



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

SABRE Postgraduate Internship Programme 2016

Assisting innovative companies to develop products and services in the space sector



FAQ - employers

What financial support is available for the internship programme?

GRACE will part fund the labour costs of an intern for the selected projects.

The intern will be employed by GRACE (The University of Nottingham) at a rate of £10.03 (which includes holiday pay). GRACE will ensure timely payment for the intern at the end of each month of the programme. The company will contribute £5.00 per hour towards the labour cost, and will be invoiced by The University of Nottingham at the end of the internship.

There will also be an additional charge of £510 (inc VAT) to the company for each successful project, to cover administration of the project and student selection. This will be invoiced after student selection and as soon as the internship commences.

Who is the intern's employer?

The intern is directly employed by The University of Nottingham on a short term contract for the duration of the internship. Evidence that the work has been carried out will be necessary, and a timesheet (to be supplied) will need to be completed.

When is internship payment made and how often?

Interns are paid monthly through The University of Nottingham, on the second to last working day of each month. Students must submit their timesheet by the 8th of every month to ensure payment for that month.

What happens if internship does not last for up to ten-weeks?

The intern will be paid for the hours completed on the project.

When should the intern start?

The dates of the ten to thirteen-week internship should be arranged at a mutually convenient date between the intern and the company. Please consider any company holidays or holidays arranged by the intern when arranging the start date.

Are travel expenses covered by the scheme?

Travel expenses are not covered by the scheme; however the company can support the intern towards travel expenses if they wish.

Will GRACE provide assistance in finding suitable accommodations?

GRACE does not provide assistance in finding accommodations but can refer Nottingham based interns to The University of Nottingham's accommodation department for further enquiries.

Can we pay the intern to meet the cost of travel, accommodation or other living expenses?

Companies can make additional payments directly to the intern to cover these costs if they feel it is appropriate.

Can we pay performance bonuses for good work?

Companies may reward good work, although this should also be as private arrangement between the company and the intern.

Can the intern work longer than the 13 weeks?

The duration of the SABRE project is 10 to 13 weeks. If you wish to extend the programme beyond 13 weeks, please contact us and we will discuss how we can make this possible. This could be through negotiation of the conditions of the internship programme or through other programmes run by The University of Nottingham.

