

Royal Academy of Engineering Research Internships Scheme (Pilot) 2022

Student internship application guidance notes

Open from: 19 December 2022

Application deadline: 23 January 2023

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1. Introduction

The Academy is deeply committed to improving diversity and inclusion in the engineering profession. The Academy's Strategy includes specific goals to boost the numbers and diversity of those entering engineering careers and to promote and expand the use of innovative approaches and best practice in engineering education and training.

The Research Internships (Pilot) is a positive action initiative targeted at undergraduate students that are from socio-economically disadvantaged backgrounds. **To apply for this Research Internships (Pilot) scheme you will be a current undergraduate engineering student in your 2nd, 3rd or 4th year of study and come from either an underrepresented group in engineering, or from a socially disadvantaged background** (see section 2 for eligibility criteria).

Through the **Research Internships (Pilot)** scheme we will match Academy supported researchers with students to work on some of the most challenging problems facing society. These placements will increase the transition of diverse students into employment whilst also providing meaningful exposure to the engineering research world. It will also provide researchers with practical opportunities to develop inclusive leadership skills and give them access to research support and insight from a new generation of engineering talent. Up to 10 interns will be funded in this pilot. All internships will take place in the summer of 2023.

2. Eligibility criteria

To be eligible you must ensure that you meet the following criteria:

- 2.1. You must be a current [Graduate Engineering Engagement Programme](#) (GEEP), participant or recent GEEP alumni or from one of the host universities listed on the website. **You must also meet at least one of the criteria from 2.9 to 2.11.**
- 2.2. You need to be studying engineering or a related discipline.
- 2.3. You must be completing an undergraduate degree at a UK Higher Education Institution - this includes degree apprenticeships.
- 2.4. Masters students are not eligible.
- 2.5. You must be in your 2nd, 3rd, or 4th year of study.
- 2.6. You must be a resident in the UK and eligible to pay UK home fees (you may be asked to provide evidence).
- 2.7. You must have permission to work in the UK (you may be asked to provide evidence).
- 2.8. You must be able to carry out the internship between 5 June 2023 to 29 September 2023

Additionally, you must meet at least one of the following criteria:

- 2.9. Have been eligible for free school meals OR
- 2.10. Be in the first generation of your immediate family to attend university OR
- 2.11. Have at some stage been in local authority care

Any applications that are incomplete or do not adhere to the guidelines may be rejected.

The Academy is committed to diversity and inclusion and welcomes applications from all underrepresented groups across engineering. It is the Academy's policy to ensure that no applicant is disadvantaged or receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation (defined as Protected Characteristics in the UK Equality Act 2010). In addition, the Academy will not discriminate against people on the grounds of class, caring responsibilities, gender identity, parental status, political opinion, or spent criminal convictions.

3. Application and selection process

3.1. Application process

The Research Internships call will be launched and students will be invited to apply via the [grants management system](#) (GMS). Students must complete the application fully and **can submit up to 2 separate applications in total for different projects.**

3.2. Selection of successful student internship applications

After the deadline, eligible student applications will be reviewed by an Academy panel that may include an Academy Fellow. This process may take several weeks. The assessment criteria will include (but not limited to) the following:

- Overall quality of the application.
- Availability of the student to undertake the placement as per the hosts requirements.
- Strength of case as to why and how a research internship would benefit the student and their career.
- Distance of the host university from student.

3.3. Matching of hosts and successful interns

Once applications have been reviewed, they will be ranked in descending order based on the reviewers scores. The Academy panel will then match the highest scoring student applicants with a host (research awardee). Both intern and host will be informed if they have been successfully matched. After all parties have accepted the arrangement in principle contracts will be drawn before the start of the internship.

4. **Contracts and agreements**

- 4.1. In all cases, all award funds will be paid to the internship host university (without exception). The internship host university must use the funding to cover the salary of the intern as appropriate.
- 4.2. An appropriate employment agreement between the University and the intern is required. The University is responsible for drafting this agreement. The Academy needs to be in receipt of a signed copy of this employment agreement before the start of the internship. This agreement will detail the roles and responsibilities of each party.

5. **Submission deadline**

- 5.1. The submission deadline for student internship applications is **23 January 2023**.

