A simple and straightforward process, with the intern's project work completed to a high standard.”

Simon Murphy
General Manager,
Dean Court Hotel
ABOUT THE SERVICE
The Internship Bureau offers employers the opportunity to engage the skills of enthusiastic and motivated University of York students and graduates from across the world.

Internship projects are established according to the needs of your business, and provide a tangible outcome for both the company and the intern.

By offering internships, employers help shape the career ambitions of a future workforce; many employers also find that Internship Bureau projects act as a valuable graduate talent spotting tool.

A FLEXIBLE APPROACH
- Interns can complete project work for up to 16 hours per week during term-time and as per the full-time working hours of your company during the summer vacation (June–September).
- All interns receive a minimum hourly rate; it is advisable to increase this above the minimum rate for more specialised or technical projects.
- Although most projects take place at the employer’s premises, virtual internships can enable project work to be completed remotely, with catch-ups via Skype or email.
- The Internship Bureau operates on a rolling basis throughout the year, with businesses welcome to contact the team with project ideas whenever convenient for them.

FUNDING FOR SMEs
The Internship Bureau may be able to contribute funding to small-medium enterprises (under 250 employees) looking to recruit student and graduate interns. For more information, please contact us.

+44 (0)1904 322498/322683
careers-sib@york.ac.uk
york.ac.uk/careers/employers

“The internship has helped me enormously to realise my own potential.”

Jake Longhorn (second year)
Applied Social Science Student
Community Engagement Intern,
Selby District Council
HOW THE INTERNSHIP BUREAU WORKS

1. Project scoping and agreement
The first step is to work with the Internship Bureau to plan exactly what you want to achieve from the internship. We will discuss which candidates and skills you need to connect with to achieve your project goals.

2. Advertising
Once you and the Internship Bureau have agreed the project plan, the Internship Bureau promotes your opportunity across campus for a minimum of two weeks.

3. Shortlisting
Completed by the Internship Bureau, with applications of the most suitable candidates sent to you for consideration within two days of the closing date.

4. Interviews
Arranged and conducted by you. You then inform the Internship Bureau of your decision and provide brief feedback to the unsuccessful candidates.

5. Paperwork and payments
A start date and time is agreed between you and the intern, and the paperwork for all parties is completed by the Internship Bureau.

6. Invoicing
The Internship Bureau will invoice you for the total hours that the intern will complete as soon as the project is up and running. Interns are then paid a training allowance by the Internship Bureau.

7. Support
Provided to you and the intern throughout the project period. An evaluation form will also be sent to you.

98% of businesses which have recruited an intern strongly agree or agree that they would recommend the Internship Bureau to other companies.
The Internship Bureau has brokered over 500 internships with local businesses, including...

**MEDICAL TECHNOLOGY INNOVATION PROJECT: TISSUE REGENIX**

Third year Genetics student Tsvetelina spent her summer vacation working with Tissue Regenix’s groundbreaking decellularisation technology - an amazing breakthrough in medical science that will be used in wound care, heart valve replacement and knee repair. Tsvetelina was responsible for developing packaging for decellularised biological tissues. This crucial task made a real impact on the business and Tsvetelina gained first-hand industrial experience.

*The internship has been a great help to us. We required an intern with the ability to work independently and use their initiative to get things done; Tsvetelina demonstrated this from day one.*

Dr Grace Stevenson, Tissue Regenix

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**ESTIMATING AND PLANNING TOOL PROJECT: NETWORK RAIL**

First year Engineering student James spent 11 weeks working with Network Rail's Project Management Office in York. James examined the various tools currently used to estimate and plan Network Rail projects. He then standardised them using a combination of collected data and staff feedback. Following this, he travelled the country, presenting his findings.

*I found my internship to be an incredible opportunity to both showcase and develop my soft skills. It was also a great insight into the world of work.*

James Hylands
Planning Team Intern, Network Rail

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