



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 - interns

How much will I be paid?

You are eligible to be paid an hourly rate of £10.03 (including holiday pay) for 37.5 hours per week. The internship duration is ten to thirteen weeks.

What happens if I am asked to work longer than 13 weeks?

Companies are required to re-negotiate with us first if they require you to work longer hours. They might contact you initially to confirm your availability or agreement in regards to this. When this has been agreed between the company and GRACE, please wait for a letter or email from GRACE as proof of confirmation before you commence on the extended hours.

Who is my employer?

You will be 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 and sent on the 8th of each month.

When will I be paid and how often?

Interns are paid monthly through The University of Nottingham, on the second to last working day of each month. Proof of hours worked up to the 8th of each month will count towards that month's payment. Hours worked after the 8th of the month will be carried over into the following month.

Will I pay Income Tax?

Students are liable for income tax on any earnings above £10,500 (in the tax year 2015/16) that they generate during their time in higher education. If you only earn income from your summer placement (maximum 13 weeks), you shouldn't have to pay any Income Tax.

However, most employers deduct tax from your wages through PAYE ('Pay As You Earn'), and this is averaged out over the year. This means that although you may have a short-term job (such as your summer placement), you pay tax on your income as though your job was year-round. To clarify, as an intern who is paid £10.03 per hour for 37.5 hours per week placement, it is likely Income tax will be deducted from your earnings because in a year, your salary is £19,559. This means that you may be entitled to a refund at the end of the tax year. You can verify this using the [tax refund calculator](#).

Please note that

- refunds are usually resolved by sending your P60 or P45 documents to the HR department of your employer (this will be mentioned in your *casual worker registration form* which you will complete after signing your contract)
- it is important that you retain your payslips and any P60 or P45 documents that you are given whilst on your placement in case you need to verify any information with the Inland Revenue

Further information and advice is available from: www.direct.gov.uk/studenttaxadvice

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

You will be paid for the hours you have completed on the project, regardless of the reason for the contract being terminated early.

When will I start?

The dates of the ten to thirteen-week internship should be arranged at a mutually convenient date between yourself and the company. Please consider any c holidays you have booked when arranging the start date.

What other expenses can I claim?

Unfortunately, the scheme can only pay for your time. The company may wish to help with travel, accommodation or other living expenses, but that will be by arrangement with them.

Can 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. Please visit [UoN accommodation](#).

If you're based outside Nottingham, you can enquire at the local Universities for temporary or visitor accommodation services. We can provide letters to accompany your application.

For all private sector enquiries, visit www.unipol.org.uk (if your internship is in close proximity to Leeds, Bradford and Nottingham). Alternatively, visit <http://www.spareroom.co.uk/> and <http://www.universityrooms.com/en/countries/gb>

