



### **Student Internship Guidelines**

Recognising the difficulties that recent graduates often experience in being able to pursue a career in conservation biology People's Trust for Endangered Species (PTES) offers several student internship awards annually. PTES is hoping to support our brightest students and future conservationists by providing grants to enable them to work on a specific herpetological, invertebrate or mammal-related project. Projects might run for a continual (full time) period of up to six months or intermittently (part-time) for up to 18 months. The work must be carried out at either a conservation organisation or within a research group at a university. Strong preference will be given to those students seeking to carry out their internship at institutes other than the one the student graduated from, following the successful completion of their degree course.

The student and the organisation concerned must make a joint application, with the impetus coming from the student, who should approach an organisation to seek support for his/her own research project. It is envisaged that the intern will work as part of a team, which includes more experienced members who will be able to help the intern acquire new skills. The internships are about providing an opportunity to gain work experience and a foothold in the working environment as well as developing research and practical conservation skills. Work experience in a new organisation, not the one that the student has recently graduated from, is strongly encouraged. Applications should be jointly prepared by the students and supervisors, but submitted by the student themselves. We wish to see that the student has a clear understanding of the aims of the project and the methods to be used, and how their part of the work fits into the overall project.

**PTES has funded over 70 internships since 2002, both supporting students in academic research institutions and conservation organisations.**

The internship should be a discrete project, focussing on a UK species. Students from all disciplines relevant to conservation will be considered, provided that they can demonstrate that their work has relevance to the aims of PTES. NB. The project must not be one on which they are already worked or are still working.

It is hoped that students will gain valuable experience during their internship, which will enable them to pursue careers in the field of research or conservation, or proceed to a PhD or other qualifications. But those already registered for a PhD or Masters may not use internships to 'top-up' their PhD or Masters funding.

Each student will receive funding not exceeding £5,000 to cover any or part of the living and project costs. Health and safety issues must be covered by the institution at which the students will be based. Payment will be made to the intern upon receipt of an invoice.

All applications must be received via the PTES online application system, accompanied by the CV of the student concerned. A reference is required from their course tutor and a letter of support from the host institute, confirming that the team is able to house and supervise the student.

For any queries, please contact Nida Al Fulajj, Grants Manager, People's Trust for Endangered Species, 3 Cloisters House, 8 Battersea Park Road, London SW8 4BG [nida.al-fulajj@ptes.org](mailto:nida.al-fulajj@ptes.org)

### **Am I eligible?**

You must have recently finished your bachelors or masters' degree with a high level – i.e. first or a 2.1

Ideally we are looking to support those who have graduated within the last three years and have had less than one year's paid experience in the sector.

The more voluntary experience you've had, the better.

Students should be living in the UK and graduated from a UK-based university. The idea is to support the next generation of UK-based conservationists and ecology researchers.

### **Where can I carry out my internship?**

All projects must be based here in the UK and carried out on UK species. However this can also mean non-native invasive species.

Preference will be given to those students applying for an internship to be based in an institute other than the one they gained their degree in.

### **What supporting documents do I need?**

You must submit a copy of your CV outlining where you carried out your degree(s) and what marks you achieved

What paid and voluntary work experience you have that is relevant

Ensure you don't have any date gaps in your CV!

A reference letter from your course tutor outlining why you would make a good candidate for a PTES internship grant.

A letter of support from your host organisation explaining how it will support you throughout the project and what learning outcomes you will expect to achieve.

## TERMS AND CONDITIONS

1. A detailed project proposal and budget should be submitted via the PTES website [www.ptes.org/grant](http://www.ptes.org/grant). A reference letter for the student from their course tutor must be included or sent separately by post or email. A letter of support from the host institute confirming that the team is able to house and supervise the student should also be provided.
2. A comprehensive final report should be submitted as soon as possible and not longer than two months after completion of the work.
3. Before the grant is paid, the intern must sign PTES' standard Terms and Conditions, which will clarify all issues relating to the work. The financial support given by PTES must be acknowledged in all reports and papers written as a result of the work and PTES' logo used in all printed materials that arise as a result of the work.
4. A summary of the work may be produced by PTES for distribution to our supporters. The Trust will seek the co-operation of the applicant in its preparation.
5. PTES would like an article for publication in its magazine *Wildlife World*, with suitable illustrative photographs.
6. Award holders will be required to publish the results of their research in the usual way and to send a copy to PTES.
7. Grants made by PTES may only be used for the project for which they were allocated.
8. If, for any reason whatsoever, the work is not completed all monies must be returned to PTES immediately.
9. If, at the end of the project, any monies remain unspent, they must be returned to PTES.
10. PTES accepts no liability for loss of property or personal injury however caused.
11. Applicants may be asked to provide photographs of their work. Copyright will remain with the photographer, but PTES will have the right to use them free of charge in its publications and newsletters.
12. PTES reserves the right to request the return of grants made if the above conditions are not met.
13. The primary purpose of these awards is learning, not employment, and therefore they do not produce a National Insurance contribution liability.
14. Awards are made on the understanding that the project complies with the safety and ethical regulations of the institution.