



## **Research Internships Scheme Summer 2024:**

### **Student application guidance notes**

Open from: 16 January 2024

Application deadline: 8 February 2024, 4pm

Funded by the Department for Science, Innovation and Technology.

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## 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 is a positive action initiative targeted at undergraduate students that are from socio-economically disadvantaged backgrounds. To apply for this Research Internships 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 eligibility criteria).

Through the Research Internships 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 2024.

Successful applicants will be awarded a summer internship, for a duration of 4-12 weeks and paid the real cost of living wage as recommended by the Living Wage Foundation.<sup>1</sup>

## Eligibility criteria

To apply, you must be a current undergraduate studying for a degree at one of the listed UK Higher Education (HE) Institutions (including degree apprenticeships) or you must be an awardee or alumni of an eligible Academy funded HE bursary.

List of eligible universities:

- University of Exeter
- University of York
- University of Bristol
- University of Southampton

List of eligible Academy funded HE bursaries:

- [Graduate Engineering Engagement Programme](#)
- [Lord Bhattacharyya Higher Education Programme](#)
- [Welsh Valleys Engineering Project](#)
- [Northern Ireland Engineering Education Programme](#)
- [Amazon Future Engineer Bursary](#)

You must meet at least one of the following criteria:

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

Eligibility criteria continues onto next page.

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<sup>1</sup> [The real cost of living wage](#) is £13.15 per hour and £12.00 per hour UK wide this is over the [government national wages](#) and is not reduced by age (January 2024).

To be eligible you must also meet all the following criteria:

- studying engineering or a related discipline.
- in 2nd, 3rd, or 4th year of study.
- a resident in the UK and eligible to pay UK home fees.
- have permission to work in the UK.
- be able to carry out the internship between 3 June 2024 and 13 September 2024.

If requested, you must provide evidence for eligibility. Any applications that are ineligible, incomplete or do not adhere to the guidelines will be rejected.

International students are eligible to apply, but working hours will be subject to visa regulations.

Master's students are not eligible to apply.

**The Royal Academy of Engineering is committed to diversity and inclusion and welcomes applications from all under-represented 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, gender and sexual orientation.**

## **Application and selection process**

### 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.

### Selection of successful student internship application

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

1. Reasoning behind choice of project
2. Strength of case as to why and how a research internship would benefit the student and their career
3. Overall quality of the application
4. Availability of student to undertake the placement as per the host's requests, and if applicable the distance of accommodation to workplace is within 1 hour commute.

## Matching of hosts and successful interns

Once applications have been reviewed, they will be ranked 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 informal interviews, parties will accept the arrangement in principle. Contracts must be fully executed before the start of the internship.

### **Contracts and agreements**

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 pay the salary of the intern as appropriate.

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.

### **Submission deadline**

The submission deadline for student internship applications is 8 February 2024, 4 pm.

### **Funding**

The scheme provides funding to cover the basic salary costs (excluding overheads) of the intern (including National Insurance and pension). 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.

Intern's salary will be paid at £12.00/hr or £13.15/hr if in London. Salaries will be paid pro-rata for the amount of time worked. These figures are accurate as of December 2023. 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.

Additionally, the Academy will provide up to £2,000 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.

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.

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.

## **Duration**

Internships must last between four and twelve weeks in total. Flexibility on full time/part time positions will be considered. Internships will take place during the summer break between 3 June 2024 to 13 September 2024.

## **Roles and responsibilities**

### 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.
- Interns are expected to report progress made to their internship supervisor and to maintain a frequent line of communication.
- 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.
- Interns are expected to complete all specific tasks and meet all research aims and objectives set out by the host.
- Interns must adhere to all health and safety regulations and follow all relevant guidance and procedures.
- 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.

