

Global Challenge Internship Application Guidance 2019-20

What is the Global Challenge Internship Programme?

The University of Birmingham is making a considerable investment into its institutional employability offering with increased engagement with employers through participation within careers events, mentoring of students and an increase in the number of work experience placements / internships available to our students and the student take up of these.

The Global Challenge Internship Programme supports University of Birmingham undergraduate students from all year groups to undertake a (full or part funded) internship over their summer vacation.

Internships have been sourced from an array of employers worldwide, including some major graduate recruiters/organisations.

The aim of the programme is to encourage students to undertake ambitious internships without being inhibited by financial constraints. Students wishing to apply for one of the Global Challenge internships must be able to clearly explain why they have chosen the particular internship and what they hope to gain from working with the organisation. You must also be able to demonstrate how the Internship will contribute to your personal and professional development and your chosen career path. If you are unsure of your chosen career path explain how this internship will help make your future choices clearer.

The Programme plays an important role in publicising and promoting the achievements of its internship winners to demonstrate the value of work experience to other students.

As with all opportunities you must ensure you make a strong application to be considered for the role. Take advantage of a one-to-one discussion with one of our Careers Advisers or have your CV checked at one of our CV Clinics. Details of these services and how you can book to see an Adviser can be found at www.intranet.birmingham.ac.uk/careers.

All applications will go through a selection process and if you are successful you will be invited to attend an interview at the University. Your application will then go to the organisation for their final selection. The final selection by the company may involve a telephone, face to face or skype interview dependant on the employers preference.

The University will provide successful applicants with all the pre-departure information needed before commencing the internship as well as the financial support to ensure you have booked all appropriate flights and accommodation and arranged appropriate visas in advance.

You may need a visa in order to undertake any of the internships and you will need to research this as part of your application. If you are asked to attend an interview you will be asked about whether you require a visa so we recommend you research this now. You may find the [Foreign and Commonwealth Office website](#) useful. If you are a non-UK applicant, you should refer to your own foreign office website for information on visa requirements.

How and when to apply

We are now accepting applications for the Global Challenge Internship Programme; this means you can submit an application at any time before the **deadline of 23:59 on Sunday 2 February 2020**. It's worth noting that no applications will be considered after the closing date.

Did you know that completing an Internship or work experience placement can gain you points on the Personal Skills Award (PSA)?

You can complete the Personal Skills Award in two different ways; through participation in 'extracurricular activities' (such as part-time work, voluntary experience, sport and so much more), or by completing three accredited skills modules that appear on your academic transcript.

For more information on the [Personal Skills Award](#), and how to register, please visit

Application Process

1. Complete the [Global Challenge application form](#) on-line. Please note that you are able to save your application before you have completed it and then return to it later. You will need to submit your application once you have completed the form. If you experience problems submitting your application online, please contact the Work Experience Team on internships@contacts.bham.ac.uk

Please note that different application forms may be required for some of the opportunities. Students will be directed to the relevant forms on each internship description on the Global Challenge homepage.

Once your application has been received you should be sent an email confirmation of its receipt.

Any queries regarding the application form should be directed to Harjinder Kundra at internships@contacts.bham.ac.uk. Remember to take advantage of the support provided by Careers Network.

2. Your application will be reviewed by Careers Network and if successfully shortlisted, you will be invited to an interview at the **end of February/beginning of March 2020**. You will need

to be available during this period of time (please note that some interviews may take place during other periods dependant on the employers preferences).

Eligibility

The Global Challenge Internship Programme is open to full time undergraduate students from the University of Birmingham in any year of their degree. Postgraduate students, recent graduates and students from other Universities are **not** eligible to apply.

You must be available to undertake the internship on any dates specified. You must make yourself available for pre-departure training that will be notified to you separately if you are successful.

Application form guidance

This section outlines some general guidance on what we are looking for in your Global Challenge internship application. To increase your chances of being short listed and considered for one of the internships you need to ensure you have addressed the following to the best of your ability.

