



Postgraduate Advantage Scheme

Guidance for hosting a student through the University of Sheffield's Postgraduate Advantage Scheme

Thank you for your interest in the Postgraduate Advantage Scheme. A PAS internship is a wonderful opportunity for students to gain work experience with organisations that may otherwise be unable to offer internships. The scheme awards bursaries of £1000 to allow students to undertake an internship of 100 hours. The bursary is given to cover the intern's personal expenses.

The Scheme is open to taught postgraduate (Master's) students from the University of Sheffield's Faculty of Social Sciences, which comprises the following departments:

Architecture
East Asian Studies
Economics
Education
Geography
Information School
Journalism

Landscape
Law
Management
Politics
Sociological Studies
Urban Studies and Planning
Sheffield Methods Institute

Host organisations must be either:

- A small commercial firm – this means that they have less than 250 employees and a turnover of no more than 25.9 million
- A public sector organisation
- A charity
- A social enterprise

The organisation must have Employer's Liability Insurance and suitable business premises where the student will be based whilst undertaking their internship hours. Host organisations are normally restricted to one intern each.

Students can apply for advertised Postgraduate Advantage Scheme internships or can approach organisations to negotiate an internship with them. Either way, once an internship has been agreed in principle the student must apply for a Postgraduate Advantage Scheme bursary before the internship can proceed. Bursary applications are subject to an approval process to ensure that the internship meets our criteria. **The student cannot receive a bursary if they are already being paid to do the role by the host organisation.**

Advertising an internship

If you would like to advertise an internship role, please follow this link to give us the details:

<https://goo.gl/forms/C0BqZcLdlcmpMG6k2>

Once we receive your project proposal we will:

- Ensure that it meets our criteria
- Ask you to complete an Employer Vetting Form and provide us with a copy of your Employer's Liability Insurance Certificate
- Advertise your internship (You will find the timetable for advertising PAS internships on page 3 of this document)
- Forward applicant CVs and cover letters to you

After that, it is up to you to carry out your normal recruitment procedure. If you find a suitable candidate, please offer them the internship **provisionally**.

When you have agreed an internship:

The student must then:

- Complete a bursary application form, which they can find on our webpage:
<https://www.sheffield.ac.uk/careers/jobs/pas>
We can accept bursary applications from October 2018. **The final deadline for PAS bursary applications is 3rd May 2019.**

When we receive the bursary application from the student, we will:

- Confirm the internship offer with you
- Carry out a pre-placement briefing, including an eligibility to work check with the student
- Ask both you and the student to sign a Tripartite Agreement
- Arrange to make the bursary payments directly to the student's bank account

The internship can commence once all the above steps have been successfully completed. We will inform you when this is the case and the student has been approved to start. This process can take a few weeks depending on a number of factors. Please bear this in mind when negotiating a potential start date.

Whilst the internship is underway, we will ask the student to complete timesheets so that we have a record of the 100 hours. We would like you to sign these in order to verify the hours worked. We need to receive the signed timesheets in order to release the final bursary payment, so your cooperation with this will be appreciated. The bursary payment is made in two parts. The first bursary payment is made at the start of the internship and the second when the student has submitted their timesheets for their first 50 hours.

At the end of the internship the student is required to write a reflection on their experience which they keep for their own records and also submit a copy to the University.

If a student approaches you to negotiate a non-advertised internship

If you represent an organisation which has been approached directly by a student to negotiate a non-advertised internship, and you have agreed to host it, the above steps must be completed. Please see section **'When you have agreed an internship'**. We will also check that the internship meets our criteria and ask you to complete an Employer Vetting Form and send us a copy of your Employer's Liability Insurance certificate.

Internship arrangements

It is important to agree the arrangements for the work to be carried out in advance. This should include a detailed plan and timetable for the project; resources available; working hours and days; support available; and what the student should do if they encounter any difficulties in carrying out the work. Please be aware that the student will be fitting in the internship hours around their studies and other commitments. When the PAS approval process is concluded, you will receive an email from the PAS team informing you that the internship can begin. **Internships cannot start later than 20th May 2019 and the 100 hours must be completed by the 30th June 2019.**

International students

As far as international students' visas are concerned, the internship is considered by the Home Office as employment. This means that international students are limited to working a **maximum of 20 hours per week**. If this is the case, we will ask the student to sign a declaration that they will not exceed this limit, and we will let you know.

Timetable for advertising internships

Internships will be advertised on the University vacancy system. There will be three rounds for the advertisement of Postgraduate Advantage Scheme internships as follows:

	Internships advertised	Closing date	Applications forwarded to hosts	Organisation recruitment	Student applies for bursary	PAS approvals processing	Internships start
Round 1	31 st Oct 2018	13 th Nov 2018	As soon as possible and before 22 nd Nov 2018	By 7 th Dec 2018	As soon as possible	Dec 2018-Jan 2019	Dec 2018-Jan 2019 (subject to PAS team approval)
Round 2	24 th January 2019	5 th Feb 2019	As soon as possible and before 15 th Feb 2019	By 1 st March 2019	As soon as possible	March-April 2019	March-April 2019 (subject to PAS team approval)
Round 3	7 th Mar 2019	19 th Mar 2019	As soon as possible and before 29 th March 2019	By 12 th April 2019	As soon as possible and before 3 rd May 2019	April-May 2019	By 20 th May 2019 (subject to PAS team approval)

Timetable for non-advertised internships

Where students have approached organisations to negotiate a non-advertised internship, the time scale for recruitment and processing is flexible and not subject to the above timetable. However, the student must apply for the PAS bursary as soon as possible and before the **3rd May 2019**.

Questions or concerns

Please treat your intern in the same way as you would any other staff member and raise any concerns relating to absenteeism, lateness or performance with them directly. If the issue is not resolved, or if you have any other concerns, please contact the PAS team.

email: pas@sheffield.ac.uk

Judith Greenall (PGT/PGR Placement Officer and PAS Coordinator) and Laura Crabtree (PAS Administrator) can both be contacted via Careers Service reception: 0114 222 0910.

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