Complete and submit to [businesssupport@ucl.ac.uk](mailto:businesssupport@ucl.ac.uk) by 12pm, 25th April 2016. **Please submit this as a Word document, NOT a pdf document.**

**Students**

 Please tick here to confirm that you are eligible to work in the UK full-time up until the end of your proposed internship period

 Please confirm that you are a final year student or have graduated from UCL in 2014, 2015 or 2016.

 If either party withdraws from the process before or after the application deadline, the below application is nullified.

**Companies**

 Please confirm that the student named below has not ever been or is not currently:

* A paid employee/intern
* A shareholder of the business
* A relative to the owner(s)/director(s)

 If either party withdraws from the process before or after the application deadline, the below application is nullified.

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| ***Section 1: General*** | | | |
| **1.1 Student Information** | **Name** | **Email** | |
|  |  | |
| **Department & Degree and Year of Graduation** | | |
|  | | |
| **Phone Number** | **UPI** |  |
|  |  |
| **1.2 Company Information** | **Business Name and Company Registration Number** | **Registered Business Address** | |
|  |  | |
| **Address of intern’s workspace (if different from above)** | | |
|  | | |
| **Year Established** | **Annual turnover** | |
|  |  | |
| **Contact Name** | **Contact Email** | |
|  |  | |
| **Office Number** | **Website** |  |
|  |  |

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| --- | --- | --- | --- |
| ***Section 2: Timing*** | | | |
| **Start and finish dates** | ***Select one:*** | **Start Date (Monday)** | **Finish Date (Friday)** |
|  | 13th June | 2nd September |
|  | 20th June | 9th September |
|  | 27th June | 16th September |
|  | 4th July | 23rd September |

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| ***Section 3: Summary of placement (max. 100 words)*** |
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| ***Section 4: Placement details (to be completed by the SME)*** |
| **4.1 List the main objectives to be carried out** |
|  |
| **4.2 Describe some tangible take away skills and experiences the intern will have at the end of the internship.** |
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| **4.3 Describe the impact an intern will have on the SME – be as specific as possible.** |
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| ***Section 5: Expected timeline of work (milestones per week)*** |
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| ***Section 6: Student learning objectives (to be completed by the student)*** |
| **6.1 Describe what motivated you to apply for this internship *(max. 200 words)*** |
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| **6.2 Describe how you will apply the skills and knowledge from your degree to this   internship *(max. 200 words)*** |
|  |
| **6.3 Describe how you will apply the skills and experience from your extracurricular,**  **volunteering and work positions to this internship *(max. 200 words)*** |
|  |
| **6.4 Describe the skills, knowledge and experience you expect to gain through this   internship *(max. 200 words)*** |
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