

Internship Programme 2020

for Undergraduate Students

Department of Political and Cultural Studies

INFO PACK

The Internship Programme offers a unique experience of studying abroad and gaining work experience at the same time. The taught modules will introduce you to Politics in the UK and EU and the internship creates an opportunity to be part of policy making, research, delivery of public services or ministerial activity in practice.

Programme Dates	Start: 27th January 2020 End: 8th May 2020 Composition: <ul style="list-style-type: none"> • 3 weeks of seminars + 1 study week (24 hours in total) • 6 weeks internship (120 hours in total) • 2 weeks of Easter recess • 3 weeks of seminars (24 hours in total)
Language of instruction	English
COURSE DETAIL This is a fixed programme of study with 3 compulsory courses. There are no additional optional courses available. PO-UX00A Introduction to British and European Politics (15 Swansea Uni credits) PO-UX01A Internship in British/European Politics (30 Swansea Uni credits) PO-UX02A Policy-Making in British and European Context (15 Swansea Uni credits)	
Credit Load 60 Swansea University credits in total (30 ECTS credits)	
INTERNSHIP PLACEMENT OPTIONS (number of available places may differ each year) Parliamentary Placements: <ol style="list-style-type: none"> 1. The National Assembly for Wales - a devolved parliament based in Cardiff with the power to enact laws for Wales. Students will work alongside Assembly Members and witness first-hand how legislation is made and how it impacts on constituencies. Students' activities range from research support, assisting writing policy briefs and reports, writing press releases or contributing to speeches and parliamentary questions. Placement office locations: Swansea and Cardiff. (www.assembly.wales) 2. Members of UK Parliament - Students will work alongside a Member of Parliament in the local constituency office in Swansea and surrounding areas, and gain an insight into the multilevel dimension of policy-making and representation of constituency interests. Students' activities range from research support, assisting writing policy briefs or reports, writing press releases or contributing to speeches and parliamentary questions. (www.parliament.uk) Non-profit / Non-governmental organisations: <ol style="list-style-type: none"> 1. Race Council Cymru is a Swansea based non-profit organisation that aims to combat prejudice, race discrimination, harassment and abuse while at the same time promoting art and celebrating the vibrant black and ethnic minority contribution through Art, Culture and Heritage activities across Wales (www.racecouncilcymru.org.uk) 2. CAB – Citizens Advice Bureau (Swansea, Neath, Port Talbot) is a charity that offers advice on issues related to money, housing, benefit or employment problems. Citizens Advice aims to improve policies that affect people's lives and runs campaigns on issues such as benefit reforms, mental health, consumer rights or scams awareness. Students 	

would be involved in the local Swansea office with preparing meetings, policy research, preparing press releases, shadowing advice sessions and supporting the daily work of CAB. (www.citizensadvice.org.uk/local/swansea-neath-port-talbot/)

3. **Public Health Wales** - National public health agency in Wales - 2020 Projects:

- Taking Action Locally (CAPITAL) project: Exploring asset based approaches to strengthen community cohesion amongst groups at risk of social exclusion. Ideal project for someone who is interested in community engagement and participation and the impact on health and well-being.
- Project on resource development: "Understanding your child" Parenting resource in Arabic to test usability amongst the sanctuary-seeking population. Project will focus on engaging with various stakeholders in the region to encourage take-up of the new resource. (<https://phw.nhs.wales/>)

VISA REQUIREMENTS

You will be able to find step-by-step instructions on how to apply for your **TIER 4 visa** on Swansea University's website: <http://www.swansea.ac.uk/international-campuslife/immigration/applying-for-a-visa/>

- **You will be required to apply for a TIER 4 visa due to the internship element of your study abroad course.**
- Please familiarise yourself with the TIER 4 visa application process as soon as possible – **you do NOT need to wait for your CAS statement to start preparing.**
- A Tier 4 visa will cost approximately \$435 (£348 in Sept 2019)
- You cannot apply for your Visa **until 3 months** before the start of your studies at Swansea and only once you have received your **Confirmation of Acceptance for Studies (CAS)** from Swansea can you submit your visa application.
- **Tier 4 visas must be obtained before travel to the UK!**

NB: Please ensure your passport is in date!

Financial evidence

As part of your visa application you will have to be able to proof that you have **£1,015 available for each month** of your study abroad course. Your course duration will stretch over four months, therefore you or your parents/guardians should be prepared to provide financial evidence of **£4,060** for your time spent at Swansea University.

Please see <http://www.swansea.ac.uk/international-campuslife/immigration/applying-for-a-visa/> for

- **Guide to making a TIER 4 visa application overseas**
- **Guide to completing the overseas TIER 4 application form**
- **Guide to documents required for a TIER 4 application**

COSTS

Regarding tuition fees, please check with your Study Abroad advisor what arrangements with Swansea University are in place at your university.

Additional costs include flights, Tier 4 visa, accommodation, bus pass, subsistence and health insurance. As the duration of your course of study will be less than 6 months, you will not be entitled to UK healthcare. We would strongly advise you to ensure you have medical/health insurance cover before travelling to the UK.