6. **Funding and duration**

6.1. Funding

The scheme provides funding to cover the basic salary costs (excluding overheads) of the intern (including National Insurance and superannuation). As stated in the *contracts and agreement* section, in all cases, all award funds will be paid to the internship host university (without exception). The university must use the funding to cover the salary of the intern as appropriate.

- 6.1.1. Intern's salary will be paid at £9.90/hr¹ or £11.05/hr if in London. Salaries will be paid pro-rata for the amount of time worked. These figures are accurate as of

¹ [The London living wage](#) is suggested as a minimum of £11.05 and £9.90 UK wide this is over the [government national wages](#) and is not reduced by age.

September 2022. **In the event that the living wage increases before the internships are awarded, the total amount awarded will also be increased by the Academy to reflect changes in the living wage.**

- 6.1.2. Additionally, the Academy will provide up to £2000 over the course of the internship for additional expenses which will cover costs of caring responsibilities (e.g. childcare), in accordance with the Academy's caring responsibilities policy. If required, you will need to indicate this in your application. You will also be required to submit your caring expenses directly to the Academy along with any relevant documentation, receipts, and invoices. This will only be required if/when caring expenses are incurred.
- 6.1.3. Upon request, the Academy may also provide additional funding to cover (reasonable) travel and accommodation expenses of the intern. For these expenses to be eligible, they must be incurred due to business reasons related to the internship. Such as but not limited to, business trips outside of the agreed upon internship location. Please note that these requests need to be submitted in advance and are subject to approval of the Academy.
- 6.1.4. Please note that it is expected (though not a requirement) that the university provide in-kind or cash contribution towards this internship. For example, to cover career development, training, or any additional expenses the intern may incur.
- 6.1.5. Total grant for an internship located in London: assuming a 35-hour work week (full-time) - £1,675.92 per month. Please note that this is the gross monthly income before tax and national insurance are deducted.
- 6.1.6. Total grant for an internship located outside London: assuming a 35-hour work week (full-time) - £1,501.50 per month. Please note that this is the gross monthly income before tax and national insurance are deducted.

6.2. Duration

Internships must last between four to twelve weeks in total. Flexibility on full time/part time positions will be considered. Internships will take place during the summer break between 5 June 2023 to 29 September 2023.

7. **Roles and responsibilities**

7.1. Role of the intern

Interns are expected to work on a research project set out by the host. It will be a suitable project that may consist of several tasks that will last for the duration of the internship. Interns can expect to receive clear aims and objectives which must be met before the end of the internship.

- 7.1.1. Interns are expected to report progress made to their internship supervisor and to maintain a frequent line of communication.

- 7.1.2. Interns must attend an induction meeting arranged by the host. The aim is for the host to introduce the intern to the project, the team and set the expectations.
- 7.1.3. Interns are expected to complete all specific tasks and meet all research aims and objectives set out by the host.
- 7.1.4. Interns must adhere to all health and safety regulations and follow all relevant guidance and procedures.
- 7.1.5. Interns are expected to attend the place of work as per the requirements set out by the host, ensuring that the agreed working hours, patterns, aims, objectives and commitments are adhered to and fully met.
- 7.1.6. Interns must notify the Academy of any changes or concerns that may arise throughout the internship. This includes concerns around either party's capacity to fulfil their commitments to the internship.
- 7.1.7. Interns must complete a pre- and post-placement survey as part of the Academy's evaluation process.

7.2. Role of the host

The expectation is that the host will provide the undergraduate student intern the opportunity to work on a suitable clearly defined project or set of tasks that will last for the duration of the internship. The host is also responsible for the following:

- 7.2.1. Hosts must ensure that interns will always be supervised and have access to help or guidance when required.
- 7.2.2. Hosts must ensure that an induction meeting takes place with the intern before the start of the internship. The aim is to introduce the intern to the project, the team and set the expectations. **Please note that this is a condition for the first payment to the university.**
- 7.2.3. Hosts must provide details to the interns of the specific tasks or roles the intern is expected to undertake.
- 7.2.4. Hosts must provide interns with an appropriate working space, including necessary equipment for the intern, for the duration of the project. Where possible, this should consider limitations around COVID-19. This may involve giving interns the opportunity to carry out some of the project remotely and ensuring that all working environments provided by the host are COVID-secure.
- 7.2.5. Hosts must provide a letter from the university confirming that health and safety training will be given as well as all other necessary training relevant to the project.
- 7.2.6. Hosts must ensure that interns fulfil their commitment to the internship by ensuring that the interns work the right number of hours and meet all project aims and objectives.

