

Essex Interns

FAQ sheet for students and graduates

The scheme

Essex Interns works with employers who do not have their own internships schemes, to create paid extracurricular internships that are exclusively for students and recent graduates of the University of Essex.

What is an internship?

An internship is a temporary position within a company with an emphasis on employability development rather than just employment. It is designed to provide opportunities for you to gain experience in a specific field, determine if you have an interest in a particular career, create a network of contacts and help you boost your CV. It can be full or part-time, and typically last up to 12 weeks, but can be longer.

Who is the scheme for?

- The Essex Interns scheme is open to all students who are currently studying at the University of Essex and those who have graduated from here within the last three years*. Students from our campuses at Colchester, Southend-on-Sea and Loughton may join.
- **The scheme is not open to students who are or have registered for study at a partner organisation.**
- Graduates can be from any discipline, and have received any class of degree. All international, EU and UK students can apply, as long as they are eligible to work in the UK.
- ERASMUS and Exchange students can register with the scheme during their time at this University; however any internship undertaken must be completed before you leave the University of Essex. Once you have left this University, you will be withdrawn from the scheme.
- Students may not join the scheme until they **start their first year of study.**
- Students who leave the University without completing a qualification will not be eligible to continue to take part in the Essex Interns scheme as they are not graduates.
- Intermittent students are deemed to have their student status temporarily suspended and will be withdrawn from the scheme until they return to the University to resume studying.

* Apart from graduates who go to postgraduate study at a higher education establishment other than The University of Essex.

NB Employers will require you to provide proof of your Right to Work in the UK before you can commence any internship.

- **Students studying on a Tier 4 Visa will have restrictions on the number of hours a week that they are allowed to work.**
- **Your right to work on a Visa is determined by official University term dates (not the date you finish exams or study)**
- **Masters students are only on vacation at Easter and Christmas. PHD students do not get vacation time.**

Please see all of the information on Tier 4 Visas at

http://www.essex.ac.uk/immigration/living/work_int.aspx

More information may be found at <http://www.essex.ac.uk/immigration/studies/responsibilities.aspx> and you may also contact http://www.essexstudent.com/services/advice_centre/

There is no limit to the number of internship a student or graduate may undertake while they are eligible to be part of the Essex Interns scheme however:

- A student or graduate cannot undertake the same internship more than once.
- Students and graduates should not be undertaking more than one internship at the same time
- Students should only undertake an internship during term time that does not exceed the University of Essex guidelines on the total number of weekly hours worked – currently 10 to 15. No student may take an internship of more than 20 hours a week during their term time.

Where are internships based?

Our graduate internships and student internships are predominantly based in Essex, London and Suffolk, but we do accept internship offers from employers nationwide.

What kind of work is available?

We have a variety of positions available, including roles in IT, administration, marketing, business management and research, museums and theatres and regularly receive new opportunities from a wide range of business sectors.

Will I get paid?

All internships managed through the internships scheme at The University of Essex will offer at least the National Minimum Wage (many will offer a higher rate).

What other benefits are there?

Other than being paid to improve your skills, and develop your knowledge of different sectors of business, you will be able to make a significant contribution towards the development of the organisation you will be working in. There may also be opportunities to continue working within the company after the allotted period. Other benefits include gaining practical knowledge of the sector of work, training and development opportunities, and networking.

How long will the internship be?

The internships will vary in length but may be anything from four weeks to twelve months. An internship may lead to a permanent role with an organisation.

When will the internship start?

Starting dates vary and depend on the employers' needs. Most start shortly after the successful interview.

How do I apply?

Go to www.essex.ac.uk/see/careerhub and follow the link for our online registration form.

How will we keep in touch?

We keep in touch primarily through email. We may also occasionally telephone you.

How will I hear about new internship or placement opportunities?

We will email you when we have matched you to a potential internship, and ask that you confirm that you want to be considered by the employer. New internship opportunities are also shown at www.essex.ac.uk/see/careerhub , www.facebook.com/internshipsessex and www.twitter.com/EssexInterns

How will I know if I have been called for an interview?

After we have sent your covering letter and CV to a company, it is then up to them to contact you regarding an interview. They will be able to arrange a time and date that is convenient for both of you.

- **You must check your emails including spam and junk mail folders, and telephone messages from an employer and respond.**
- **You must keep a record of internships you have applied for including the job description and other details of the role.**
- Make sure that you dress smartly and arrive for your interview in good time.
- **You must let the employer know if you cannot attend an interview or wish to withdraw your application for the internship**

What happens next?

Should you be successful in the interview, congratulations. If not you will be contacted by the employer.

Support

Students and graduates may seek advice about Essex Interns and extracurricular internships or help during an internship managed by Essex Interns by emailing internships@essex.ac.uk, telephoning 01206 873729/874966

Students and graduates may withdraw from the scheme and ask to be removed from our mailing list at any time by emailing internships@essex.ac.uk

The promotion of an internship by Essex Interns does not constitute full endorsement of either the employer or the opportunity by Essex Interns. Information is provided in good faith but it is the responsibility of the applicant to carry out their own research and due diligence in order to satisfy themselves as to the suitability of both the opportunity and the employer for their own purposes.

The Internships team may be contacted at:

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