

## Work Experience Bursaries Application Guidance 2017/18

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### 4. Example – Types of Work Experience Opportunities and Internships

The Work Experience Bursary scheme was set-up to support students wishing to challenge and push themselves, which will mean different things for different people. You may apply for, or find and secure your own work experience opportunity or internship; the type of opportunity you look for should reflect your career aspirations and personal development needs.

A challenging work experience opportunity or internship does not need to be overseas and it does not need to be in a 'glamorous' field. **We are more interested in how this opportunity is ambitious for your development.**

For example internships may take place in:

- The voluntary or not-for-profit sector in policy and campaigning, community development, service provision, etc.
- Marketing/advertising
- Sustainability/environmental work
- Professional services e.g. Business consultancy, IT, Human Resources, Accounting, etc
- Education and/or work with young people (note that this does NOT include study abroad or attending summer schools)
- Industry-based research in technology, engineering, the sciences, arts, or social sciences
- Laboratory-based research within the University of Birmingham or another research institution
- Professional development or training that will aide your skills and experience to enter a field/sector, e.g. conference attendance

These are just some examples of potential work experience areas. The opportunity you apply for or create will depend on what you want to get out of it.

#### Overseas Work Experience/Internships

If your internship is overseas, you must consult the Foreign and Commonwealth Office website [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice) and read the appropriate foreign travel advice and safety and security advice for your destination. The University reserves the right not to fund any student it deems is travelling to an unsafe

destination and reserves the right revoke its offer of bursary funding in the event of safety and/or security concerns arising after the initial bursary offer has been made.

### **Work Experience/Internships within the University of Birmingham**

The University of Birmingham has an Internship policy which applies to work experience placements and internships taking place within the University.

If you are planning to undertake an internal work experience placement at the University of Birmingham, please ensure that you have read this policy and that your placement supervisor is also aware of the policy. The policy is available at: <https://intranet.birmingham.ac.uk/hr/affiliates/Internships.aspx>

In accordance with the Internship policy, work experience placements within the University of Birmingham that are longer than four weeks in duration must be paid at the appropriate rate.