7.2.7. Hosts must ensure that any intellectual property (IP) generated throughout the project will adhere to university IP guidelines.

7.2.8. Hosts must notify the Academy of any changes or concerns that may arise throughout the internship. This includes any issues with interns not fulfilling their time commitments or any other agreed commitments to the internship.

7.2.9. Hosts must complete a pre- and post-placement survey as part of the Academy's evaluation process.

8. Monitoring

8.1. This scheme will not require extensive reporting. A monthly email from the host to the Academy's programme manager confirming that all terms and conditions are being met will suffice. The host or intern may contact the Academy at any time to express any concerns or to inform us of important developments. For more information on how to get in touch, please refer to the '**contact**' section of the guidance notes.

8.2. As this is a pilot, a feedback questionnaire will be circulated to all hosts and interns before and after the internship to assess impact and to improve the scheme.

9. How to apply

9.1. All internship applications must be submitted via the Academy's online grants management system: <https://grants.raeng.org.uk>

9.2. The application form should take approximately two hours to complete. A summary of the guidance notes is embedded within the system itself. However, the guidance notes below are more detailed so we recommend you keep this document to hand.

9.3. You will have the option to download a pdf of your application after submission, which may be used for future reference.

9.4. If you have any questions concerning the application or the online system, please email Jorge.Ospina@raeng.org.uk (Programme Manager).

10. Completing the application form

After logging in to the system via the Academy website and selecting the **Research Internship Scheme** you should be presented with the 'Instructions' screen. Here you will see some general instructions on how to use the system as well as the below list of the five sections of the application form:

1. Applicant and institution details
2. Project details
3. Case for support

4. Statements of support and declaration

At any stage in the application process, you can save your work and return to it later. You can answer the questions in any order, and you may freely skip some sections to return to later if you so wish. It is therefore worth viewing the entire application before beginning it for an indication of what is required.

Before completing the application form, applicants are asked to complete a Diversity Monitoring Form to help the Academy monitor and assess its equality, diversity and inclusion policy. The information will be treated as strictly confidential, non-attributable and only reported when collated. It is gathered, stored and used in compliance with the Academy's Privacy Notice in line with the General Data Protection Regulations 2018. The information will only be used for statistical purposes with access restricted to staff involved in processing and monitoring the data. **It will not be seen by anyone involved in any selection processes.** No information will be published or used in any way that identifies individuals. The Academy will retain personal information for six years.

IMPORTANT: You are reminded that **you can submit up to 2 separate applications in total** for different projects. You must complete all your applications fully even if it means repeating the same information twice.

10.1. Applicant and institution details

As a registered user, the form should autocomplete your name, university institution, and contact details. Please ensure that the contact email address is correct and will be valid for the entirety of the application process as this will be the main method of communication regarding the application. Please ensure to provide the full address of the department and University where you are studying.

10.1.1. Q – Degree scheme

Please provide the name of your degree scheme.

10.1.2. Q - Degree course start date

Please enter the start date of your current undergraduate degree course.

10.1.3. Q - Degree course end date

Please enter the end date of your current undergraduate degree course.

10.1.4. Q – Current year of study

Please indicate the current year of your undergraduate degree course.

Please note that **master's students are not eligible to apply.**

10.1.5. Q – Please upload your CV

Your CV should be no longer than one page. Please include the following details into your CV:

- Name
- Contact details
- University Institution
- Degree course, length of course and year of graduation
- Overview of modules studied
- University exam results to date*
- University attendance record*

- Relevant work experience*

**Note: Please indicate in your CV if there have been any extenuating circumstances that have impacted your exam results, university attendance or relevant work experience.*

10.1.6. Q – Current home address

Please enter your current home address.

10.1.7. Q – Current GEEP participant or recent GEEP alumni

Are you a current GEEP participant or a recent GEEP alumni? Please select either 'Yes' or 'No' from the drop-down menu.

If you have selected 'No', please note that to be eligible to apply you must currently be studying in one of the host universities listed on the website and meet one of the diversity criteria listed in items 2.9 to 2.11.

