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The Organisation

1. What sort of organisation can I get a bursary to do an internship at?

You can apply for a bursary at any registered charity based in the UK. This can include high profile charitable organisations such as Save the Children, the RSPB or Shelter, but the majority of Charity Insights participants have in the past worked with smaller charities in an area that particularly interests them. In previous years, participants have written blogs about their Charity Insights experience, which you may find useful to provide ideas. You may also wish to consider approaching one of the learned societies that promote a particular academic discipline or profession (so long as they have registered charity status). Examples include the Society of Biology and the Royal Institute of Public Health. They often need interns to carry out research and other interesting work.

Please note we reserve the right to disqualify any applicant whose project plan or organisation runs contrary to Imperial College London policy, public policy, contravenes any Law of the United Kingdom, or otherwise may be considered to bring the College into disrepute.

2. Where do I find a charity or statutory body?

The charity commission has a list of registered charities on its website www.charitycommission.gov.uk, or try www.charitychoice.co.uk/charities. You can use the advanced search facility to search for charities working in particular areas, such as ‘animals’, ‘environment/conservation/heritage’. www.do-it.org is also useful to search for volunteering opportunities. These links and others to get you started can be found in our ‘useful links’ hand out. Don't forget you can also use your own personal connections or you may find that someone in your department has a useful contact in this field. The Careers Service Information Room has a section on the ‘Non-Profit Sector’, which includes some useful publications such as ‘NCVO The Voluntary Agencies Directory’ as well as resource files on both UK and international opportunities in the Non-Profit Making Sector.

3. Can I get help finding an organisation? Can you help me with my application form/CV & covering letter?

Yes! Book an 'Internship Consultation'. These are available four days a week at the Careers Service, Level 5 Sherfield Building, South Kensington Campus. You can book on JobsLive from 7am on the day you want your appointment. There are other daily ‘Careers Consultations’ available if these times do not suit you.

4. How do I approach them?

You may find that some of the larger charities such as Cancer Research UK and Barnardo’s already have an internship scheme. If the internship is not paid you can apply for their scheme through the usual application method and also apply for a Charity Insights bursary.

The majority of non-profit organisations will not run an internship programme so you will need to apply speculatively. It is important to research the organisation first so you know enough about them before you make your speculative approach. Think about the following:

• What do you find interesting about this organisation?
• Which department would like to spend your internship in?
• How can you be of value to the organisation?
• Who is the best person to contact (if it is not clear from the website perhaps you could use LinkedIn to find a suitable contact)

Once you have completed this research, prepare a CV and covering letter targeted towards this company. You can then send this either by email or post. In your letter you should explain why you are writing to them.

Explain that you are seeking an internship during summer 2016 (give the specific dates when you are available). Make it clear that the College will be funding your work so this internship will be of no financial burden to the organisation. You may wish to give brief details regarding the bursary and then direct them to the ‘Charity Insights Organisation Guide’ located on the Careers Service website for more information. This will also give them some tips on how to structure your internship.

Your letter should also detail what skills/experience/knowledge you have to offer (using the research you have already completed to show how this matches what they require). Your CV should back up your letter by giving further evidence of the skills/knowledge/experience that you think the organisation will be looking for. This may have been gained through extra-curricular activities, project work on your course, previous work experience or voluntary work.

Don’t forget the Careers Service is here to help with your CV and covering letter if you need us and there are also resources on our website.
The Internship/Project

5. What sort of internship is likely to be successful in being awarded a bursary?
You should have a distinct, rigorous ‘graduate level’ project to complete that makes use of the skills you have been
developing whilst at Imperial. Have a look at our case studies and blogs to get an idea of the projects that were successful
over the last 3 years. It should be clear that the project is manageable within four weeks.

6. Would a Charity Insights bursary be suitable for UROP or another vacation studentship at a university?
No. Charity Insights is not designed for UROP participants or students completing research at other universities. There are
other forms of funding available for this work. Please see www.imperial.ac.uk/urop for details.

7. Can I receive a Charity Insights bursary for working in a charity shop?
The Charity Insights bursary is designed to help Imperial students develop their employability skills to help them in their
future careers. We are looking to fund ‘graduate level’ projects. As such, work in a charity shop is unlikely to make it through
the selection process unless it forms part of a project that would develop these skills. For example, a previous bursary
winner has conducted a cost-benefit analysis of charity shop hubs as a method of distributing stock.

