



Nottingham Trent
University

Graduate Internship Scheme 2026

Guide for Host Organisations

1. Graduate Internship Scheme

Nottingham Trent University's Graduate Internship Scheme offers host organisations the opportunity to engage with one or more of our graduates to undertake a 6-week (full time), or 8-week (part time) internship to benefit your department. NTU will employ the graduates under our Unitemps service for the duration of the internship, and fully-fund the salary, paid directly to the intern.

We are looking for supportive environments for our graduates to gain confidence and build their knowledge & skills as they transition into the workplace. The scheme presents an opportunity for host organisations to enhance their mentorship skills by providing guidance, sharing expertise and nurturing talent.

As a host organisation, you will be offering our recent graduates a valuable internship opportunity to develop essential employability skills via a graduate level role. This is a perfect platform for you to trial and develop future talent.

2. What will the recruitment process be?

Nottingham Trent University will employ the graduate interns for the duration of the internship. Interns will be based at host organisations for the duration of the internship and will be mentored & guided by their line manager. As the employer, NTU will lead the application and matching process of graduates.

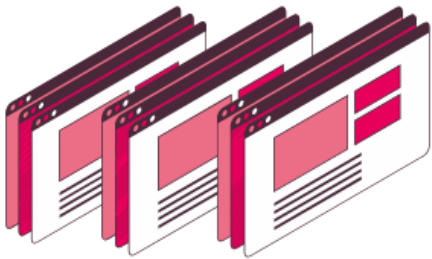
Please note that this year we are operating an Expression of Interest (EOI) process. We will be monitoring EOIs in line with graduate applications, and will contact you directly to complete the vacancy submission form if we think it is possible we can provide a match.

We will be responsible for managing applications, shortlisting and assessing all graduates based on core graduate competencies and match them to your vacancy / vacancies based on the below criteria:

- Technical & transferrable skills
- Supporting statement aligned to role category
- Video interview

We will match as closely as possible by using the information provided in your vacancy submission form. Please be aware that finding a suitable intern is dependent on the skillset of our available graduates so there is a chance that we may not find a match.

MANAGE APPLICATIONS



SHORTLIST GRADUATES



INTERVIEW AND ASSESS



MATCH TO YOUR VACANCY



Nottingham Trent University, as the employer will complete right to work checks for the interns and enquire about any reasonable adjustments they are entitled to under the Equality Act 2010. We will be in touch directly to discuss any arrangements that need to be made to accommodate the graduate's needs.

Nottingham Trent University, as the employer will fully fund the graduate's salary for the duration of their internship, and you will undertake the role of the host organisation for the allotted period. Interns will be expected to comply with your usual company policies and procedures for the duration of the internship.

You will be provided with the intern's details & supporting statement prior to the internship commencing, and invited to an online event to answer any questions you have about the scheme.

You will receive a partnership agreement, outlining the expectations of the yourselves as the host organisation, the University, and the graduate intern.

3. Graduate internship dates and timescales



Roles must be graduate level. Advice and guidance on job titles and role responsibility to suit a graduate can be given by the team via grad.internship@ntu.ac.uk.

Internships can be office based, hybrid or remote. They can be offered on a full-time basis (37 hpw over 6 weeks), or part-time (22.5 hpw over 8 weeks).

We invite employers register their interest through our Expression of Interest form. We will then contact businesses directly to submit full role profiles if we believe it is likely we have a potential match based on graduate applications we have received.

4. What do we expect from the host organisation?

On confirmation of a matched graduate to your role, we will send you an introduction email. Within this email, you will be given their contact details, and a summary of why they are interested in working in this particular field. The graduate will also receive an email providing a summary of your business, why you are involved in the scheme and how you plan to support them (this will be captured on your vacancy submission form).

We encourage your matched graduate to reach out directly to introduce themselves prior to the internship start date and discuss arrangements. We encourage you to use this time to get an understanding of your graduate's existing skill-base, areas in which they want to increase their competence, and their future career aspirations.

