



Postgraduate Advantage Scheme

The Postgraduate Advantage Scheme (PAS) 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

*See Appendix 1 for further eligibility information.

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. A PAS internship is a wonderful opportunity for you to gain work experience with organisations that may otherwise be unable to offer internships.

Planning your internship

Students can either:

Apply for advertised Postgraduate Advantage Scheme internships or

Create an internship by approaching an organisation 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.

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 limited to one intern each year.

Internship conditions

A PAS internship should:

- Be a graduate level role
- Consist of a specific project
- Have a specific set of deliverables or outputs
- Be based at the host's premises
- Occur within the limitations of your visa, if you are an international student

You cannot receive a PAS bursary if you are being paid to do the role by the host organisation.

Apply for an internship

Apply for advertised PAS internships via Career Connect (which you can access when you are logged into your MUSE account). The vacancies will be advertised in three rounds on the following dates:

31st October 2018

24th January 2019

7th March 2019

Occasional vacancies may be added at other times. To see PAS vacancies, search for them using the search term "Postgraduate Advantage Scheme". You can apply by sending your CV and covering letter and, if shortlisted, will be interviewed by the host organisation and informed by them of the outcome. If you are offered an internship, you must apply for a PAS bursary as soon as possible. **We can accept PAS bursary applications from October 2018. The final deadline for PAS bursary applications is 3rd May 2019.** Please note that there are a limited number of bursaries available and, when all have been allocated, the fund will close. The internship is **not** approved until essential criteria are met and documentation is completed. See section '**Next steps**' below.

Help with your CV and covering letter

You will find information to help you create an effective CV and covering letter on the Careers Service website:

<https://www.sheffield.ac.uk/careers/applications>

You can also make an appointment (via Career Connect) at the Careers Service to discuss any aspect of your application and the recruitment process, if you wish.

Create your own internship

If you have already identified an organisation in which you would like to work, you could approach them directly to discuss a potential internship. This is a chance to negotiate an internship which matches the needs of the organisation with your interests and skills profile. Please make sure that they meet the criteria outlined above in the section: '**Planning your internship**'. If you agree an internship, you must apply for a PAS bursary as soon as possible. **We can accept PAS bursary applications from October 2018. The final deadline for PAS bursary applications is 3rd May 2019.** Please note that there are a limited number of

bursaries available and, when all have been allocated, the fund will close. The internship is not approved until essential criteria are met and documentation is completed. See section 'Next steps' below.

Contacting potential hosts

If you are approaching an organisation directly, please follow these guidelines:

- Remember that any time you communicate with another organisation, you are a representative of the University of Sheffield, so please be polite and respectful
- The people you contact are unlikely to know anything about the Postgraduate Advantage Scheme, so you will need to explain it to them. You can send them a copy of the document entitled, 'PAS – Guidance for Hosts', which you can download from the PAS website:
<https://www.sheffield.ac.uk/careers/jobs/pas>
- Be prepared to explain why you wish to work for the organisation in terms of the skills and experience that you might bring to them. Demonstrate your enthusiasm by explaining how the internship relates to your subject of study and career plans
- Ensure that you discuss how you will complete the 100 hours around your studies and other commitments
- Inform the organisation if you have any visa restrictions

Next steps

When you have agreed an internship:

You must then:

- Complete a bursary application form, which you will find on the PAS website:
<https://www.sheffield.ac.uk/careers/jobs/pas>

When we receive the bursary application, we will:

- Check that the application meets our criteria
- Confirm the offer with your host and ask them to complete an Employer Vetting Form and send us a copy of their Employer's Liability Insurance certificate
- Ask you to attend a pre-placement briefing, including a passport* (and visa, if applicable) check
- Ask both you and your host to sign a Tripartite Agreement
- Arrange to make the first bursary payment directly to your bank account
The bursary is paid in two instalments, of £500 each

*If you do not have a passport, we can accept alternative identification documents

If your internship is based outside the UK, you must be covered by appropriate insurance for the internship. We will need to see evidence of your insurance cover.

The internship can commence once all the above steps have been successfully completed and we have confirmed that you can start. This can take a few weeks depending on a number of factors. Please allow plenty of time to complete the above steps when deciding

on a provisional start date. **Internships cannot start later than 20th May 2019 and the 100 hours must be completed by the 30th June 2019.**

- When your internship begins, and you have had an induction at your host organisation, please complete the Placement Induction Feedback Form and return it to us.
- Whilst the internship is underway, you must complete timesheets so that we have a record of the 100 hours. Your host will sign these in order to verify the hours worked. Please send them to us when you have reached 50 hours and 100 hours. We will make the second bursary payment when we receive your timesheets for 50 hours. **All internship hours must be completed by the 30th June 2019.**
- At the end of the internship you are required to write a case study/reflection on your experience, using a template which we will give you. Please send the case study/reflection to us and keep a copy for your own records.

What to do if you have a problem

If there is a problem (such as illness, unavoidable lateness or absence, or difficulties with your internship project) you must let your host know immediately. It is better to discuss issues with your host when you become aware of them, rather than leaving it too late when difficulties may have increased.

If you are still concerned, or have questions about any aspect of the scheme, please contact the PAS team. Email: pas@sheffield.ac.uk

Or contact us by telephone via Careers Service Reception: 0114 222 0910

Judith Greenall (PGT/PGR Placement Officer and PAS Coordinator)

Laura Crabtree (PAS Administrative Assistant)

***Appendix 1**

Eligibility Criteria

Previous recipients of a PAS bursary are not eligible for a second bursary due to the limited number available each year.

Postgraduate Advantage bursaries are not available to students on a Postgraduate Research course (PGR students).

Dual students: If you are a student on a dual course (your course is delivered by more than one department), then you are eligible for PAS if your home department is in the Faculty of Social Science. To find this out you can check your course code --- the initials that the code starts with refer to your home department. For example, if your code starts with MGT (Management) then you are eligible for PAS. If your code starts with MDL (Modern Languages & Cultures) then unfortunately you are not eligible as that department is in the Faculty of Arts and Humanities. List of departments in each Faculty:
<http://www.sheffield.ac.uk/departments/faculty-departments>

As well as the student being eligible, the organisation and role should also be eligible.

MArch courses Students studying on any of the MArch courses are not eligible for PAS. PAS bursaries are designed to provide students with the opportunity to undertake work experience whilst studying their postgraduate degree, which is hard to achieve due to the short length of most PGT courses and their intensity. Finalists on the MArch courses will have already undertaken a lengthy period of work experience in practice.

If you are being paid to carry out the internship role by the host organisation, you will not be able to receive the PAS bursary.

If you are unsure about whether you are eligible then we would recommend getting in touch with the PAS team before you start your application. Email: pas@sheffield.ac.uk