

Student Information

Name:

Gender:

Date of birth (dd/mm/yyyy):

Country of citizenship:

Address line 1:

Address line 2:

City:

State/Region:

Zip/Postcode:

Country:

Phone:

Email:

Emergency Contact Information

Emergency contact:

Home phone:

Work phone:

School Information

Sponsoring institution/provider (if applicable):

Home institution/university:

Subject area of studies:

Are you taking this internship for credit?: Yes No

Coursework

Please list any coursework or experience gained through your degree that is relevant to your internship goals:

Experience

Please provide three examples of employment or extracurricular involvement in which you've demonstrated responsibility. Include a description of your duties and the skills acquired:

Experience continued

[Empty text area for continued experience]

Placement areas/type of work

Please list your desired areas of work in order of preference. You must list 3 choices. Please note that it may not be possible to place you in your first choice:

1.

2.

3.

NB. If you are applying for a political placement, please see the political opinions statement below.

What are your future career plans and how will your internship placement area relate to these plans?

What types of duties do you expect to be given?

Please provide any additional information that will assist us in locating the most appropriate and rewarding placement for you. Include any special skills you may have i.e. computers, languages, strengths, personal qualities etc. (Use an additional sheet if necessary)

Internship Agreement

1. Internships are non-paying.
2. You should be aware that while LSBU will try to secure a placement within an area you specify, there is no guarantee that LSBU can find a placement that exactly meets your expectations and you may be placed in an alternate, but related area.
3. Your site is expected to provide a site supervisor who will serve as your point of contact and advise you on work related issues. It is the intern's responsibility to maximise that opportunity by observing the practices of the workplace and asking pertinent questions.
4. The LSBU Study Abroad Team is there to help you and act as a conduit between yourself and Anglo Educational Services who arrange and coordinate the internship placement. You should feel free to contact us for advice and assistance during office hours.
5. The precise number of hours will vary according to your programme, however, all interns are required to commit to a minimum of 15 hours per week. Exact scheduling will be worked out with your site supervisor at your interview in country.
6. You will be required to complete a minimum of 120 hours of your placement to fulfil the practical internship requirement of the module.
7. Completion and return of the Internship Feedback Form is mandatory.
8. Internship hours do not include travelling time. Expect to spend an hour commuting each way.
9. An intern is expected to demonstrate an acceptable degree of competence and initiative before being given more meaningful tasks.
10. If issues arise, it is the intern's responsibility to initiate dialogue with their site supervisor and inform the LSBU Study Abroad Team and Anglo Educational Services.
11. It is your site supervisor's prerogative to make changes to your duties and assign you other tasks.
12. Interns are expected to maintain acceptable standards of dress, behaviour, and respect in interaction with colleagues, supervisors and managers.
13. Interns must follow all conditions of employment at their internship site.
14. You are required to inform your supervisor at your internship site of planned or unplanned absences or tardiness. Missed hours must be made up.
15. At the beginning of every programme, there is a compulsory internship orientation.
16. Interns must attend their interview at the stated time.
17. Sites retain the right to refuse an intern on the basis of their interview. There will be no refund in this instance. LSBU will provide an alternative placement opportunity, potentially in a different area of interest.

18. In the event of an internship being terminated by the site, the LSBU Study Abroad Team will assess the individual situation and act accordingly. There will be no refund. An alternative site will be provided only if the circumstance is deemed appropriate.

19. The LSBU Study Abroad Team has the right to terminate an internship at any time there is evidence that the student has failed to meet his or her basic responsibilities. The decision is final and may not be appealed. Under such circumstances, the student will be removed from the LSBU Study Abroad programme. There will be no refund.

20. To facilitate the organisation of a placement, LSBU will share the following information with Anglo Educational Services, who will then share this information with potential internship sites and internship placement companies:

- CV
- Cover Letter
- Professional Reference
- Academic Reference
- Completed Immigration Information Form
- Completed Internship Application Form
- Passport copy

21. Once your student visa is received, a copy will be sent to Anglo Educational Services who will send this to your confirmed internship placement company.

