



**STUDENT
*FUTURES***

WELCOME GUIDE ADVANCED/ APPLIED PRACTICE STUDENTS



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Welcome to Teesside University, this guide will cover:

- Help and Support
- Contacts
- Advanced/Applied Practice Options
- Guide to hours and Internship Requirements
- Internship Approval and Deadlines
- Your Approach To Finding An Internship
- FAQs



Help and support is offered through a variety of services at Teesside University. For the Advanced/Applied Practice module, you can access support within your school and from the Student Futures Team.

The Student Futures Team offer support and advice around a wide range of employability skills. We offer a range of guides, workshops, one to one appointments and regular drop-in sessions.

To register for a workshop or event please go to <https://studentfutures.tees.ac.uk>

You can visit us at drop-in sessions (Monday – Wednesday & Friday 12.30pm – 1.30pm)



If you need help, there is a range of support for you across the University, the main support teams are:

NAME

CONTACT

INTERNATIONAL STUDENT SUPPORT

International@tees.ac.uk

PLACEMENT AND INTERNSHIP QUERIES

Placements@tees.ac.uk

STUDENT WELLBEING

studentlife@tees.ac.uk



ADVANCED/APPLIED PRACTICE OPTIONS

There are a range of options for your internship. There are some options through the University which will be promoted to you direct, although we encourage students to actively search for and secure their own internship **by the deadlines set.**

Your internship can be:

- An external, remote or hybrid internship with a company in the UK
- An external, remote or hybrid internship with an international company
- A Virtual internship**
- An Internal School Project

**

This option is available for certain courses only



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ADVANCED/APPLIED PRACTICE OPTIONS CONTINUED

The internship you find must adhere to the following guidelines:

- Your internship is a minimum of 12 weeks and **MUST** commence at the start of the semester
- The internship must be relevant to your course
- The internship must be at a graduate level
- You **MUST** inform the Placements Team of a potential external internship by the deadline set by Student Futures
- Your internship must be approved academically and must be approved for safety and company validity by the Placements Team



HOURS FOR UKVI SPONSORED STUDENTS

There are limits on how many hours you can work across your internship and any part-time work that you might also be doing:

- Students can work up to **20 hours** per week in part-time employment, whilst studying during term time
- Students can work up to **40 hours** per week in the vacation period or during an internship module (as part of the internship)
- Students can work a minimum of 20 hours and maximum of 40 hours per week on their internship
- Recommended internship hours for students with a part-time paid job **and** a voluntary internship are as follows:
 - **20 hours** per week – **part-time employment**
 - **20 hours** per week – **voluntary internship hours**



INTERNSHIP APPROVAL AND DEADLINES EXPLAINED

- All internships need to be approved through Student Futures and your school
- Company checks include Health and Safety, company validity, job role and approval of internship content (academic content)
- The School and Student Futures have the right to refuse your internship if it is not related to your studies and is unsuitable, if you or the internship provider have not returned the required documentation, or the internship does not meet Health and Safety requirements.
- Please note that you must only complete the internship or project that has been agreed by the University. Under no circumstances should you undertake any internship activities that have not been agreed in advance by the University. **If you undertake any other project or internship activities that are not agreed by the University you could jeopardise your continued studies.**



YOUR APPROACH TO FINDING AN INTERNSHIP

- Although we do have a small number of opportunities, you are encouraged to source and secure your own external internship. You are the expert in your chosen field and are best placed to research the types of companies you would want to apply for an internship with. Your school and Student Futures are here to support you through delivery of workshops, drop-in sessions, appointments and recorded guides.
- The deadline to let the Placements Team know you have found an internship is **31 July** for September students and **13 November** for January students
- Speak to your Module Leader/ Course Leaders and Academic Supervisors for advice on companies and types of roles you can do
- Attend and watch online and face-to-face workshops and attend any briefings that you are invited to
- The Placement Team and Careers Advisors can offer you drop-in support in the Student Life Building. These sessions run regularly (Monday, Wednesday and Friday) in the Student Futures Lounge on the ground floor.



FAQs

How many weeks is my Advanced/Applied Practice internship?

The internship must run for a minimum of 12 weeks and MUST begin at the start of the semester at the beginning of your 2nd Year.

How many hours can I complete per week in an internship?

The minimum number of hours is 20 hours per week, and 40 hours per week is the maximum.

Can I start work with my internship provider in the summer vacation and extend it to cover the AP module?

Yes, if you are a September student you can work with a prospective internship provider during the summer vacation and request that it be extended to cover the AP module, however, the proposed role would require to be submitted to the Placement Team by the deadline of 31 July.

Can my internship continue after the 12 weeks requirement?

Yes, if you are a January student you can continue with your internship provider into the summer vacation and up to the start of the next academic year.



Does the University source internships with businesses?

Yes, we work with companies to secure offers of internships for students, but these are limited. Vacancies are advertised and we notify students by email when they are shared.

If I don't find an external internship, what will I do for the AP module?

Please don't worry, you will be automatically allocated an internal project by your school and your school will contact you about this.

What type of company can I complete an external internship in?

Any company that is registered and trading, or any voluntary or charitable organisation is acceptable, subject to approval. It is best to research companies/organisations that offer the type of career role(s) you want to apply for when you graduate. Your School and the Placements Team will assess the suitability of the company if you secure an internship.



A company has asked me to get a letter from the University to confirm what hours I can work as a UKVI sponsored student?

Please check e-Vision letter templates. Alternatively, you can request a bespoke letter from LGSComplianceUKVI@tees.ac.uk

A company wants me to pay for training to help me find an internship, should I do this?

Please seek advice from the Placements Team at Placements@tees.ac.uk with the company details and we will advise you.

What type of role can I complete in an internship?

The role you fulfil on an internship must align to the course you are studying and be at graduate level.

I have a query with my Visa


Please email international@tees.ac.uk

I have a general query about placements/ internships

Please email placements@tees.ac.uk



tees.ac.uk/studentfutures



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**WE ARE HERE TO HELP
AND WISH YOU GOOD
LUCK**



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