Question 1: Why have you chosen to apply for this particular internship? (maximum 300 words)

Explain why you are interested in *this* internship in particular (as opposed to others either within Global Challenge or elsewhere). What is it about *this* internship and organisation that attracts you? Applications that show clear research of the company and the opportunity will score higher marks. If you are too general or vague about the internship the judging panel may not be convinced that you have a genuine desire to undertake the opportunity and have not carried out any research into the organisation. Short and vague answers are unlikely to score highly.

Question 2: How will this internship contribute to your development (personal and professional) and future career aspirations? (maximum 400 words)

When preparing your answer think about the skills and experiences you need to acquire to increase your career prospects in your chosen field, and how *this* particular internship will enable this to happen. Talk about your personal as well as your professional development, describe the skills and attributes you have and those you want to develop. It is ok to refer to cultural differences you may encounter but avoid concentrating too much on the overall cultural experience you will gain (for example, on how exciting it will be to live in the particular country/city or making comments that indicate the reason for doing the internship is more about travelling than gaining work experience). Instead aim to convey your excitement and enthusiasm for the internship and the company within the answer.

Question 3: Why do you feel you are the most suitable candidate for this internship? (maximum 300 words)

This is your opportunity to showcase why you are the ideal candidate for the opportunity. Your answer should include detail about your suitability to this particular internship. What skills, knowledge, attributes and experiences do you hold which can demonstrate why you are a credible candidate? In addition to identifying your skills and experiences, also aim to include information about how this relates to the opportunity itself and how you have sourced the skill (e.g. if the internship asks for candidates to have good communication skills, how can you demonstrate you hold this skill from previous experiences).

Question 4 * only for students applying to Museums Victoria opportunity ******

If you are applying for the internship with Museums Victoria please explain your motivations for wanting to work on this specific project and describe how you have researched it. (maximum 300 words)

To support this question, you will need to do some research into the Museum and the project they are offering, and clearly outline why this project interests you. Take time in researching into the specifics of the project and try to link the key elements with your personal or professional interests. Also ensure you identify how you undertook your research and which tools you utilised.

CV

You should provide a copy of your CV which is tailored to the particular internship you are applying for. **If you do not provide a CV and no explanation has been given as to why you cannot provide this, your application will not progress any further.** For information and workshops on writing a CV visit the [Careers Network website](#). If you do not provide a CV but can explain the reason for not providing one, you should send this by the closing date.

Budget

The purpose of this question is to help you plan out a budget for your internship and to demonstrate to Careers Network that you have sensibly considered your budget spend. It is your responsibility to organise your own accommodation, travel, living amenities and visa, therefore you will be required to research into these elements when populating the budget.

The maximum amount students can apply for is £3000 to cover expenses associated with their internship. You will be required to complete and upload the provided budget planner template when submitting your budget. You should insert all the costs you will incur as a result of going on your internship in the template provided and into the application form fields. Appendix 1 (found later in this guidance document) is a good *example* of how to present your budget.

You must include evidence to confirm the costs you have included in your budget are legitimate. For example, should your costs for renting appropriate accommodation and flights result in an overall expense of £1000, you can include screenshots of webpages for both the accommodation and flights within your budget to demonstrate the figures are a true reflection of real prices. If your evidence (e.g. screenshot) does not immediately reflect the figure included in your budget, you must include calculations demonstrating how you reached the final amount.

Ensure any accommodation you are considering is in a safe area and use the [Foreign and Commonwealth Office website](#) to assist you with country information.

You should estimate an amount that will cover your living costs whilst undertaking the internship, and including evidence to support this amount. The Careers Network will also seek advice on this from the employer and the International Office to ensure you have sufficient funds whilst overseas.

