



UNIVERSITY OF  
ABERDEEN

CAREERS AND  
EMPLOYABILITY  
SERVICE

## What Makes a Strong ABDN Internship Project Proposal?

Here are the questions that make up an ABDN Internship proposal:

**1. Title of Proposed Internship Role** (required)

*Please think of an engaging title that will clearly define your project and appeal to students. For example: Volunteering Engagement Intern.*

**2. Provide a brief overview of the internship project, including where the post will be based and relevant context about the School or Directorate.** (1000 characters max) (required)

*Highlight the project's strategic importance and how it aligns with the University's priorities.*

**3. Main Purpose and Key Responsibilities** (2000 characters max) (required)

*Provide a clear description of the role's main purpose and key responsibilities, detailing the tasks the student will carry out during the internship.*

**4. Candidate background** (500 characters max) (required)

*Describe any skills, abilities, and experience you are looking for in a student for this role, including technical, subject-specific, and transferable skills.*

**5. For each of the categories below, list the essential and desirable skills, qualities, and attributes for the intern.** We do not ask you for essential criteria for education as this is pre-set as "Current University of Aberdeen Student".

Desirable Education/Qualifications

*Note: We do not ask you for essential criteria for education as this is pre-set as "Current University of Aberdeen Student" but use this box to suggest desirable education/qualifications (250 characters max)*

Essential Work and Other relevant experience

*e.g. Particular knowledge, experience in, for example, leadership, research, working with people (250 characters max)*

Desirable Work and Other relevant experience

*e.g. Specialist knowledge, levels of experience (250 characters max)*

Essential Personal qualities and abilities

*e.g. initiative, leadership, ability to work on own or with others, communication skills (250 characters max)*

Desirable Personal qualities and abilities

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Other

*e.g. special circumstances (if any) appropriate to the role such as unsocial hours, travelling, Gaelic language requirements etc.*

**You will also be asked to provide dates and times for interviews and to say if a task will be set as part of your interviews.**

## **What Makes a Strong ABDN Internship Project Proposal?**

### **1. A Clearly Defined Project**

Successful proposals focus on a specific project with clear objectives, activities and outcomes. The proposal should outline a defined piece of work, expected outputs, and what successful completion of the project will look like.

### **2. Realistic and Achievable Objectives**

Projects should be appropriately scoped for the internship period and hours available. Proposals should demonstrate realistic expectations of a student intern and identify deliverables that can reasonably be achieved within the available time.

### **3. Institutional Value and Strategic Relevance**

Proposals should explain why the project matters and the value it will bring. Strong applications demonstrate alignment with School, Directorate or departmental priorities and, where relevant, contribute to wider institutional objectives or improvements. Projects that involve meaningful collaboration across teams, departments or disciplines are particularly welcome.

### **4. Meaningful Student Development**

Internships should provide valuable development opportunities for students. Strong proposals allow students to develop and apply skills through meaningful project work, resulting in tangible outputs and experiences they can draw upon in future applications, interviews and career development.

### **5. Person Specification**

The person specification should clearly demonstrate why the proposed skills, experience and attributes are relevant to the project. Essential and desirable criteria should align with the activities the student will undertake and support successful delivery of the project's objectives and outcomes. Project leads should avoid making criteria more restrictive than necessary, so the opportunity remains accessible and appealing to a wide range of students.

You can see an example successful internship proposal form and corresponding job description on our website: [Working in Partnership with You | Careers and Employability Service | The University of Aberdeen](#)

**Questions about the internship programme or any part of the proposal process can be directed to Shannon McGuinness, Employer Engagement Adviser in the Careers and Employability Service: [shannon.mcguinness@abdn.ac.uk](mailto:shannon.mcguinness@abdn.ac.uk)**