



## The University of St Andrews

### **CALL FOR APPLICATIONS FOR THE UNDERGRADUATE RESEARCH INTERNSHIP PROGRAMME 2013**

#### **PURPOSE**

The Undergraduate Research Internship Programme (URIP) is intended to give undergraduate students experience of research during the summer vacation. It is intended to enhance the understanding of current research programmes for undergraduate students, giving practical experience and encouragement to consider a postgraduate career in research.

Successful completion of a URIP award will be added to the Academic Transcript.

#### **WHO CAN APPLY?**

Applicants should be matriculated students of the University of St Andrews.

Typically students will have completed the penultimate year of their degree programme, though it is possible for students to apply earlier in their undergraduate careers. Students who will have completed their undergraduate studies by the start of the summer vacation cannot apply.

#### **LOCATION**

The projects must be carried out under the direct supervision of a member of academic staff at the University of St Andrews. Ordinarily, this means that holders of URIP awards will be expected to carry out their research projects in St Andrews. However, if a strong case is made for the research to be carried out at another venue (e.g. field-based study, library research) then your application will be considered providing you have the support and supervision of a member of academic staff at this university. Research at sites outside St Andrews will be subject to normal University procedures regarding, for example, ethical review and risk assessment.

#### **THE RESEARCH**

While it might form part of a larger programme of work the research will be an independent, self-contained study that has its own specified aims and objectives. Any type of research activity that would normally be conducted in the University can be considered for support. All research conducted is subject to relevant legislation and regulations (concerning for example, ethical approval, Health & Safety, fieldwork risk assessment and University policy concerning academic misconduct).

URIP funding must not be used to support research that will form part of a credit bearing programme. While the experience should benefit a student's studies, the actual work done is explicitly not part of an undergraduate degree programme.

## **THE FUNDING**

The St Andrews URIP will provide a stipend of **£220 per week for a maximum of 10 weeks**. If further support is required it must be found from other sources; no extensions to the support given will be provided. Students are expected to work full time on their project and they should not carry out any other paid work or hold any other scholarships for the duration of the programme. **Please note that students are expected to work on their proposed project for a minimum of 6 weeks. Projects of less than 6 weeks duration will not be considered.**

Note that this funding is exclusively for the student and does not cover any necessary research expenses, which must be provided by the supervisor. In 2013, the University will make up to **20 internships** available.

## **APPLICATIONS**

There are no application forms. Students must submit a research proposal on no more than one side of A4 paper (using a minimum 10 point font and with margins of at least 2.5 cm). **You are expected to discuss the project with your potential supervisor but it is important that the project proposal is written in your own words.** The following details must be included:

- Name, degree course, ID number and St Andrews e-mail address.
- Title of the research project.
- Background.
- Aims and objectives (which can be stated in the form of an experimental hypothesis if appropriate).
- The academic value of the project.
- The value of the project to the student.
- The length of the project.

The application must be accompanied by a signed statement from the research supervisor (who must be a member of the academic Faculty – contract staff and postgraduate students cannot sponsor an application) that guarantees:

- That the student is appropriately qualified for the programme – this should certify that they fulfill the regulations and provide a statement concerning the merit of the student.
- To provide research supervision.
- To provide the necessary infrastructural support.
- To provide the necessary financial resource to enable the work to be completed (including the cost of the poster which the student is required to produce at the end of their project. This is currently around £40).

**Both the research proposal and the signed statement should be submitted in THREE hard copies to Jane Williams, PA to the Dean of Arts and the Dean Science, Proctor's Office, College Gate, North Street. In addition, ONE electronic copy of the research proposal only should be sent to Jane Williams (email: deansoffice) at the same time as the hard copies are submitted.**

**The deadline for submission is Tuesday 12 March 2013.** Applications received after this date will not be accepted; incomplete applications will not be accepted.

Applications will be judged by the Deans of Arts and Science and the Vice-Principal (Learning & Teaching). Both the quality of the research and the merit of the student will be taken into account in determining who will receive an award.

**Applicants will be notified of the outcome by 5 April 2013.**

Payment to successful applicants will be made on receipt of a declaration signed by the intern and their supervisor that work has started on the agreed date. Internship holders should note that by accepting an award they agree to abide by University rules governing confidentiality and Intellectual Property Rights (IPR). University policy requires that internship students assign intellectual property rights in their research work in St Andrews to the University in return for a share in any revenue that the University may acquire from commercial use of the IPR.

### **REPORTING**

A report (no more than two sides of A4) signed by the intern and the supervisor, and one electronic copy, must be submitted to the Deans by 5pm on Friday, 13 September 2013. The Deans will host an event on Wednesday 25 September 2013 at which all interns must present a poster. There will be two prizes of £150 each, one for the best arts poster and one for the best science poster. Failure to do so will mean that your internship has not been completed and your supervisor will be disqualified from future support from this programme.

Advice about preparation of the posters will be given at a briefing meeting to be held in early summer which you are strongly advised to attend and examples of posters from past winners are available on the website.

### **CONTACTS**

General enquiries should be directed in the first instance to Jane Williams (email: deansoffice and clearly marked URIP).

Information and a report on last year's URIP can be seen at <http://www.st-andrews.ac.uk/students/academic/internships>