When submitting evidence please make sure you highlight (or that it is obvious) what specific information we should be referring to and what relates directly to the budget figures. Do not include entire documents as evidence if the majority of the information is not relevant; select the most appropriate sections and include this. Do not only include web addresses redirecting to budget evidence available online; the panel will not have the capacity to check individual links.

With applications for visas to any country, please note that it is **your** responsibility to ensure you have all the necessary paperwork/passport/visa documentation requirements. Careers Network will cover the cost of the visa application itself, but not additional expenses such as renewing your passport.

The University provides [travel insurance cover](#) for you during this internship. It does not cover personal possessions such as laptops or extreme sports. If you feel you have anything that might require additional cover, please include this in your budget. If you are unsure check this with our Insurance Manager.

Failure to supply comprehensive budget information and evidence will have a detrimental effect on your application as this element is also marked. The more comprehensive your budget the more it demonstrates to the judging panel that you have planned and researched the internship in depth.

Please note that the judging panel are not seeking to fund students with the cheapest budget and the success of your application will not be based on the amount you request. However we expect you to provide a realistic budget which demonstrates you have researched the most appropriate and cost effective amenities required for the experience. The judging panel appreciate that costs may vary considerably between locations. All funding allocations will be based on the amount the student has identified within their budget planner. The maximum students are eligible to apply for is £3000 which should be taken into consideration when budget planning.

Funding is not available for:

- Sightseeing or internal travel (other than commutes to and from work or any other travel required by the company)
- Work clothes
- Toiletries or similar items that you would purchase regardless of undertaking this internship
- Medication unless required for the trip (e.g. vaccinations to travel to a certain country)
- Additional costs in order to secure your visa other than the visa application itself (with the exception of internships in the US as above).

What's next?

If you are successfully shortlisted you will be invited to an interview which will consist of a 5 minute presentation and a series of interview questions. Full details will be sent to you if you are invited to attend an interview. We're aware that applicants may not have had a wide range of interview experience previously therefore consideration will be given for nerves and will not impact on the interview score.

If you are successful at the interview stage your application details, CV and interview feedback will be sent to the internship provider to make the final decision. You may be asked to take part in a face to face, telephone or Skype discussion/interview with the internship organisation before their

final selection is made. You will be notified as soon as possible afterwards whether you have been successful or not.

APPENDIX 1

Student Name: Stuart Jack Jones
 Student ID: 123578
 Internship opportunity: Joe Bloggs Limited

Global Challenge Budget Planner (Example)

Budget costing overview

EXPENSE	AMOUNT (IN £/GBP)
ACCOMMODATION	645
FOOD AND ESSENTIAL LIVING EXPENSES	760.16
UTILITIES	60
COSTS OF TRAVELLING IN THE UK	4.20
COSTS OF TRAVELLING ABROAD	778
MEDICAL REQUIREMENTS/VACCINATIONS	50
INSURANCE	0
VISA/PERMIT	0
OTHER (PLEASE STATE)	0
TOTAL EXPENSES	2297.36