See <https://www.swansea.ac.uk/undergraduate/fees-and-funding/cost-of-living/> for more information on the cost of living in the Swansea area.

INTERNSHIP TRAVEL COSTS

Depending on your preferences for the internship, additional costs of travel to the office will occur. Here are a few examples of travel costs:

Approximate costs for Swansea – Cardiff / Cardiff Bay:

Hourly service departing from Swansea City Bus Station – Journey time to Cardiff Bay: 1 hour

Daily return ticket: £8-10

Weekly ticket: £30-35

<https://www.firstgroup.com/south-west-wales/routes-and-maps/x10-swaneasa-cardiff-express>

Approximate costs for Swansea – London (Internship with MP):

Please note that you **might** be asked to spend some time of your internship period in London (**this can not be guaranteed**), please see suggestions for travel, accommodation and prices below

Train: Hourly train connections are available and length of journey is approximately 3 hours into Paddington Station in London. Prices vary, estimated cost for a return ticket: £85

Bus: Hourly bus connections are available and length of journey is approximately 4-5 hours into Victoria Bus Station in London. Prices vary, estimated cost for return ticket: £20-40

Hostels: The Walrus Bar & Hostel, a 7 minute walk away from the Houses of Parliament. Approx.£25/night
The Steam Engine Hostel, 1 mile walk away from the Houses of Parliament. Approx. £25/night

For internships at the **National Assembly for Wales only:** A *Certificate of Good Conduct* will be required as part of their criminal record checks and security procedures. We will provide guidance for this process closer at the time.

UNIVERSITY ACCOMMODATION

All visiting and exchange students will receive help from Residential Services in finding university accommodation. Places are available in University Residences as well as University managed flats and houses in Swansea.

Only when you have been accepted to Swansea can you apply for university housing online. To apply, or for more information, please visit: <http://www.swansea.ac.uk/accommodation/applying-for-accommodation/nonstandardcourselength/>

Hendrefoilan Student Village: A 10 minute bus ride away from Singleton Park Campus. If you choose to stay in the Student Village a free bus pass will be included in your accommodation package.

Room Costs: approximately £93/week including a free bus pass

Please note that although the Student Village is a low budget option, the main Village site is currently under construction and building noises and interruptions to services may occur.

Halls of Residence on Singleton Park Campus: Different types of residences are available on Singleton Park Campus and prices vary depending on the package you choose. For further info please see

<http://www.swansea.ac.uk/accommodation/residences/singleton-campus-residences/>

The deadline for all University Accommodation applications is 29th November 2019.

NON – UNIVERSITY ACCOMMODATION:

If you prefer **NOT** to stay in University Residences here are a few options you might want to consider:

Swansea Homestay offers a city wide network of more than 100 host families available to host international students. Homestays are located throughout Swansea but are mainly concentrated in the popular student areas of Brynmill, Uplands and Sketty, all close to Singleton Park Campus.

Prices range from £104/week - £142/week depending on the meal options you choose.

For further info please see www.swanseahomestay.com

Swansea Studentpad is run by the University in-house Letting Agency SAS Lettings which advertises private landlords' rooms, apartments and flats on:

<http://www.swanseastudentpad.co.uk/Home>

Hurst Dene offer self-catering rooms and apartments in the sought after area of Uplands, in close amenity to the Singleton Park Campus. For prices and booking instructions please see

www.hurstdene.co.uk

AirBnB offer a range of local accommodation options from individual rooms, apartments to flats and houses. Please see www.airbnb.co.uk for further info.

ADMISSION REQUIREMENTS

To apply, you need to have:

- At least two courses in relevant subject areas completed (i.e. Politics, International Relations, Government, Social/Public Policy) having achieved grades B or above, at the point of application.
- Above median GPA for courses in relevant subject areas at the point of application (please check with your Study Abroad office)
- An academic reference from an academic or professor who has taught you at university.
- A resume/CV with a summary of your education and previous work experience (if applicable).
- Full fluency in English is a pre-requisite as students will often answer telephones, take notes, and write letters, briefing papers and press releases.

The minimum English language test scores we accept for the Internship Programme are as follows:

- IELTS (Academic module) 8.0 overall, with a minimum of 8.0 in each component
- TOEFL iBT 110 overall, with a minimum of 27 in each component

HOW TO APPLY

Please complete the application form in Appendix 1 below and return it to your Study Abroad office by the date of the application deadline. Make sure to complete all sections of the application and include the following:

- An up-to-date CV including information about education and previous work experiences (if applicable).
- A 250 word personal statement to support your application and explain your placement preferences. The statement and the CV are informing our decision on the fit between you and the placement provider.
- An Academic reference from an academic or professor who has taught you at your university.
- Ranking of three preferences for your internship. NB: We will try to accommodate each applicant's preferences but we do have limited places for each of the internship options. Depending on the number of applications and the distribution of preferences, we may not be able to offer your first choice.
- A copy of the biographical page/s of your passport.
- A copy of your most recent academic transcript (either on university letterhead or university stamped)
- If English is not your first language, please include an English language certificate no more than two years old at the beginning of your degree course.