8. My placement is not 4 weeks exactly; could I still be accepted onto the programme?
Yes, although you will only be paid for the equivalent of 4 weeks full-time work. Pro-rata payments for a total of 20 days can
be organised for internships that differ from 5 days per week. We do, however, prefer if you can complete a project over 4
weeks or equivalent. If you have any further questions on this topic, please do not hesitate to contact the Placement and
Internship team.

9. Can I work from home?
No. As you are being awarded a bursary from the Careers Service we need to be in contact with someone at the organisation
that can monitor your work and attendance.

10. Can I work outside of the UK?
No. We can only fund UK internships.

11. How much is the award?
£300 per week for four weeks, paid in two instalments of £600 via BACS. You will complete an expenses form and hand
this in to the Careers Service before your internship in order to be paid. The first instalment is paid after one week of your
internship on confirmation from the organisation that you have been attending. The second instalment is paid at the end
once we have confirmation that you have completed your internship and we have received your written report on your
Charity Insights experience. Our preference is for your internship to be during consecutive weeks. We will do our best for you
to be paid as quickly as possible but please allow some leeway for administration, staff annual leave and for bank payment
timescales.

12. How does this affect income tax?
As you are being given a bursary to complete your internship, it does not affect income tax.
The Application Process

13. Who is eligible to apply?
Any undergraduate or PhD student who will be continuing with their studies at Imperial in the 2016/2017 academic year can apply. International Students can take part, provided that they are still within their right to remain in the UK. If you have any questions regarding this, please contact Imperial College’s International Office or the UK Border Agency. It is your responsibility to ensure that you comply with your visa conditions.

14. I’ve found a placement! What do I do next?
Complete the application form and submit your CV for a bursary on the Careers Service website by 12:00 noon on Friday 13 May 2016. You will also need your organisation to return their information form to the Placement & Internship Unit. If you have any specific questions, please do not hesitate to contact the Placement and Internship unit, either via email or during an 'Internship Consultation'.

15. How do I fill in Section 1 of the application form?
You must fill in your personal details with accuracy. If you change your term time address or your contact telephone number during the period of your internship, it is vital that you let the Careers Service know. We require your current level of study.

16. How do I fill in Section 2 of the application form?
Please provide us with accurate details of your chosen organisation. You must ensure that you provide a contact within the organisation - someone who will be working directly with you and who will be available for enquiries throughout your internship.

17. What is the Careers Service looking for in Section 3?
For section a) please provide us with a project plan for your internship, highlighting any objectives you and your organisation may have for the end of your four weeks. You should make it clear how this project will be four weeks’ worth of work. You may use diagrams or graphs for illustrative purposes if you find it helpful. When shortlisting applicants we will be looking for students that have clearly defined project aims and realistic objectives.

For section b) we are looking to understand your motivation for applying for the bursary. We are looking for answers that show enthusiasm for the charity and the project to be undertaken.

For section c) regarding future career planning, you must give us a synopsis of your reasons for applying for this bursary, for this specific project, at this particular organisation. We will be looking for applications that demonstrate enthusiasm for the internship, have clear career goals that link to their project and have the potential to develop your transferable skills. It may be beneficial to make use of the relevant careers resources in the Information Room/on our website.

18. I’ve been invited to a bursary interview. What should I expect?
The interview will consist of a 10 minute pre-prepared presentation on your planned placement and an informal interview with two or three staff from the Careers Service in late May or early June. There will also be an opportunity to ask any questions you may have.

19. I can’t make the interview, what can I do?
Let the Careers Service know as soon as possible if you know that you cannot make the interview and we can reschedule a time to suit you. You must be able to attend an interview in person at a time before your internship is due to commence.

20. I’ve been turned down. May I have some feedback?
Depending on numbers, it is possible that a number of applications may be turned down for a variety of reasons. If you would like feedback on any aspect of your application, the interview or the selection process, please contact the Careers Service.
Successful Applicants

21. What support is available before I go on my internship?
We will hold a launch event/workshop in June which will include information on how to make the most of your experience.

22. The internship has fallen through, what do I do?
Let the Careers Service know as soon as possible. Depending on the timescale, it may be possible to rearrange a similar opportunity with another organisation.

23. The internship is not what I thought, what should I do?
- Don't panic!
- Let the Careers Service know any issues you may have as soon as possible. It may be best to continue your placement with altered objectives.
- If you cannot continue for whatever reason, try to leave on the best of terms. Most work experience is a useful learning opportunity, whether for good or ill. Let the Careers Service know as soon as practicable.
- **N.B.** The Careers Service retains its right to retract payment if the placement has not been completed or has not been fulfilled to satisfactory level.