

INTERNSHIPS POLICY: POSTGRADUATE

Introduction

1. A postgraduate internship is a full-time work-based learning placement for which the student is awarded academic credit at FHEQ Level 7. These placements are supervised and provide work experience combined with reflective, academic study.

General Principles

2. The Internship Programme is open to:
 - a. Postgraduate students in good standing who have successfully completed all taught courses, including transfer credits, and,
 - b. Have achieved a minimum cumulative GPA of 2.500
 - c. Have a clean disciplinary record.
3. Credits are based on a minimum of 300 learning hours which will be a blend of a limited number of contact hours with the University and workplace hours.
4. Student must complete a minimum of 280 practice hours which is equivalent to:
 - a. 8 weeks full-time on a 35-hour five-day working week, or
 - b. 15 weeks part-time on a 2.5-day working week
5. Students generally complete the internship in the same semester as the capstone courses (Research Thesis/Research Project) and students should consider their options for completing a full-time internship before the capstone course, or part-time alongside the capstone course.
6. Credit is awarded only after successful completion of all aspects of the course and is subject to the same external review and exam board procedures as all other academic credit.
7. Students must also read and agree to the responsibilities set out in their Learner Contract.
8. The internship is supervised and monitored by the workplace supervisor and a Richmond faculty member. For students on a visa in the UK, attendance is monitored by the UKVI Visa Compliance Team on a weekly basis. Failure to comply with the attendance requirements could put a students' visa at risk.

9. Students who wish to take an internship for credit must:
 - a. Complete an application, which should be sent to the Internship Office with a résumé/CV and two references from faculty to support the application;
 - b. The application must be signed by the student's Academic Advisor;
 - c. Students must also meet with a member of staff from the Internship Office.
10. Work placements are vetted and pre-approved by the Internship Office.
11. Students must apply for an internship by the published deadlines.
12. Students wishing to graduate at the end of the semester in which they register for an internship must ensure that they complete all assessment components by the final day of classes.

VERSION MANAGEMENT

Responsible Department: Office of the Provost			
Approving body:			
Version no.	Key Changes	Date of approval	Date of effect
001	Created PG internship policy	May 2023	01 September 2023
002	Clarified hours to US credits. Removed references to taking internship alongside other courses or an additional internship as an elective. Replaced Internship Manual with Learner Contract. Visa attendance monitoring requirements.	June 2024	01 Sept 2024
003	Updated learning hours and workplace hours. Added detail on PT and FT working and studying alongside a PT internship.	June 2025	01 Sept 2025
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	