Detailed budget evidence

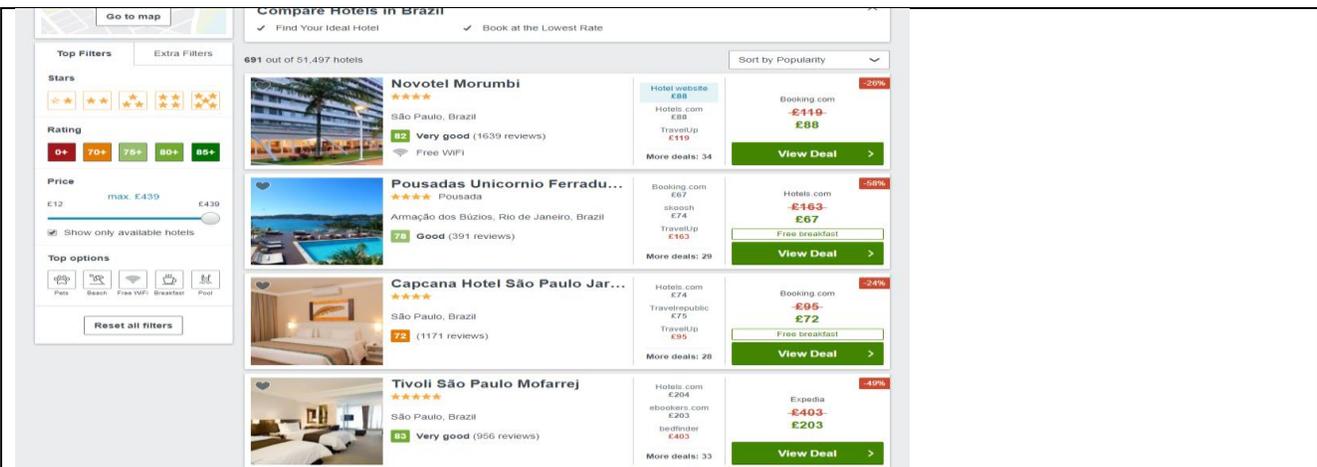
Accommodation

TOTAL COST = £645

PLEASE INCLUDE SCREENSHOT(S) HERE TO EVIDENCE YOUR COSTING. INCLUDE SCREENSHOTS OF ALTERNATIVE CONSIDERED (IF RELEVANT). PLEASE ENSURE THERE IS A DIRECT LINK FROM THE SCREENSHOTS TO THE TOTAL COST IDENTIFIED.

Location map of Company





IF IT'S NOT CLEARLY EVIDENT FROM THE SCREENSHOT(S) PLEASE INCLUDE ANY CALCULATIONS TO DEMONSTRATE HOW YOU ARRIVED AT THE TOTAL COST.

- Location of the company in Rio de Janeiro is: insert address of company
- Looking to stay in (please ensure the area is safe and within commutable distance from your place of work):
- The duration of stay would be XX weeks.
- Using Easy Quarto, a recommended apartment/room share website, I researched multiple types of accommodation. Easy Quarto is available from:
<http://www.easyquarto.com.br/content/common/results.aspx?lc=L120311121940864&lc=L120311121940864&sort=8&v=map>
- House shares per month are, on average, R\$600 per month. This is the equivalent to £215 a month.
- For 12 weeks, this comes to £645.

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL ACCOMMODATION, INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

- I conducted a comparison of different hotel options (in the screen shot above), I selected accommodation that was not only the cheapest but closest to my internship organisation as well. In addition, through conducting further research at www.brazilplacestogo.com – the area I was staying at was deemed safe and had positive feedback from previous visitors/including students in the area.

Food and essential living expenses

TOTAL COST = £760.16

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Restaurants	[Edit] Avg.	Range
Meal, Inexpensive Restaurant	4.59 £	3.30 - 5.51
Meal for 2, Mid-range Restaurant, Three-course	14.68 £	14.68 - 27.53
McMeal at McDonalds (or Equivalent Combo Meal)	3.49 £	3.49 - 4.59
Domestic Beer (0.5 liter draught)	1.19 £	0.92 - 1.65
Imported Beer (0.33 liter bottle)	2.20 £	1.47 - 3.30
Cappuccino (regular)	1.01 £	0.73 - 1.28
Coke/Pepsi (0.33 liter bottle)	0.79 £	0.64 - 0.92
Water (0.33 liter bottle)	0.53 £	0.37 - 0.73

Markets	[Edit] Avg.	Range
Milk (regular), (1 liter)	0.58 £	0.54 - 0.67
Loaf of Fresh White Bread (500g)	0.96 £	0.73 - 1.28
Rice (white), (1kg)	0.65 £	0.55 - 0.92
Eggs (12)	0.84 £	0.73 - 1.10
Local Cheese (1kg)	3.54 £	2.75 - 4.22
Chicken Breasts (Boneless, Skinless), (1kg)	2.52 £	1.84 - 3.67
Apples (1kg)	1.13 £	0.92 - 1.47
Oranges (1kg)	0.83 £	0.55 - 1.10
Tomato (1kg)	1.11 £	0.73 - 1.47
Potato (1kg)	0.75 £	0.55 - 1.01
Lettuce (1 head)	0.45 £	0.37 - 0.55
Water (1.5 liter bottle)	0.43 £	0.28 - 0.55