22. Students who join the LSBU Study Abroad programme through an education provider will be subject to the following:

If required LSBU will share information regarding the internship with the education provider. This includes:

- Informing the relevant education provider representative of any issues with a student's performance or behaviour during the internship
- Sharing with the education provider any evidence of these issues.
- Inviting the education provider representative to any performance review(s) or disciplinary meeting(s) with the internship provider organisation
- Inviting the education provider representative to any internship update meeting(s) or discussion(s) held with the internship coordinator Anglo Educational Services (AES).
- If a placement is terminated LSBU will inform the education provider representative immediately

Signatures

I have read and understood the above conditions and agree to abide by them. I have also read and understood the attached privacy notice.

Name:

Signed:

Date:

Disability information

You are under no obligation to disclose any disabilities you may have. However, disclosing a disability may help you get reasonable adjustments to enable you to fulfil the potential of the internship. Any disability information you provide may be shared with Anglo Educational Services, the education provider, and potential placement providers. If you do not wish to disclose a disability at this stage you may do so a later stage, however this may affect the timeliness of any adjustments to be made. **Only fill in the section below if you consent to your disability information being processed as described. You can withdraw your consent at any time by contacting studyabroad@lsbu.ac.uk.**

Do you require accommodations for a disability at your internship site? Yes No

Date:

If yes, please submit detailed information:

Political opinions

If you are seeking a political placement, you will be asked at interview about your political opinions in order to assess and provide an appropriate placement for you. This information will be held by Anglo Educational Services and will only be shared with a suitable placement that is a political placement, and where necessary LSBU and the education provider. You are under no obligation to disclose political opinions, but not doing so could hinder the provision of a suitable placement. **If you consent to your political opinions being processed as described, please tick the yes box below. You can withdraw your consent at any time by contacting studyabroad@lsbu.ac.uk.**

Are you seeking a political placement and consent to your political opinions being processed for this purpose? Yes No

Date:

Privacy Notice

This privacy notice explains how London South Bank University will process your personal data in connection with providing internship opportunities. Further information on how London South Bank University processes personal data, your data protection rights, and how we can be contacted can be found at: www.lsbu.ac.uk/footer/data-protection. The Applicants and Students Privacy Notice can be found here: www.lsbu.ac.uk/data/assets/pdf_file/0007/127915/applicants-students-privacy-notice.pdf.

Categories of personal data, purpose and legal basis

We will process the following personal data in order to assess your application and manage the internship process.

Category of personal data	Purpose	Legal basis
Application information: <ul style="list-style-type: none">• CV and cover letter• Professional references• Academic references• Immigration details• Application details• Copy of passport	Assess eligibility for the internship programme, securing an internship placement, supporting you through the application.	Necessary to perform a contract with you (the Internship Agreement).
Performance information while on or at the close of a placement (including any issues, e.g. behavioural/disciplinary).	Manage the internship process and to give effect to the agreement.	Necessary to perform a contract with you (the Internship Agreement).
Health and safety information while on placement.	To meet health and safety obligations.	Legal obligation
Disability information (where applicable).	To provide you with support and reasonable adjustments.	Explicit consent.
Political opinions where you're applying for a political placement.	To assess and provide an appropriate internship placement.	Explicit consent.

You will not be subject to decisions made about you solely based on automated processing, including profiling.

Recipients of personal data (or categories of recipients)

We offer placements in conjunction with Anglo Educational Services (<https://angloeducational.com/>). Information relating to your application and placement may be shared with them as well as your placement provider. Information relating to your application may be shared with several potential placement providers.

Retention period

Information on how long LSBU keeps your personal data is set out in the Student Records Retention Schedule: www.lsbu.ac.uk/footer/foi/publication-scheme.

Data subjects' rights

The following are your rights as a data subject in relation to the data processed under this privacy notice. You can exercise your rights, or ask for further information, by contacting the Data Protection Officer on dpa@lsbu.ac.uk.

- The right to be informed about what we do with your personal data.
- The right to access your personal data.
- The right to have your personal data corrected if it's inaccurate, or completed if incomplete.
- The right to have your personal data erased in certain circumstances.
- The right to request restriction of the processing of your personal data.
- The right to obtain and reuse (data portability) your personal data where it is based on consent or contract as a legal basis.
- Where you have given consent to processing your data, you have the right to withdraw your consent at any point.
- You have the right to complain to the Information Commissioner's Office (ICO) about the way in which we process your personal data. You can make a complaint on the ICO's website <https://ico.org.uk>.