

Department of Computer Science Postgraduate Internship Scheme 2023-2024

This document gives guidance on the Department of Computer Science's (DoCS's) postgraduate internship scheme. It should be read alongside the Department's MSc Project Guidance document.

The Internship Scheme provides an opportunity for students to complete the INM363 Individual Project module by undertaking a client-based project for an organisation.

SMCSE MSc courses that participate in the scheme can be found on the School's web pages - <http://www.city.ac.uk/mathematics-computer-science-engineering/placements-and-internships/placement-internship-schemes/computer-science/postgraduate-internships>

The DoCS Postgraduate Internship scheme is managed by the Corporate Relations and Employability Unit (CREU) who can be contacted via STEM-placements@city.ac.uk or +44 (0)207 040 4055

KEY DEADLINES

The table below lists the key deadlines for students doing internships. Internship students produce a back-up project proposal to the normal full-time deadline and an internship-based proposal four weeks after the internship starts.

Key Deadlines Table

Mode	Process Stage	Deadline
Full- time study (non-internship)	Confirmation of project topic and supervisor	2 May, 2024 5pm
	Submission of project proposal on Moodle	Sunday, 19 May 2024, 5:00
	Submission of final project report	2st October 2024, 5pm
Part- time study and Internship Students	Confirmation of back-up, non-internship-based project topic and supervisor *	2 May, 2024 5pm
	Submission of back-up, non-internship-based project proposal on Moodle	Sunday, 19 May 2024, 5:00
	<p>Note: Students who have secured an internship must inform the Corporate Relations and Employability Unit, their course director and their academic supervisor as soon as possible, and by this deadline</p> <p>Inform your academic supervisor of internship and proposed internship-dissertation topic (by email to supervisor copied to Corporate Relations and Employability Unit (CREU), STEM-placements@city.ac.uk). This should include what problem you plan to address, your preliminary thoughts about how you will solve it and what you will need from your placement employer.**</p>	14 June 2024*, 5pm
	Submission of internship-based proposal (via submission area on Moodle). Students should also email their supervisor and the Corporate Relations and Employability Unit	Within four weeks of the official internship start date (official internship start date is normally 1 st July)
	Submission of final project report (via submission area on Moodle)	9th , December 2023, 5pm

* Please, inform your project supervisor about your intention to secure an internship

** Students will only be allowed to accept an internship after this deadline with the written permission of their academic supervisor, their course director and the CREU.

INTERNSHIP

Finding an internship

Internships are advertised by the CREU between **February** and **May** on the Vacancies on Offer page – our own internal vacancies board. Internships are visible **only** to those students who have submitted their CV and had it approved by the CREU. Once this has happened you will be issued with details on how to access the page and view advertised roles. Information sessions and support materials are available from September and can be seen on the Internships section of *the Postgraduate Resource Centre* on Moodle.

Students can apply for as many internships as they like using the format (CV, letters, application forms etc.) described in the internship job descriptions and using the method (direct to organisation, upload to Moodle) stipulated. Organisations wishing to interview students normally contact candidates directly. Students are also encouraged to source their own internships should the advertised opportunities not reflect their research interests.

Support for finding internships and making applications is offered by the CREU who can be contacted via STEM-placements@city.ac.uk

Accepting an internship offer

Once you have accepted an internship, you must inform the Corporate Relations and Employability Unit by sending an email to STEM-placements@city.ac.uk **copying in the course director and your academic supervisor**. You will be asked to provide details of the internship. Please note that internships must be between 3-6 months in **duration and you are required to demonstrate that you are working at least 350 hours**. This means that for a 3 month internship you would be required to work full-time (35hrs a week) whilst for a 4-6 month internship you could scale this back to 3-4 days a week. Once these details have been received, you will be assigned a Work-based Learning Advisor who will contact you to arrange a pre-internship briefing a few weeks before the official internship start (which is normally the beginning of July).

Final approval for an internship needs to be agreed by the CREU, your academic supervisor and your Course Director.

Part-time Students

As a part-time student you are eligible to do an internship as an integrated part of your MSc. The internship would be done at the end of your 2nd year between the end of the exam period and your December dissertation submission. Deadlines for informing your academic supervisor and submitting your back-up dissertation proposal are the same date as for full-time (please see the timetable above).

PROJECT

Project Topic

Both before and once you have accepted an internship offer, you need to discuss the project topic with your academic supervisor. **It is your responsibility** – not the internship organisation's or your academic supervisor's - to ensure that that internship provides you what you require for your dissertation. Your academic supervisor will be able to advise on this and other dissertation-related matters.

Please note that you will need to inform your supervisor about any impending internships before you sign up with them as they will remain as your academic supervisor for your internship project.

Project Proposals

Students intending to undertake an internship are required to submit two project proposals.

- The first is a back-up, non-internship-based proposal submitted to the normal full-time deadline (see *Key Deadlines Table*). This might address the same area as your internship proposal, if it is feasible to develop outside of the context of an internship.

- The second is the internship-based proposal which must be submitted within four weeks of the internship starting. Both proposals have their own submission areas on Moodle.

In order to start your dissertation and to start your internship you will need to have passed the required modules to be able to “*proceed to project*”. This information is available after the June assessment boards. Consequently, students do not officially start their internships until advised to “*proceed to project*” by the June Assessment Board.

Approval of Project Proposal

Project proposals are assessed by Academic supervisors within two weeks of their submission and are either approved or referred. It is the responsibility of the student to ensure that re-drafted proposals are submitted to Academic supervisors according to the feedback given. Copies of approved proposals should be given to both the CREU and the Programmes Office and submitted on Moodle.

