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**York Internships: 2024-2025 UoY Internal Department Expression of Interest Form**

The cost of a **university internship starts from £13.50ph**, inclusive of the student’s wage (£12.00 in line with the University’s real living wage) and employer on costs (from £1.50ph, inclusive of holiday pay, apprenticeship levy and NI). The department is expected to cover the cost of University pay increases, should these occur during the course of the internship.

At the earliest opportunity in the internship process, please ensure that you read this [important information about how internal internship costs are arranged](https://docs.google.com/document/d/17G8PAFrZKAB5KUM9YtfE2EYfrdztdpp_jQwKAa-jG4I/edit).

**Please complete all the information** in each section and return to careers-placements@york.ac.uk

**Section A: Your Details**

| **Department name** |  |
| --- | --- |
| **Department location** |   |
| **Name, job title & contact details** (email and telephone) of proposed internship supervisor |  |
| **Name and contact details** (email and telephone) of administrator to be copied into contracts and who will process internship invoice if different to above |   |
| **Proposed internship role title***e.g. Research Assistant* |   |
| **Proposed duration and start date of the internship** *(12 weeks max - please allow at least 6 weeks from the date of EOI submission to account for advertising/interviewing)* |  |
| **Proposed work format/location***e.g. In person, remote, hybrid* |  |
| **Proposed weekly hours**: *(limited to a max of 20 hours per week during semester* [*http://www.york.ac.uk/about/term-dates/*](http://www.york.ac.uk/about/term-dates/)*.)***Please also state if the hours each week can be flexible or if they are fixed** |  |
| **Workorder:** *Departments will be requested to authorise Careers and Placements to be able to use the work order; please ensure that you have read the important information linked at the top of this document*  |  |
| **Funding:** please state whether you are applying for APP funding, YCEDE funding, or if the internship will be self-funded **NB**. If you are applying for YCEDE funding, you will be funded for **a maximum** of 222 hours in total over the summer period |  |

**Section B – The Project** *(projects should be a defined piece of work that is challenging and rewarding for the intern)*

| **Please provide a brief description of your department and also some context on the need for this project** |
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| **Please provide a description of your project** (*include any essential background information about the project, intended project outputs and expected tasks/duties to be undertaken by the intern* |
|  |
| **Please provide a brief outline of the skills /abilities/ experience / behaviours required from the intern** *(please provide 6 bullet points for essential skills required and up to 2 desirable skills)* |
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| **Please provide a brief overview of what you expect the intern will gain from the internship, and from working within your department.** |
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[**Further information about York Internships, and advice on what we consider to be an internship**](https://www.york.ac.uk/about/departments/support-and-admin/careers/employers/internships/)

*Thank you for engaging with York Internships*