



## Fisheries Society of the British Isles

Registered Charity 256475

### Undergraduate Summer Internship Terms & Conditions

The Society will be represented by the chair of the Studentships sub-committee, on behalf of the FSBI Council, in all communications concerned with the appointment and administration of FSBI Internships.

#### Terms

1. Undergraduate Internships are available on a competitive basis and are intended to enable undergraduates to conduct supervised research projects in the UK or the Republic of Ireland lasting up to 8 weeks during the summer vacation whilst registered as a student, or during the summer immediately after completing the final year of undergraduate studies. Eight to ten awards will be made each year.
2. Internship competitions are open to any student member of the Society. To be eligible you must be studying for an honours degree in a subject relevant to fish biology, normally biological sciences. Other degree programmes will be considered by the sub-committee provided that the proposed project is within the field of fish biology or fish management. Awards will not be made to support work that forms part of a degree programme or for participation in an expedition.
3. The project submitted by the applicant should be approved by the proposed supervisor, and by the Head of Department of the host institution. Projects do not necessarily have to be conducted within the department or institution where the applicant is registered for a degree.
4. A grant of £200 per week up to a maximum of £1600 (i.e. 8 weeks) towards subsistence and travel expenses will be made. The award will be made by direct electronic transfer to the applicant's bank account by the FSBI Treasury.
5. The Studentships sub-committee will award projects solely on the content of the application form so the application form should be completed carefully. Spend time to produce a detailed and well-written proposal making sure to include a brief introduction, the aims, the work that is proposed and its benefits (to science and to the applicant). It is also important to include an outline of the timetable for the project to show that the proposed work is achievable within the time available.
6. Late submissions will not be considered. Only one application per individual will be accepted. All applications submitted by the deadline will be reviewed by the Studentships sub-committee whose decision on which projects to fund will be final.
7. Successful candidates will be informed by the beginning of May **and in accepting the award must take up student membership to the FSBI.**

#### Conditions

1. The proposed supervisor and Head of Department at the host institution must complete and return the form on behalf of the applicant. Incomplete applications will not be considered.
2. It is a condition of award that the intern submits a full report by 31 October following the internship, on the Final Report form available on the Internship webpage. The summary section of the report will be published on the website and may be published in the FSBI newsletter, subject to agreement with the newsletter editor.
3. **If an intern fails to submit a report neither intern nor supervisor will be eligible for**

**further grants until such time that the report is submitted.**

4. The financial support of the FSBI must be acknowledged in any publications arising from the research. A pdf copy of any such publication must be emailed to the chair of the Studentships sub-committee.
5. Recipients of awards are not required to submit an account of their expenditure, but the recipient must retain all receipts for 3 years after the grant award in case the Society is subjected to an audit of expenditure that requires the receipts. Only actual expenditure, backed by receipts, is acceptable under Charities Law (i.e. *per diem* rates will not be accepted in lieu of receipts).

Please be aware that applications will not be submitted to the grant committee until after the application round closing date. All applicants, whether successful or not, will be informed by the chair of the Studentships sub-committee but this may not be for up to two months after the closing date. Do not contact the Administration Office until two months have elapsed. Correspondence regarding the award should be directed to the chair of the Studentships sub-committee, and correspondence regarding the transfer of funds should be directed to the FSBI Treasurer (treasurer@fsbi.org.uk).

Last updated: 24 August 2012