

ABDNConnect Internship Programme Guidelines 2021

ABDNConnect is a structured internship programme to connect current students with opportunities to develop and apply their skills in a workplace. Internships can vary in length, hours and timing to suit the employer and the student. Opportunities are available part-time or full-time, with the minimum duration of the internship being 4 weeks. If you wish to find out more about the ABDNConnect Internship Programme or need assistance submitting a proposal form, please contact the [Careers and Employability Service](#) for further details. Tel: +44 (0)1224 273601.

The following guidelines are designed to ensure both the organisation and the intern understand the ABDNConnect Internship Programme, and the requirements/responsibilities that form an integral part of the agreement.

The Organisation agrees to:

- Advertise their opportunity via the University's Careers and Employability Service, as a part of the ABDNConnect Internship, and select from this candidate pool.
- Provide full details about the internship including role expectations, hours and length of internship within the advert.
- Conduct a fair and open selection process from the applicant pool provided and inform the Careers and Employability Service of the successful candidate.
- Offer feedback to unsuccessful interviewed candidates if requested.
- Identify a mentor, supervisor or line manager who will be responsible for the intern.
- Agree the start and end date with the intern and confirm details with the Careers and Employability Service/Intern.
- Fully inform the intern of their responsibilities, for example, the need for client confidentiality, intellectual property rights and data protection.
- Submit an evaluation form on completion of the internship opportunity which will be used to inform future programme developments.

The Intern agrees to:

- Comply with all requirements in relation to the internship opportunity as outlined by the organisation.
- Conduct themselves with due professionalism at all times, maintaining client confidentiality where required, as well as demonstrating good timekeeping.
- Keep in contact with the internship mentor/supervisor/line manager as and when agreed, to discuss the progress of the internship, and to be receptive to constructive feedback provided during these meetings.
- Notify the Careers and Employability Team of any issues or concerns relating to the internship opportunity (careers@abdn.ac.uk).
- Complete the ABDNConnect Pathway during and at the end of their internship opportunity.

The Careers and Employability Service agrees to:

- Work in partnership with the Organisation to help develop the internship opportunity and advertise the opportunity on their behalf to University of Aberdeen students.
- Collate applications (CVs and covering letters) prior to these being sent to the organisation for shortlisting and selection.
- Be available to provide guidance to the Organisation and Intern during the period of the internship.
- Gather feedback on behalf of University of Aberdeen from the organisation and the intern at placement conclusion.

For organisations seeking Santander Universities funding for their internship, additional regulations relating to the administration of the funding will apply.