IF IT'S NOT CLEARLY EVIDENT FROM THE SCREENSHOT(S) PLEASE INCLUDE ANY CALCULATIONS TO DEMONSTRATE HOW YOU ARRIVED AT THE TOTAL COST.

- The Numbeo website (http://www.numbeo.com/cost-of-living/city_result.jsp?country=Brazil&city=Rio+De+Janeiro&displayCurrency=GBP) gives information on costs of living in Brazil, which is where I sourced my figures from
- As I would be trying local delicacies during my time there, I would be eating out around 2 times a week. The average cost of an inexpensive meal out is £4.59. (£4.59 x 12 weeks x 2 meals out = £110.16).
- Essential living expenses – as water/TV/internet is covered in utilities. As I would be new to the country, I would be inexperienced in the cheapest or best places to buy groceries. Therefore, I am budgeting £450 for groceries for the duration of the 3 months (based on the below Numbeo screenshot), and £200 for essential living costs.
- Total costs therefore are £110.16+£450+£200=£760.16

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL FOOD COSTS INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

- It is difficult to make comparison of costs for this, but I have used Numbeo a recommended visitor resource to work out these costs. I also reached out to some friends that went to Brazil and they confirmed costs on this website were accurate.

Utilities

TOTAL COST = £60

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Laundromat

(called "Lavanderia" in Rio de Janeiro). Most laundromats in Rio charge by the clothes weight and are not the self-service laundry type. Usually, you hand out your clothes to a clerk, who will weight them on a scale, handle the wash and dry by operating the machines on your behalf, and hand you back the clothes later at a specified time. R\$10; US\$5; €4.30 per kilo/2.2 pounds.

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- For work clothes etc., I will need around 2 washes a week. For 12 weeks this would cost a total of £50.40. As I will be inexperienced in the local Laundromats, I am budgeting £60 for laundry, giving allowances for extra washes.

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL UTILITIES COSTS, INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

- This is the most economic option as it is located next to my accommodation. Other similar companies offer the service at the same price, so I would not be saving by going to an alternative/further company.

Costs of travelling in the UK

TOTAL COST = £4.20

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The screenshot shows the trainline website interface. At the top, there are navigation links: 'Help', 'Business travel', 'Register', and 'Sign in'. Below this is a progress bar with 'journey' selected, followed by 'Options', 'Payment', and 'Confirmation'. The main heading is 'University (Birmingham) to Birmingham International'. Below the heading, it says 'Single journey · 1 adult · Add a Railcard · Change'. A notification states '56 people have viewed this route today'. The 'OUT' section is for 'Fri 8th Sep 2017'. A table shows four train options with their departure times, durations, and prices. The selected option is the 15:35 train, which is highlighted in green. To the right, a summary box shows 'TOTAL £4.20' for '1 adult, 0 children' and a 'Continue' button. Below the summary, it says 'We've selected a ticket based on price and your search time. Feel free to pick a different one.' and 'Quick buy ticket'. At the bottom, it says 'Results are based on end-to-end tickets for the fastest available trains. Click here to check if slower routes with cheaper tickets are available.'

OUT	15:25	15:35	15:45	15:55
34m	30m	25m	34m	
1 change	1 change	1 change	1 change	
Anytime Day Single	£4.20	£4.20	£4.20	£4.20

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- I will need a return ticket from University to BHX – the train line lists a range of prices, I have selected the most economical of these (off-peak)

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL TRAVELLING COSTS INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

- I researched a taxi, but was quite expensive £32 to/from the airport. Therefore a train was the most economical option – as it was a direct train to the airport and I would have one suitcase, practically this would be fine.

