitted electronically, electronic signatures are sufficient.

Travel and Accommodation Expenses and Claims

When undertaking an internship, a student can claim up to a maximum of £1,000 per month per internship award to cover **reasonable** travel and accommodation for the period of their internship.

Students are expected to use the **most economical method of travel** and ensure that **rental amounts are not excessive** for one person.

How to claim: Accommodation

If you have to relocate to take up the NWDTC internship award, you will need to send a signed copy of your tenancy agreement and a copy of your signed internship terms of agreement/contract. This will be paid out in a lump sum. Students must have a formal tenancy agreement for a commercial let.

The NWDTC will **only pay towards accommodation** costs for students for whom it is necessary to temporarily relocate in order to undertake the internship award while maintaining a property elsewhere, and who therefore will be paying rent for two properties.

The NWDTC will **not** pay for students staying with family or friends. Students must wait until they receive official confirmation from the host organisation of a start date before committing to relocation accommodation.

Accommodation costs can cover:

- Monthly rent
- Utility bills (gas, water and electric only, if not part of an all-inclusive rental agreement). These bills must be in the student's name in order to be reimbursed.
- Administration fees

Accommodation will only be covered if it is a reasonable amount. We would not expect your accommodation costs to be over £700 a month, and we will not subsidise expensive rent. If your rental agreement is above this threshold you will need to seek approval from the NWDTC before signing the rental agreement, if the NWDTC deems these costs to be unreasonable we reserve the right to not pay out the full amount applied for. In addition, the size of accommodation rented should be reasonable for one person. Ideally, students should be looking to rent one room in a shared house, a studio or a one bedroom flat.

Accommodation costs will not cover:

- Deposits
- Furniture hire
- Bills such as phone, internet and television license (unless these are already included within your rental package)
- Accommodation if you are staying with relatives or friends
- Subsidised accommodation (i.e. where your rental agreement exceeds £2,100 over three months)
- Excessive accommodation (e.g. a two bedroom house/flat for one person)
- Council tax (students should not be paying council tax)

How to claim: Travel

Claims for travel should be submitted either on a monthly basis or in full at the end of the internship. Please try to purchase weekly or monthly season tickets for public transport in order to claim back for travel. You will need to provide receipts for the travel you have purchased in order to claim for these expenses. Students are expected to use the most economical method of travel.

Travel costs can cover:

- One trip to the region of the internship at the beginning of the internship

- One trip home at the end of the internship
- Travel to and from work on public transport (trains, buses, trams)

All travel should be standard class.

Travel costs will not cover:

- Regular trips home
- Mileage/petrol costs
- Car parking
- Taxi fares
- Interview expenses
- Travel costs incurred through work done as part of the internship
- Food expenses

All expense claims and receipts must be submitted to the NWDTC central office (nwdtc@liverpool.ac.uk) at:

Room 106, Eleanor Rathbone Building
Bedford Street South
Liverpool, L69 7ZA

Reporting requirements

The terms and conditions of the internship require students to complete an End of Award Report within three months of completing the internship. Once completed the report should be sent to the NWDTC central office (nwdtc@liverpool.ac.uk). Please note that the report may be used for both evaluation and publicity purposes.