APPLICATION DEADLINE

Please return your completed application form to your Study Abroad office between the 1st and 15th of October. Your Study Abroad office will have the specific date for each academic year.

TRANSCRIPTS

Final Official transcripts will be sent out by Swansea University at the end of August 2020.

APPENDIX 1

Application Form for Undergraduate Politics Internship Program at Swansea University – Spring 2020

Please complete this form **ELECTRONICALLY** or **PRINT** your details in **CAPITAL LETTERS** using **black ink**.

Personal Details			
Surname (Last/Family Name):		First Name(s):	
Date of Birth (please write in the format shown: (eg 10/May/1984):		Nationality (as stated on your passport):	
Passport Number:		Passport expiry date:	
Gender:			
Permanent Home Address (not term time):			
City:	State:	Postcode: (Zipcode)	Country:
Email Address:			
Mobile (Cell) Phone Number:		Home Phone number:	
Have you ever studied in the UK before? Please indicate YES or NO:			
Home University Details			
Name of Home University (or equivalent institution):			
Degree subject/ Major and/or Minor:		Expected graduation date:	
Name of Home University Coordinator:		Coordinator Email address:	
Would you like to be allocated a student 'buddy'? YES ** / NO ** If you have indicated that you would like to be allocated a student 'buddy', you are consenting to share your email address with the Swansea student who will act as your buddy.			
The modules and study period at Swansea that you are applying for are:			
Modules: PO-UX00A / PO-UX01A / PO-UX02A		Dates: 27 th January – 8 th May 2020	
Please state your preference for type of internship: Please indicate your ranking of preferences (1 - 3)			
Non-Profit / Non-Governmental Placements with:			
<ul style="list-style-type: none">• Race Council Cymru, Swansea• Citizens Advice Bureau, Swansea• Public Health Wales			
Parliamentary Placements with:			
<ul style="list-style-type: none">• National Assembly Member (AM), Swansea & Cardiff• Member of Parliament (MP), Swansea (city + region)			

Disability/ Specific Needs

Please indicate which of the statements below is most appropriate to you. You **must** put an **X** in one of the boxes. We understand it may be difficult to tell us about a disability, medical condition or specific need. However, we encourage you to disclose information about your disability etc. to ensure the University is aware of your support requirements and so we can advise you on how we can best support you. If you do not provide information about your disability, medical condition etc. it may not be possible to arrange or make the necessary adjustments for you.

	A	No known disability
	B	Social/communication impairment eg Asperger/Autism
	C	Blind/partially sighted
	D	Deaf/hearing impairment
	E	Long term illness eg cancer, diabetes, epilepsy
	F	A mental health condition, such as depression
	G	Specific difficulty eg dyslexia, dyspraxia, ADHD
	H	A physical impairment or mobility issues
	I	Other disability/impairment/condition not listed
	J	Two or more impairments and/or medical conditions

(Please continue on a separate page if necessary)

Application Process

Please return your completed application form to your Study Abroad office between the 1st and 15th of October.

Your Study Abroad office will have the specific date for each academic year.

Please make sure you include the following documents:

- 1. An up to date CV including information about education, previous work experiences (if applicable).**
- 2. A 250 word personal statement to support your application and explain your placement preference. The statement and the CV inform our decision on the fit between you and the placement provider.**
- 3. An academic reference from an academic or professor who has taught you at your university.**
- 4. A copy of the biographical page/s of your passport (if you do not currently hold a passport, you must commence the application process immediately).**
- 5. A copy of your most recent academic transcript (either on university letterhead or university stamped)**
- 6. If English is not your first language, please include an English language certificate no more than two years old.**

Incomplete forms will not be accepted.

PRIVACY STATEMENT

I confirm that, to the best of my knowledge and belief, the information given on this form is true, complete and accurate.

Agree Disagree

I understand that any offer of a place to study as an exchange/visiting student at Swansea University will be based upon the information given in this form. Swansea University reserves the right to establish the authenticity of my application and it reserves the right to cancel my application if it transpires that false or misleading information has been provided in support of this application by me, by my referee or by any other person acting on my behalf.

Agree Disagree

If new information becomes relevant I will contact the Go Global team at Swansea University with full details.

Agree Disagree

I accept that the information given on this form will be retained by the University and used for the purpose of processing my application, in accordance with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Agree Disagree

For more information please see our Student Privacy Notice: <https://www.swansea.ac.uk/about-us/compliance/data-protection/student-privacy-notice/>

I understand that the information stored by Swansea University may be used for reporting, both internally and externally, and that the University may also check the information provided by verifying qualifications with any previous educational establishment I have attended and with the UK Home Office.

Agree Disagree

I understand that the academic results of my study period at Swansea University will be shared with my home university.

Agree Disagree