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

## 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:

- Hosts must ensure that interns will always be supervised and have access to help or guidance when required.
- 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.
- Hosts must provide details to the interns of the specific tasks or roles the intern is expected to undertake.
- 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-safe.
- 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.
- 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.
- Hosts must ensure that any intellectual property (IP) generated throughout the project will adhere to university IP guidelines.
- 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.
- Hosts must complete a pre- and post-placement survey as part of the Academy's evaluation process.

## **Monitoring**

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.

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.

## **How to apply**

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

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.

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

If you have any questions concerning the application or the online system, please email [amy.barker@raeng.org.uk](mailto:amy.barker@raeng.org.uk).

## **Completing the application form**

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

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

## Page 1: Applicant and institution details

As a registered GMS 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 currently studying.

Q – Degree course

Please provide the name of your undergraduate degree course.

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.

Q – Please upload your CV

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

Name

Contact details

Degree course, length of course and proposed year of graduation

Overview of modules studied

University exam results to date\*

Relevant work experience\*

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

Q – Current undergraduate status

You must be a current undergraduate studying for a degree at one of the listed UK Higher Education (HE) Institutions (including degree apprenticeships) or you must be an awardee or alumni of an eligible Academy funded HE bursary.

Please select one or more option if applicable:

- University of Exeter
- University of York
- University of Bristol
- University of Southampton
- [Graduate Engineering Engagement Programme](#)
- [Lord Bhattacharyya Higher Education Bursary](#)
- [Welsh Valleys Engineering Project](#)
- [Northern Ireland Engineering Education Programme](#)
- [Amazon Future Engineer Bursary](#)

Q – Do you meet one of the diversity criteria listed in eligibility criteria? Please select one or more of the check boxes.

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

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.

Q – Eligibility criteria.

Please confirm you meet all eligibility criteria listed below:

- studying engineering or a related discipline.
- in 2nd, 3rd, or 4th year of study.
- a resident in the UK and eligible to pay UK home fees.
- have permission to work in the UK.
- able to carry out the internship between 3 June 2024 to 13 September 2024

Please note, you are required to meet all criteria to be eligible to apply and you may be required to provide evidence.

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 (not international 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 will be required to provide evidence to the university for employment contracting purposes.

## Page 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 summertime address.

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 1 hour may be considered excessive by reviewers.

Q - Project Name

Please select the name of the project that you wish to apply for. List of projects and further information can be found on the [internships webpages](#) and the accompanying downloadable [project guide](#).

Q – Summertime address

Please enter the address of where you will live between 3 June – 13 September 2024.

#### Q - Distance from summertime address

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

#### 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 200 words to answer this section

#### Q – Time available to commit to the Research Internship

Please indicate if you will be able to commit to the internship scheme on a full time or part time basis.

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, the host would need to confirm that the project objectives can still be achieved.

#### 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 £2,000 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 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.

### Page 3: Case for support

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

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.

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.

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 200 words to answer this section.

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 200 words to answer this section.

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.

Q – Details of adjustments required (if applicable)

Please provide details of any adjustments required to enable you to successfully complete your internship.

You have up to 100 words to answer this section.

## Page 4: Applicant Declaration

I confirm here and by submitting this application that:

- all information is accurate at the time of submission
- the ideas presented are my own and not plagiarised or containing IP that is not owned by myself
- all contributions have been appropriately referenced or credited including the use of any online tools such as AI generative tools used in developing my application
- I understand that failure to cite and declare references or sources will result in my application being removed from the process
- I understand that my application and any content including IP shared within will be shared with reviewers as part of our application process
- I have the express permission of any individuals whose contact details I have shared as part of this application process, to share these details with the Royal Academy of Engineering

Please check the box to agree to be bound by the conditions of the scheme.

## Page 5: Marketing

Q - How did you hear about this scheme?

Please select one or more boxes. This will help us in future calls.

## Contact

For any queries regarding the internship scheme please email [amy.barker@raeng.org.uk](mailto:amy.barker@raeng.org.uk) and Dr Amy Barker will be able to assist you.