Throughout the internship, we expect host organisations to create supportive, nurturing environments for their interns, ensuring they have access to relevant expertise from the business to learn and grow.

As the employer, NTU will have contacted matched graduates to discuss any reasonable adjustments. We will be in touch with host organisations prior to the internship to ensure arrangements are in place to support the intern if required.

The graduate will be submitting weekly time sheets directly to NTU Unitemps for payment. We expect the host organisation to notify us of any time off (sickness or annual leave) during this period so the intern is paid accurately for the hours they have worked.



Understand the graduate



Designated line manager



Induction training



Monitor progress

We expect the host organisation to ensure the graduate is supported by having a line manager who will take responsibility for the graduate over the internship period. This includes induction & onboarding activities, relevant training, regular catch ups, ongoing mentoring & support, and giving regular constructive feedback.

Should any issues arise during the internship, you should address these issues directly with the Intern and inform the [NTU Employability Team](#). You must let us know if the Intern has been absent for any reason or does not work the agreed hours.

The line manager of the intern should conduct an exit interview with the Intern; identifying strengths and areas for improvement. We also ask that the employer complete a short feedback survey as part of the scheme.

The expectations of you as a host organisation, NTU as the employer, and the graduate will be outlined in the partnership agreement. You will receive a copy of this after your role has been approved for the scheme, which you will need to electronically sign and return to participate in the scheme.

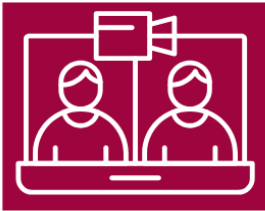
5. Support & Guidance for the Graduate Internship Scheme

The NTU Employability Team are here to support both the employer and the graduate throughout the process. We will check in with you at various times throughout the internship.

Prior to the internship commencing, host organisations will be invited to an online welcome event, taking place on Tuesday 28th July. The NTU Employability Team provide key details to help you prepare for the internship and answer any questions you have.

On confirmation of a matched graduate(s) the team will send over an email introducing you to the graduate, so that you can arrange a call ahead of the start date.

We would expect you to confirm at the call:



- First day arrangements – start time, access to systems, meeting in person or over teams etc lunch breaks.
- What the induction for the first week would look like.
- Information about your company and the role.

You will be provided with links to the following resources to help you throughout the internship. Further advice & guidance can be provided by the Employability Team.



- Creating an Induction Plan.
- What to consider when onboarding staff members.
- Mentoring guidelines to consider.
- Mental health and wellbeing toolkit.

NTU will contact the host organisation throughout the internship, but we welcome contact at any point to discuss the progress of your internship, any issues that arise, or any feedback you would like to share.

6. After the internship?

NTU will send out an Internship Employer Evaluation survey which we will ask you to complete. It's important that we collect employer feedback so we can make the necessary improvements to ensure we offer the best experience to both our employers and graduates.

Internship extensions or permanent full-time roles can be offered following the internship at the host organisation's discretion, depending on available opportunities and budget capacity within the business. NTU is unable to fund the salary beyond the internship period.

7. Interested in taking part in the Graduate Internship Scheme?

Please express your interest in hosting an intern using our [Expression of Interest form](#), which will ask for key details of the role such as job title and location.

Expressions of interest will be reviewed by the team on an ongoing basis alongside graduate applications to the scheme. The team will contact you directly to submit the full details of your role if we believe it is likely we will have a potential match.

Participating organisations will be sent a Partnership Agreement, setting out the expectations of you as an internship host, the University as the legal employer, and the graduate intern. This must be signed electronically through Docusign prior to being matched with a graduate.

If you'd like to discuss your internship project and learn about other ways NTU supports and works with local employers and organisations, please contact the NTU Employability Team using the contact details below.

Email: grad.internship@ntu.ac.uk