# The University of St Andrews KE & Impact Fund PhD Internship Application

The University of St Andrews is offering an exciting opportunity to take on a fully funded intern where the University pays the PhD student’s stipend during their placement.

## Information primarily for the host organisation:

## What are the benefits of a doctoral internship?

* Additional resource to assist with a strategic project
* Access to specialist knowledge and skills
* Opportunities to gain fresh insights in particular areas, different perspectives on problems, and a motivated member of the team
* Increased capacity to undertake projects that might have been on hold/will not otherwise be done
* Opportunities for creating new, or developing further existing, networks and/or knowledge exchange between the University of St Andrews and the host organisation

**What are the benefits to the PhD student and the University?**

* Build professional and non-academic networks and relationships
* Gain valuable experience and generate value by contributing their skills to real value for a host organisation
* Test interest in a particular field, career sector or profession
* Develop practical knowledge exchange and/or public engagement expertise
* Help with employment prospects in both academic and non-academic settings

## What are the costs and requirements?

* This professional internship is funded by the University of St Andrews, so there are no direct salary, stipend or tax implications for the organisation.
* If the student lives more than 50 miles from the organisation, we encourage a contribution from the organisation towards the student’s travel or accommodation costs.
* We also ask that the host organisation provides work space and appropriate equipment, and to identify a suitable mentor for the intern to support their project.
* Interns should be included in relevant team meetings, training and ad-hoc events, where appropriate, so that all parties gain maximum benefit from the intern being a member of the host organisation’s team.

## How long is an internship?

Our internships are fully flexible. The total length of time involved will normally equate to around three months of full-time work.

Examples include:

* Single block of 12 weeks
* Multiple shorter blocks
* Longer less intensive engagement, e.g. one day per week, one week per month
* Mixture of the above.

## What does an internship look like?

A doctoral internship should be a challenging role with clearly defined task(s). This could be one large project, e.g. the production of a report; or a series of smaller tasks contributing to a larger outcome. We suggest that an element of shadowing at a strategic level could be a useful part of an internship.

The sorts of things that we suggest are:

* Work that offers a clearly focused project or aim which has medium- to long-term benefit(s) for the host organisation, rather than simply a short-term ‘extra pair of hands’.
* A project which gives the PhD intern ownership/responsibility for some aspects of their work, and potentially the opportunity to present it or explain it to others.
* Ideally, the chance to work with a range of people, providing the opportunity to network and build relationships with people at multiple levels in the host organisation and beyond.
* If it is relevant, the opportunity to experience client/stakeholder focus and interaction.

## What skills will interns bring that might be relevant to your organisation?

* Critical analysis
* Problem solving skills
* Written communication skills
* Creative and flexible thinking
* Research methodology and project management skills
* Independence, initiative, self-motivation and commitment
* Specialist knowledge of current developments in their field
* Depending on the applicant, other skills might include archival research skills, foreign language fluency and cultural awareness, public engagement/public speaking experience, event organisation and delivery, etc.

## What happens next?

* It is assumed that discussions have taken place between the student, the host organisation and the student’s supervisor prior to completing this document and that all parties have reached a mutual understanding of the expectation of the internship.
* Before the internship begins, the intern, the host organisation and the PhD supervisor will sign a formal agreement, The University of St Andrews PhD Internship Agreement (found on http://impact.wp.st-andrews.ac.uk/research-impact/ke-impact-fund/), setting out agreed commitments.
* At the end of the internship, we will ask the host organisation to complete a short feedback form and the student to provide a short report on their experience to help us to develop this scheme for future.

# The University of St Andrews KE & Impact Fund PhD Internship Application Form

|  |  |
| --- | --- |
| **Student details** | |
| Student’s name |  |
| Student’s email |  |
| Supervisor name |  |
| Supervisor’s email |  |
| Date of start of PhD |  |
| Year of study |  |
| Title of PhD |  |
| **Host organisation details** | |
| Host organisation Name |  |
| Contact person name |  |
| Contact person email |  |
| Contact person telephone |  |
| Brief organisational mission statement |  |
| Website |  |
| Address |  |
| Will the intern be based at this address? | YES NO |
| If no, what will be the location of the intern? |  |

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| --- | --- | --- | --- | --- |
| **Project details and desired outcomes** | | | | |
| Project title | |  | | |
| Description of the internship project. What are the aims and objectives? | |  | | |
| What specific results are to be achieved by the PhD intern? | |  | | |
| What are the benefits or skills is it hoped the intern will gain as a result of this internship? | | |  | |
| How do these outcomes fit with the host organisation’s wider objectives? | | |  | |
| What are the knowledge exchange or impact objectives of this project? | | |  | |
| **Internship timing / duration / management** | | | | |
| Is there a fixed timescale for this project?  *Please insert dates or state ‘flexible’.* | Start date (or must start by) | | | End date (or must end by) |
| Structure/duration  *E.g. 3 months’ continuous; one day per week for xx weeks, etc.* |  | | | |
| Name of person at the host organisation who will act as the PhD student mentor during this internship |  | | | |
| Position of the mentor in the host organisation |  | | | |
| Contact email for the mentor |  | | | |
| Contact telephone for the mentor |  | | | |

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| --- | --- |
| **Signed by:** | |
| Doctoral student | |
| Name |  |
| Signature |  |
| Date |  |
| Doctoral student’s supervisor | |
| Name |  |
| Signature |  |
| Date |  |
| On behalf of the Host Organisation | |
| Name |  |
| Signature |  |
| Date |  |