



Widening Participation: NCH Internship Bursary Scheme Guidance

SUMMARY

Following a recommendation from the Destinations Committee and Fair Access and Participation Strategy Group, the College has made available £7,000 to help NCH students take unpaid internships during the summer of 2021. Unpaid internships include expense only internships.

PURPOSE OF THE BURSARIES

The purpose of this allocation of cash is to enable students who are financially disadvantaged to be able to gain meaningful work experience.

Many sectors do not always offer paid internships. We know that the creative industries (a focus of our Careers strategy) are particularly regressive on this point, but so are third sector organisations where a minority of our students also want to work. We will not stipulate that the employing organisation must be from these sectors, however.

The College has a regulatory requirement to spend a proportion of fees on improving access for Widening Participation (WP) students.

We believe that four weeks of full-time work (i.e. 35 hours per week) is the minimum period an intern should undertake to generate some real work experience that might feature on their CV. However, internships of three weeks will also be considered. Payments will be capped at £1,170.40 per student. This is based on minimum wage of £8.36 (as of March 2021) that a student would receive for four weeks of work at 35 hours per week.

The internships are to take place over the summer vacation.

CONDITIONS

In order to qualify for the Internship Bursary, the following conditions must be met:

- Students must have matriculated and be currently enrolled at the College (and not on a break of studies).
- Students must be in 'good standing' as defined by the Undergraduate [Student Attendance Policy](#) in the Academic Handbook published on the NCH website.
- Students must be in the first or second year of undergraduate academic study at the College.

- Students must be in receipt of, or qualify for, an NCH bursary according to the financial criteria. If a student is not already in receipt of an NCH bursary then their parents/guardians (or the student, if they are independent of their parents) must complete the Internship Bursary application form [here](#).
- Internships must be full-time (35 hours per week) for a minimum of three weeks over the summer vacation. (For internships between 1 June and 18 June, a special case will need to be made in the application, to demonstrate that provisions have been made for College commitments, such as the LAUNCH presentations.)

PROCESS

- An announcement will be made to all students in LAUNCH Years 1 and 2 at the beginning of class, and a central email will be sent from Registry (via the SAS email account) to these students to invite applications, with the relevant application form attached.
- Once complete, the Application Form and Application for Stage One Payment Form should be submitted to the Registry (via the SAS email account) with the signed letter from the prospective employer, on the employer's letterhead, confirming that the student has been offered an internship and accepted the offer.
- The employer's letter should contain the following information:
 - confirmation of the name of the organisation
 - the role that the student will undertake
 - the start and end dates and time period of work
 - confirmation that the employer is not paying them a wage
- Subject to the qualification requirements being satisfied, completed applications will be approved on a first come, first served basis.
- For the purposes of transparency, and ensuring applications are reviewed on a first come first served basis, all documents will be submitted to Registry (via the SAS email account) for initial approval.
- If all conditions are met, Registry will then notify the Director of Careers, the Careers and Placements Lead, and the Director of Finance that the application has been successful and the size of the award. If there are any objections, they should be raised by the Director of Careers, the Careers and Placements Lead, and the Director of Finance.
- Payment of the first 50% of the bursary will be made the week prior to the internship starting.
- Following completion of the internship, the student will ask their employer to write a second letter to the Director of Careers, the Careers and Placements Lead, Registry, and the Director of Finance confirming that the internship has been completed.
- Providing the internship has been completed, the Director of Finance will then issue the second and final payment.

- Once the internship is completed the student will be required to write a review of the internship. for either internal or external publication.
- Students who fail to complete the initial part of the internship will be required to repay the 50% advance back to the College (or part thereof).

TIMING

Applications will close on 30 June 2021.

New College of the Humanities Internship Bursary Scheme Application Form

Name of student:

Year of Study:

Prospective Employer:

- Name
- Address
- Website
- Prospective line manager name
- Prospective line manager email address
- Prospective line manager phone number

Dates of Internship:

I confirm that the above information is accurate to the best of my knowledge and that the work I will undertake for this organisation will be unpaid by the employer.

Student Signature:

Date:

New College of the Humanities Internship Bursary Scheme Application for Stage One Payment

Name of student:

Bank details:

- Sort code
- Account number
- Name of account
- Bank name

Amount:

Requested payment date:

Signed:

Student:

Date:

Approving executive:

Date:

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Approved by: FAPSG					
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2.1	March 2021	March 2021	Academic Services Coordinator Careers Advisor	Academic handbook/ widening participation/ internship-bursary/	April 2022
2.0	March 2021	March 2021	Academic Services Coordinator Careers Advisor	Academic handbook/ widening participation/ internship-bursary/	April 2019
1.0	March 2019	March 2019	Academic Services Coordinator Careers Advisor	Academic handbook/ widening participation/ internship-bursary/	February 2020
Referenced documents					
External Reference Point(s)					