

## Kent Graduate Internship Programme

This is a guidance document for applying for the Kent Graduate Internship Programme. To apply for funding, please complete and return the **application form** as soon as possible. Following receipt of your application, you will receive notification of the outcome within 7 days.

### **Project**

For a project to be approved, it is important for applicants to be able to demonstrate that they are able to provide a high quality placement suitable for a graduate. We are looking for projects or roles which would enable graduates to utilise some of the skills developed as part of their degree studies. These can be subject specific skills or some of the many transferable skills that are taught such as researching, report writing or project management. All projects must be legal and ethical and the workplace environment must adhere to all Health and Safety legislation.

### **Recruitment**

All approved internships will be advertised on the University's Careers Advisory Service website but the graduate applicants will apply directly to the organisation advertising the role. Advertisements for the roles can also be placed by the organisation if required. More details about the scheme can be found at:  
[http://www.kent.ac.uk/enterprise/student\\_placement/graduateinternships.html](http://www.kent.ac.uk/enterprise/student_placement/graduateinternships.html).

### **Payment**

Once you have selected a successful candidate, please complete the **notification form** which we will send once your project is approved. When this is completed and an **agreement** is signed we will arrange for the grant to be transferred to your bank account in one payment of £1500.

### **Timeline**

- Submit your **application form** and return it to [placements@kent.ac.uk](mailto:placements@kent.ac.uk) for approval
- You will receive notification of the outcome of your application within 7 days
- If successful, your project will be advertised by the University's Careers Advisory Service
- Graduates will apply directly to you and you will shortlist and recruit a graduate
- You will need to supply us with details of the successful candidate and your bank details via the **notification form** for us to generate an **agreement**
- Once the **agreement** is signed, we will issue the funds to your bank account

### **Additional information –**

- The graduates do not have to be from the University of Kent, but must be willing to work in Kent
- Whilst the funding is for 3 months, longer projects will be more attractive to graduates
- As part of the scheme, you are required to top up the salary to at least the minimum wage. However a higher rate is likely to attract more applicants
- The **application form** will be used as the basis for the recruitment advert, so please consider this when completing the form
- Some graduates are available for work now and a further cohort of graduates will be available for work from June.

For more information, please visit our website at [http://www.kent.ac.uk/enterprise/student\\_placement/graduateinternships.html](http://www.kent.ac.uk/enterprise/student_placement/graduateinternships.html), email [placements@kent.ac.uk](mailto:placements@kent.ac.uk) or call 01227 827376.