Costs of travelling abroad

TOTAL COST = £777.78

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The screenshots show flight search results for a round trip from London, United Kingdom to Rio De Janeiro, Brazil. The top-left screenshot shows a flight on Lufthansa LH521 for £677.57. The top-right screenshot shows a flight on Lufthansa LH520 for £677.78 with a 'RESTRICTIONS APPLY' warning. The bottom-left screenshot shows a flight on TAP Air Portugal TP74 for £677.57. The bottom-right screenshot shows a flight on TAP Air Portugal TP352 for £677.57.

IF IT'S NOT CLEARLY EVIDENT FROM THE SCREENSHOT(S) PLEASE INCLUDE ANY CALCULATIONS TO DEMONSTRATE HOW YOU ARRIVED AT THE TOTAL COST.

- STA, a student travel company, offer a flight comparator section on their website. This is available from: (<http://book.statravel.co.uk/staglobe/AirFlightSearchResult.do;jsessionid=F21737E2DC7D65764665E7B56CA73F67?followAction=AirFlightSearch>)
- The internship starts 1st July and finishes 18th September
- The following screenshot shows the results from the comparator website above.
- Prices are given on 11th March 2012 for flying there on the 29th June and departing 20th September. Flying out before the internship starts gives time for acclimation and jet lag, and flying out 2 days after it finishes
- I added on £100 as the prices will increase by approximately this much when the time comes for booking the flights.

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL TRAVELLING COSTS, INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

- Please see above and the flight comparator section, which was used to determine the final cost

Medical requirements/vaccinations

TOTAL COST = £50

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> Other vaccines to consider: tetanus; diphtheria; typhoid; hepatitis B; rabies; yellow fever (mainly for Western and Amazonian areas and Iauacu Falls).

<http://www.fitfortravel.nhs.uk/destinations/south-america/brazil.aspx>

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- I would require vaccinations for Yellow Fever as I am currently unprotected for it.
- Yellow Fever vaccinations cost £50, as quoted by my doctors, the University Medical Practice. 0121 6873055.
- The rest of my vaccinations are up to date.
- Rio de Janeiro is not in a malaria area. Most of Brazil is malaria free.

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL MEDICAL COSTS, INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

Insurance

TOTAL COST = 0

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- My travel insurance is annually paid for by my parents as we get a good family deal.
- Therefore, no extra insurance costs would need to be paid.

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PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL INSURANCE COSTS, INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

Visa

TOTAL COST = 0

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Brazil business visa is not required
for citizens of United Kingdom for a stay up to 90 days.

NOT REQUIRED

IF IT'S NOT CLEARLY EVIDENT FROM THE SCREENSHOT(S) PLEASE INCLUDE ANY CALCULATIONS TO DEMONSTRATE HOW YOU ARRIVED AT THE TOTAL COST.

<http://brazil.visahq.co.uk/>

'Business visa - This visa is required if during any portion of your visit you intend to conduct business or commercial activities. Please note such visas can only be issued to travellers not being paid for work by an entity within Brazil. If you intend to undertake paid work in Brazil you will need to obtain a work visa.'

- As I will not be paid for my working hours whilst in Brazil, I do not need a Visa.
- As, I will be in the country for 84 days, I do not exceed the 90 day period.

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL VISA COSTS INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED

Other (please state)

TOTAL COST = 0

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N/A

IF IT'S NOT CLEARLY EVIDENT FROM THE SCREENSHOT(S) PLEASE INCLUDE ANY CALCULATIONS TO DEMONSTRATE HOW YOU ARRIVED AT THE TOTAL COST.

PLEASE INCLUDE YOUR RATIONALE FOR SELECTING YOUR FINAL COST, INCLUDING DETAIL OF ANY ALTERNATIVES CONSIDERED