

**Research Placements**

**Learning through research internships**

Enhancing Research Culture - Equality, Diversity, and Inclusion Placements

# Overall purpose of Internships

These internships will give late stage undergraduate students valuable practical experience of academic research and a competitive edge for postgraduate research funding (PhD studentships). The internships will be open to students from under-represented groups within our research community and are part of a range of positive measures to embed Equality, Diversity and Inclusion throughout our research and discovery approach.

# Key facts

* The internships are to take place during the summer of 2023, for a maximum period of eight weeks.
* It is essential that research students are provided with adequate support and supervision during their internship.
* Internships can be delivered remotely, in-person or through a hybrid pattern depending on the nature of the tasks involved and the preferences of the host and intern.
* In order to be funded, interns must be recruited through a fair **recruitment process** that will be supported by the Enhancing Research Culture, Equality, Diversity and Inclusion (EDI) Project. This will require you to shortlist applications and hold interviews. If/when your project is approved for funding by the Enhancing Research Culture EDI Project team you will be referred to the Careers Service for this recruitment support.
* Only late stage penultimate year Undergraduate students (within their last 2 years) are eligible to apply for an internship.
* Students will be engaged as casual staff by the University on Spine Point 8 (currently £11.06 per hour) for a maximum of 80 hours.
* Students will be able to apply for the [University Work Experience Bursary scheme](https://www.careers.manchester.ac.uk/findjobs/bursaries/) which offers financial support for full time undergraduates undertaking career enhancing work experience. If additional funding is also required, students may apply to the Research Culture EDI Project team to cover expenses during their internship.
* Due to University People-OD policy all interns must work from the UK for the duration of their internship even if working remotely.

# Other information

In place of the previous year’s Development Programme, the SEI team will host a weekly drop-in session that placement students can attend for support and to seek answers for any questions they may have. Additionally we will be encouraging the interns to network amongst themselves so that they can explore other areas of the programme and to encourage mutual support.

# Project Proposal Form

All potential academic hosts must provide full details of their internship project on the form below:

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| **Title internship project:** |
|  |
| **A summary of the internship or project outlining the key aims and objectives** *(max. 500 words):**Please also specify the planned working arrangements for the project (e.g. remote, in-person, hybrid), including any contingency should campus access be limited in summer 2023* |
|  |
| **A list of what the student’s key activities and duties will be** *(max. 500 words):* |
|  |
| **The skills required to apply to the internship:***Please list the skills and attributes you require applicants to possess. These are the criteria used to shortlist candidates so should be both general (e.g. teamworking, communication) and specific (e.g. technical competencies).* |
| **Essential skills and attributes****Desirable skills and attributes** |
| **Please confirm the length of the internship** *(a maximum of* ***8 weeks*** *can be funded):* | **Prospective start date *(subject to adjustment):*** | **Department/School**: |
| **This internship would particularly suit students from the following Departments/Schools***(please indicate all which apply):* |
| **FBMH** | **HUMS** | **FSE** |
| Audiology |  | AMBS |  | Chemical Engineering |  |
| Biosciences |  | SALC |  | Computer Science |  |
| Dentistry |  | SEED |  | EEE |  |
| Medicine |  | SoSS |  | MACE |  |
| Nursing, Midwifery and SW |  |  | Chemistry |  |
| Optometry and Ophthalmology |  | Earth & Environmental Sci |  |
| Pharmacy |  | Materials |  |
| Psychology |  | Mathematics |  |
| Speech and Language Therapy |  | Physics |  |
| **Please confirm your contact details and those of any other staff, PhD students or research group members who will be supervising the student:** |
| **Name(s):**  | **Tel no:** | **E-mail:**@manchester.ac.uk |

 *\* Students will be fully funded via the Research Culture EDI Project team, the Careers Service will co-ordinate each student’s weekly timesheet and payment as part of its recruitment support.*

Please submit your completed Internship proposal template to WellcomeEDI@manchester.ac.uk
before 12 noon on **Tuesday 28 February 2023** for consideration for funding.