

Terms and Conditions for Middlesex University Internship Scholarships

1. Introduction

These Terms and Conditions govern the Internship Scholarships (hereinafter referred to as "the Scholarship") offered to Middlesex University (MDX) students, coordinated by the Careers and Employability Service at Middlesex University, with internships provided by, internal and external partners or employers.

2. Purpose

The Scholarship aims to provide students with opportunities to gain practical experience and advance their career plans through industry internships, which are granted based on selection via the online interview platform (i.e. Shortlist.Me), submission of a CV and Cover Letter, or participation in organised activities (i.e. assessment days, training programmes, networking events, etc.).

3. Administrator

The Scholarship is administered by the Careers and Employability Service at Middlesex University.

4. Eligibility Criteria

- a. Applicants must be currently enrolled in a programme of study at Middlesex University or have graduated no longer than two years ago.
- b. Applicants must participate in the application process as instructed.
- c. Specific eligibility criteria may vary for each internship opportunity and will be detailed in the respective internship announcement.

5. Application Process

- a. Application Period: The start and end dates for the application period will be specified in the internship announcement.
- b. Application Method: Applicants must submit their applications in person or via email or the Shortlist.Me platform, as specified by the university.
- c. Required Documents: The application may require the submission of documents such as CV, Cover Letter, exercise files, transcripts, personal statements, and references, as specified in the internship announcement.

6. Selection Process

- a. Selection Criteria: Applications will be evaluated based on criteria such as communication skills, practical experience, alignment with career aspirations, eagerness, and commitment to the role.
- b. Selection Committee: Members of the Careers and Employability Service will be responsible for selecting the scholarship recipients.
- c. Notification: Applicants will be notified of the outcome through email within a specified timeframe.

7. Scholarship Details

- a. Number of Scholarships: The number of scholarships awarded will depend on the available internship opportunities.
- b. Scholarship Amount: The value of each scholarship will vary depending on the specific internship and will be detailed in the internship announcement.
- c. Disbursement: Scholarship funds will be disbursed to the recipients according to the terms specified in the internship announcement, typically at the end of the internship period.

8. Obligations of Recipients

- a. Recipients must maintain their enrolment in a programme of study at Middlesex University throughout the internship period.
- b. Recipients are required to provide feedback on their internship experience at the end of the internship.
- c. Recipients must complete the required number of internship hours as specified in the internship announcement.

9. Terms of Termination

- a. The Scholarship may be terminated if the recipient fails to fulfill the obligations outlined in these Terms and Conditions or as specified in the internship announcement.
- b. There are no repayment obligations under normal circumstances, but any specific conditions will be detailed in the internship announcement.

10. Data Protection

- a. Applicants' personal data will be protected and used in accordance with Middlesex University's data protection policies.
- b. Only necessary data will be shared with the relevant parties involved in the internship selection and administration process.

11. Governing Law

- a. The terms and conditions of the Scholarship shall be governed by and construed in accordance with the laws of England and Wales.

12. Contact Information

For more information or support, applicants can contact MDXworks, the Careers and Employability Service at Middlesex University: mdxworks@mdx.ac.uk

Acceptance of Terms

By participating in the Internship Scholarships, students agree to comply with these Terms and Conditions.