# **ARU Spring Internship Scheme 2024**

***Hours: Part time – 20hrs per week***

***Term: 12 weeks***

Company Name:

Company Registration No:

Hiring Manager name and email address:

Internship Title:

Location (please state if remote):

Preferred Start Date**:**

Preferred interview dates:

Interview format (in person or remote):

**About us**

Please provide a brief overview of your business here:

**Brief job description/responsibilities**

The role will involve:

* *Example: Document project plans and monitor project performance against these, updating plans and communicating progress effectively.*

**Required skills/qualifications**

* *Example: Good communication skills*

**Learning outcomes**

(Please outline 2-3 learning outcomes for this internship)

At the end of the internship the student will be able to demonstrate:

Please return this form to temps@aru.ac.uk

**Guidance Notes**

1. Internship term is 12 weeks or more – please discuss any bespoke requirements direct with the ARU Temps team
2. Funding must strictly cease by Friday 26th July 2024
3. Internship opportunities are open only to ARU undergraduate students
4. Job description, responsibilities and learning outcomes relevant to a graduate level job
5. Project based role that can be completed by an undergraduate student
6. This form must be submitted together with a completed and signed Internship Terms of Business document
7. Please note that match funding will be allocated on a first come, first served basis whilst also recognising the relevance of the project to priority courses and/or those that offer diverse, dynamic opportunities to our students
8. If you’re finance department requires a PO number to be included in supplier invoices, please ensure this is provided to us at point of intern booking - a quote for the term of the internship can be provided for such PO no. requests.