Since the supervisor may only accept a proposal if they see a reasonable probability of a successful project, it is highly advisable to discuss the intended topic with the supervisors before you proceed to writing the detailed project proposal. In particular communicating your plans to the supervisor is mandatory – see *Key Deadlines Table*.

INTERNSHIP ARRANGEMENTS

The arrangements for taking an internship are set out below and should be read carefully before any internship applications are made. You will be required to sign a letter agreeing to the following Internship Arrangements:

1. **Purpose:** Your internship provides an opportunity for you to complete the Individual Project module for your postgraduate degree by undertaking a client-based project for an organisation. That organisation is called the “internship provider”. Your main contact at the internship provider will be your client-based supervisor. Your client-based supervisor (or workplace supervisor) is the person who manages your work, who is responsible for you at the internship provider, or the person with whom you will agree your project objective and plan. You will maintain regular contact with your client-based supervisor, and agree your working arrangements with him/her.

2. **Agreement of Project Objective and Plan:** To meet the expectations of the internship provider and the academic project requirements, you will discuss the proposed work with your client-based supervisor and with your Academic supervisor, until you have an agreed project objective and plan.

3. **Support and Documentation:** While on internship you will be supported by a Work-based Learning Advisor (WLA), who is a tutor from the Corporate Relations and Employability Unit (CREU). Your WLA will meet with you before and during the internship and provide ongoing support throughout the duration of the internship.

4. **Project Guidelines and Duration:** You will carry out your project in accordance with the project guidelines for your academic programme, but submit your project report by the December deadline for part-time students as stated in your project scheme documents. You are required to demonstrate that you are embedded into an organisation and working in collaboration with company employees in order to gain practical industry experience (please note the exact nature of this could vary from company to company). As confirmed above, internships must be between 3-6 months in duration and incorporate a minimum of at least 350 working hours.

Please note that whilst it is possible to start an internship before early July, you will need to ensure that your end date is not before 1st October. Internships starting and finishing before these dates will not be accepted and will result in your end date not being changed from October to December.

5. **Roles:** The following people have roles in your internship and project:

- Your **Academic supervisor** is responsible for guidance on academic matters and guidance in terms of University and module requirements.
- Your **Work-based Learning Advisor** will support you with internship/work-related matters
- Your **Personal Tutor** retains responsibility for you while you are on internship – for matters not specifically relating to either the individual project or your internship
- Your **Workplace Supervisor** is your manager at work.

6. Intellectual Property Rights; You will act in accordance with the University's policy on intellectual property (IP) which is set out in "City University: A Guide for Managing Intellectual Property" available on the University's website. This is written to encourage staff and students to recognise IP rights and to assert the University's ownership of IP arising from staff and, in some cases student work.

As a student on a taught programme you will normally retain rights to any IP you develop, but you can assign those rights to third parties under the policy (Annex 3) which covers students "*working on a sponsored project as part of their coursework or research*". You may be asked to assign your IP rights to the internship provider. Normally this will be covered in the employment contract or internship agreement.

You will recognise that any IP arising from staff work in the course of their employment belongs to the University. For this internship, the University will waive its IP rights, where a simple model of internship project academic supervision is applied, in which your Academic supervisor will provide academic guidance to you on internship (in response to you seeking such advice) in terms of situating the project work in an appropriate theoretical context by advising you on relevant sources of information on the topic which are in the public domain.

8. Confidentiality and Non-Disclosure: Issues of confidentiality will normally be covered in an employment or consultancy contract between you and your internship provider. **You will need to ensure - before agreeing your project objective and plan - that you can write up your project report without breaching the confidentiality requirements of your internship provider.**

If you are undertaking project work for an organisation where no employment or other contractual relationship exists between you and your internship provider, by signing this letter you are agreeing to adhere to the following provisions covering information received from your internship provider. Confidential information is defined as any information which is disclosed by your internship provider to you in a manner indicating that it is confidential in nature or which would under the circumstances appear to a reasonable person to be confidential, and you will;

- Treat and maintain as confidential all confidential information supplied by your internship provider
- Store in a secure place all confidential information provided by your internship provider
- Use confidential information only for the purposes agreed with your internship provider

9. Contact: You will keep in regular contact with the University (e.g. the Corporate Relations and Employability Unit , Programmes Office, your Supervisor and your Personal Tutor) while you are on internship, advising them of any material changes relating to your internship or any other matters that may affect the University in relation to this programme (e.g. you will tell the Programmes Office of changes of address, in the usual way).

10. Health and Safety: You will read the Health and Safety Guidance Note for Students on Placement prior to starting your internship. You will ask your internship provider to complete a Health & Safety Questionnaire and return this to your WLA.

Students who complete the Individual Project module by participating in the internship scheme should be aware that the academic aspects of project work are the same for both internship and non-internship projects but, in the case of internships, the project must adhere to the part-time deadlines indicated below in the *Key Deadlines Table* above

Support while on internship

Your Work-based Learning Advisor (WLA) will keep in contact with you while you are on internship. This contact will vary according to the length and location of your internship. It could include visiting you and other contact by email, telephone etc.

Your WLA will discuss support options relating to professional development.

You will arrange contact points with your academic supervisor. He or she is responsible for advising you on the academic aspects of your dissertation. Please plan an interaction schedule with your supervisor taking into account possible absences during the summer. Your academic supervisor might be able to join your WLA on visits.