10.1.8. Q – Diversity eligibility criteria

Please select which of the following criteria best describes you. **You can select more than one option.**

Please note, you are required to meet at least one of these criteria to be eligible to apply. Please note that you may be required to provide evidence.

10.1.9. Q – UK residential status and eligibility work in the UK

Are you a resident in the UK with permission to work in the UK and eligible to pay UK home fees? Please select either 'Yes' or 'No' from the drop-down menu.

Please note, you must select 'Yes' to be eligible to apply for this scheme. You may be required to provide evidence.

10.2. Project details

This section asks for summary details of the application. Please enter the details of the project that you wish to apply for, with a brief reason as to why you have selected that project and the distance (in miles) from your home.

Before completing this section, please consider how you will travel to and from the internship location. If additional travel arrangements are required, please ensure that they are reasonable and realistic and that the distance required to travel is not excessive. Although every case will differ, travelling over 15 miles or over 2 hours may be considered excessive by reviewers. Ideally commutes should not exceed 1.5 hours in duration.

10.2.1. Q - Project Name

Please select the name of the project that you wish to apply for

10.2.2. Q – Home address during internship

If different from your current address; please provide the full address of where you will live during the duration of the internship. If your address will be the same as your current home address, please enter NA.

10.2.3. Q - Distance from home

Please enter the distance in miles that you will need to travel between the internship location and your home address.

If different from your current address, please use the address of where you will live during the duration of the internship for the calculation. If your address will not change use your current address for the calculation.

10.2.4. Q - Reason for the choice of project

Please give a brief reason why you have selected this project. Also, (if applicable) you may comment briefly on any arrangements you plan on making to overcome any significant, location, transport, and travel challenges presented by this choice of host

You have up to 100 words to answer this section

10.2.5. Q – Time available to commit to the Research Internship

Please indicate the maximum number of hours per week that you will be able to commit to the internship scheme.

We understand that everyone has different circumstances that may prevent them from committing to the maximum amount of time required for an internship, however, it is still expected that student applicants will be able to fully comply with the requirements of the host, which includes time commitments.

If your time availability is less than what the host is requiring, we cannot guarantee that you will be successfully matched with that host as it will be subject to the host's approval. They would need to confirm that they can accommodate someone for less time and that the project objectives can still be achieved.

10.2.6. Q - Type of internship – full or part time

Pick one of the options from the drop-down menu. If the number of hours worked is less than 35, then please select part time.

10.2.7. Q – Expected caring costs

Please indicate by selecting 'Yes' or 'No' if you will require additional caring costs.

If you select 'Yes', the Academy can provide up to £2000 over the course of the internship for additional expenses which will cover costs of caring responsibilities (e.g. childcare), in accordance with the Academy's caring responsibilities policy. If required, you will need to complete an expenses claim form and submit it directly to the Academy along with any relevant documentation, receipts, and invoices. This will only be required when caring expenses are incurred.

10.3. Case for support

In this section, please indicate the main activities to be undertaken and the expected outcomes.

10.3.1. Q – Reasons for applying for a Research Internship.

Please provide information explaining what you can offer the host and why you believe you are a good fit for this research internship opportunity.

You have up to 250 words to answer this section.

10.3.2. Q – Internship time allocation plans

Please detail how you plan on dedicating your time to the internship, amidst your other responsibilities.

You have up to 100 words to answer this section

10.3.3. Q – Engineering interests and career ambitions

What interests you about career paths in engineering and how would this internship support you in pursuing a career in engineering?

You have up to 100 words to answer this section

10.3.4. Q – Internship impact and perceived individual benefits

What do you hope to gain from this internship? (e.g., experience, skills you would like to develop, personal circumstances, interest in the project).

You have up to 100 words to answer this section

10.3.5. Q – Adjustments

Do you have any disabilities that may require any adjustments to be made so that you can successfully complete the internship?

Please select 'Yes' or 'No' from the drop-down menu.

10.3.6. Q – Details of adjustments required.

Please provide details of any adjustments required to enable you to successfully complete your internship. If not applicable, please enter 'NA'.

You have up to 100 words to answer this section

11. Contact

For any queries regarding the internship scheme please email Jorge Ospina Jorge.Ospina@raeng.org.uk (Programme Manager). If Jorge is not available and your query is urgent, please contact the Research Team research@raeng.org.uk and a member of the Research Team will be able to assist you.