

1. Eligible for an intern?

Now

1. Check your eligibility on this page
2. [Register for the programme](#)

2. Create internship

14 Feb - 7th March

1. Use our template to create a suitable project-based vacancy and upload by Mon 7th March
2. We check, optimise and approve your vacancy to go live on Sat 12th March
3. You receive applications directly until 27th March
(Recruitment Phase)

3. Shortlist and interview candidates

28th March - 15th April*

1. You shortlist and invite candidates for interview at your earliest opportunity
2. Make your recruitment decisions
* Good Friday
(Recruitment Phase)

4. Apply for funding

From 4th April

1. You make a funding-conditional offer to your chosen candidate
2. Your candidate accepts your offer directly, but confirms with us via an online form
3. You submit our online Recruitment Outcomes form as soon as your candidate accepts to secure funding via our first-come, first-served allocation process
(Recruitment Phase)

5. Funding confirmation

From 11th April

- We allocate and confirm funding within two weeks
- Unsuccessful funding applicants can choose to finance their internship themselves
(Recruitment Phase)

6. Work arrangement and start date

April-May

You discuss and agree with your intern:

- start date 27/06-08/07 (4th-8th for Student Visa Holders)
- location/remote working
- working pattern
(Internship Phase)

7. Internship administration

April-May

1. Action any admin instructions in your funding email
2. Sign and return your grant agreement and any financial information requested to add you to our finance system
3. Complete all admin by 20th May
(Internship Phase)

8. Prepare to receive interns

June

1. Communicate on-boarding info to your intern
2. Encourage your colleagues and intern to take advantage of Warwick's online support/learning resources
(Internship Phase)

9. Internship begins

27th June - 8th July

1. Internships start 27/06-08/07 (4th-8th for Student Visa Holders)
2. Undertake a mid-internship review with your intern 3-4 weeks in
3. Encourage your colleagues and intern to take advantage of Warwick's online support/learning resources
4. Submit your grant invoice as instructed
(Internship Phase)

10. Pay intern

At first payroll date

1. Issue payslip as normal by end of July
2. Your intern will submit a copy to us as proof of payment at the rate quoted in your advert
3. The intern's payslip validates your invoice and we will process your grant
4. Grant payable within 30 days of invoice validation
(Internship Phase)

11. End of internship

Last week of internship: Conduct an exit review with your intern and submit your WIP evaluation form

Warwick Internship Programme 2022