

Heriot-Watt University Internship Programme

(supported by Santander)

Information for Students/Graduates

This is a collaborative scheme between the University, Santander and Small and Medium Sized (SME) Organisations.

The University is working with Santander to offer internships within SMEs to undergraduate students, postgraduate students and recent graduates (up to two years after graduation).

Internship length can be between 2 and 10 weeks and are funded at a rate of £315.00 per week.

Internships between 3 – 10 weeks are funded at a rate of £157.50 per week from the scheme, which must be match funded by the SME providing a wage of £315.00 per week to the student/graduate. For clarity these positions are NOT fully funded by Santander. Internships of two weeks are fully funded by the scheme.

In addition to advertised internships advertised by the Careers Service students/graduates can also source their own internship which will be considered for the scheme. If sourcing own internship, company must have 250 employees or less and a turnover of less than £50 million.

The Benefits

Students or graduates can gain valuable experience by contributing to a business where your drive, skills and education can make a tangible impact. You will enjoy a varied role, lots of responsibility and often work alongside the founders of the company. If you want to kick-start your career and build valuable experience, this is a great way to do it. Getting that first break can often make all the difference when trying to develop your career. Having an internship on your CV could make all the difference to future employers. If your internship goes well and you prove your capabilities there may also be the opportunity to gain longer-term employment with the SME.

“The role gave me an opportunity to gain valuable work experience, apply and improve skills I have developed in my University course, but more importantly it challenged me to a level that I did not expect from an internship position. Working for a small company means that the amount of responsibilities from day one is much greater than any other internship scheme I have come across”

“I now know the industry I would like to go into after graduation and have really valuable experience and contacts in it, as well as the practical skills I’ve learned. Besides that I’ve made some fantastic friends I would never have met other wise and drank a lot of really good coffee”.

Eligibility

Programme is open to:

Undergraduate students

Postgraduate students

Graduates (within two years of graduation)

Priority will be given to those who have not undertaken an internship previously.

Student/graduate must not have worked for the internship company.

Student/graduate will be required to adhere to 'Guidelines for Placement'

Once students or recent graduates have completed the internship they cannot apply for another internship through the programme.

What is involved?

Student or graduate will be expected to undertake a task or project that must have development value.

Internship positions will be paid £315.00 per week for the duration.

Student/graduate must contact the Internship Co-ordinator on first day of internship to confirm they have started.

Student/graduate will be required to submit a short progress report half way through their internship.

Student/graduate must register on the Santander portal.

Payment of final salary is conditional upon the student/graduate completing an end of internship evaluation.

Internship can be undertaken on a full time basis (ie. 35 hours per week) or alternatively part time internships are acceptable.

Internship must be compatible with students' timetable, therefore student must not undertake more than 20 hours per week if undertaking the internship on a part-time basis during semester time. This can include weekends.

For graduates full time internships can take place any time of the year. For current students, full time internships will normally commence around end of May/June. Start dates for part time internships are flexible.

How to Apply

Email Karen Beattie at k.beattie@hw.ac.uk

The Careers Service can give you help with your application and interview preparation, as well as advice on how to source an internship.

There is more information available on the Careers Service website (www.hw.ac.uk/careers) You can also discuss your application with a Careers Adviser, visit our website or the student portal to book an appointment.

Further Information

Please contact Karen Beattie at k.beattie@hw.ac.uk