



TU Dublin Policy

Internship Policy

Table of Contents

1. Document Control Summary	2
2. Introduction / Context	3
3. Purpose	3
4. Scope	3
5. Definitions.....	3
6. Policy Details	3
6.1 Policy Overview.....	3
6.2 Policy Details.....	3
6.2.1 Internships.....	3
6.3 Approval process.....	4
6.4 Change Process.....	4
7. Related Documents.....	4
8. Conclusions.....	4
9. Appendix	4
10. Document Management.....	5
10.1 Version Control.....	5
10.2 Document Approval.....	5
10.3 Document Ownership.....	5
10.4 Document Review.....	5
10.5 Document Storage.....	5
10.6 Document Classification.....	5

1. Document Control Summary

Area	Document Information
Author	Human Resources
Owner	Recruitment
UET Reference Sponsor	Niamh Shannon
Reference number	HRP040
Version	Version 1
Status	Final
Pre-approval body/bodies	UET, ARC and GB
Approval body	GB
Approval date	11/10/2023
Next review date	11/10/2026
Document Classification	TU Dublin Public

2. Introduction / Context

The University is supportive of initiatives that deliver on providing organised internship opportunities from time to time. In this regard, this policy has been developed to assist with clarity for line managers who may offer an internship.

3. Purpose

The purpose of this policy is to provide clarity and information on internships offered in TU Dublin.

This policy does not apply to placements including work experience for second-level students or work experience placements organised through the various departments or graduate trainee programmes. Internships are not usually available to current or former employees of the University.

4. Scope

This Policy document applies to line managers who may wish to recruit interns for work experience within the University. It also applies to those individuals who may join the University on an internship.

5. Definitions

Internship:

An **internship** is a professional learning experience that offers meaningful, practical work - related experience to a student's field of study or career interest.

6. Policy Details:

6.1 Policy Overview

The aim of the internship is to introduce the trainee intern to a structured work environment and to develop an understanding of the organisation, procedures, and practices current in the organisation and the area of activity in which they are involved. It is important, therefore, that the intern be provided with adequate opportunities within the work placement to experience a range of activities carried out within the functional area in which the internship is taking place and to contribute in a positive way to those activities.

The intern and hiring manager (or nominated supervising manager) should agree on the learning objectives for the internship on joining the University.

6.2 Policy Details

6.2.1 Internships

- These internships are normally funded from external sources, and with duration of up to 9 months. Internships cannot be extended or renewed.
- Internships should not be provided for types of work that are normally carried out by TU Dublin Core-funded staff, including administrative, technical, teaching and maintenance work. The internship process may not be used in place of the normal recruitment process in TU Dublin.
- In the Internship procedures document, you will find details regarding the approval process for internships, and a guide to recruitment, appointment, conditions and completing the internship.

- Interns are paid at the national minimum wage hourly rate pertaining at the time of the internship.
- interns will be issued with a contract of employment by the HR Department.

6.3 Approval process

This policy document will be approved by the following individuals/groups in following order:

- Firstly, by Head of Human Resources
- Then by COO as UET owner, who will sponsor the policy in going to UET
- Then, by University Executive Team
- Then, by Governing Body.

6.4 Change Process

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner and will be undertaken by the HR Policy Team (HRPT).

The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Human Resources.

Changes to the document will require a review of the document by the HRPT and the updated document to be re-approved.

7. Related Documents

The following documents are related to this policy documents. They include:

- TU Dublin Procedure for Internships
- TU Dublin Equality Statement (2019 -2022)

8. Conclusions

This document is a newly aligned policy document, which sets out the University policy for internships in the University.

The policy should be read in conjunction with the Internship Procedures.

9. Appendix

N/A

10. Document Management

10.1 Version Control

VERSION NUMBER	VERSION DESCRIPTION / CHANGES MADE	AUTHOR	DATE
Rev 1.0	Initial Revision	Declan O'Donovan	Aug 2022

10.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
Rev 1.0	14.06.2023	University Executive Team
Rev 1.0	11.10.2023	Governing Body

10.3 Document Ownership

This document is owned by the Head of Talent and Acquisition.

For contact purposes please see below:

Contact: Recruitment Team

Email: Recruitment@tudublin.ie

10.4 Document Review

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner.

The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Human Resources.

10.5 Document Storage

This document will be stored on the common personnel (Human Resources) drive. This procedure document will be accessible on the HR website under the Policies/Forms tab by all staff.

10.6 Document Classification

This document is a policy and is classified as 'TU Dublin Public'.