

Santander Universities SME Internship Programme: How do they work?

Who can apply?

Candidates: Only students and graduates from the last two years from UK Partner Universities.

Companies: Only UK based companies.

How to apply?

CANDIDATES

PHASE 1: Registration

Step 1: Register in www.santander-grants.com. Select 'Candidates – Register' and then 'Not yet registered?'

Step 2: Once you receive the activation email account, click on the link and access the scholarship application with your username and password.

Step 3: Select "Santander Universities SME Internship Programme" and press the "Candidate - Open Enrolment" button to access the registration form.

Step 4: Complete all fields of the form, upload your CV and save your request. Your status should change to "Registration complete". If not, there is a list on the right hand side of fields that have not been filled in. Once you've completed all these fields your status should change to complete.

Step 5: Simply log out to submit your application. Your university will contact you if you've been successful.

CANDIDATE FAQs

- I am registered at www.santander-grants.com but have not received an account activation email

Under the "Login" tab (upper right-hand corner), click "Forgotten your password." You will receive an account activation message. Remember to check your junk email (Spam) folder as the message may have arrived there.

- I have registered on the portal and activated my account. Have I already applied for an internship?

No. To apply for an internship you need to login to <http://www.santander-grants.com> using your email address and password. Select "Candidate - Open enrolment", complete all the relevant fields on the registration form and upload your CV. Your university will then contact you if they'd like to put you forward for an internship.

- My registration status is "Incomplete"

You must complete all the required fields in the "Registration" tab and upload your CV.. If the status of your application remains unchanged, try:

- Updating your browser.
- Clearing the memory cache and saving your registration again.
- If you are still unsuccessful, try accessing the site from another computer and saving your registration or contact us at santander.universities@santander.co.uk

- My university is not listed among the participants. Can I apply for an internship?

No, unfortunately if your university does not participate in the programme then you are not eligible to apply for an internship.

- My application status is "Complete". What is the status of my candidacy?

Once your status is "Complete" your internship application has been received by your university. Universities are responsible for the selection and allocation of internships, as well as establishing the deadlines. Speak to your university to find out if you have been successful.

- How can I modify my application?

- Login to <http://www.santander-grants.com> by entering your email address and password (upper right-hand corner).
- Select "Santander Universities SME Internship Programme" by clicking "Candidate - Edit your application"
- There you will see the status of your application and you can proceed to edit your details.

IMPORTANT: As a reference for selecting candidates, universities use the data available from applications whose status is "Registration Complete". Therefore, you must notify the university of any changes made to your application in the "Registration Complete" phase, in order to ensure that these modifications will be taken into consideration during the selection process.

- I want to access my registration form but I cannot log on.

Check that the email address you are using to access the application corresponds to the one you used to register on the website.

- Should I include additional documentation with my internship application?

Universities are responsible for the management and selection of interns based on their own criteria. Ask your university if additional documentation is required and how to provide it.

PHASE 2: Internship allocation

- I've been assigned an internship, how do I accept it?

Once you have been selected by your university, you must accept the internship at www.santander-grants.com within 7 days. To do so:

- Login to www.santander-grants.com by entering your email address and password (upper right-hand corner).
- Click "Candidate-Edit your application"
- In the "Grant Acceptance" tab review the data and click "Accept Grant."

- The university has informed me that I have been selected, but the status of my application has not changed.

Contact your university to confirm that the internship has been allocated correctly.

Your university must select you via www.santander-grants.com. Upon doing so, the status of your application will automatically change to "Awarded, pending acceptance" and the "Grant Acceptance" tab will appear. You will also receive an email detailing the steps to follow in order to accept the internship.

- I have been selected for an internship, but now my status is "Decline/withdrawal from the programme"

You must accept the internship within 7 days of being selected by your university. Should you fail to do so, your status will change to "Decline/withdrawal from the programme." To reactivate your internship and amend your status, please contact your university. If the university opts to reinstate your internship, you will have another 7 days to accept it.

- When will my internship be paid?

The management of internship payment varies according to university. Consult your university for additional information.

COMPANIES

Step 1: Register in www.santander-grants.com. Select 'Companies – Register' and then select 'Not yet registered?'

Step 2: Once you receive the activation email account, click on the link and access the scholarship application with your username and password.

Step 3: Select "Santander Universities SME Internship Programme" and press the "Company - Open Enrolment" button to access the registration form.

Step 4: Complete all the fields on the form and upload the mandatory documents (a minimum of one job description must be uploaded to section '2. Internship information') and save your request. Your status should change to "Registration complete", if not, check that you have filled in each of the mandatory fields.

Step 5: Your company can now be seen by universities as available for interns. Universities will be in touch when they have a suitable student/graduate.

COMPANIES FAQs

- I am registered at www.santander-grants.com but have not received an account activation email

Under the "Login" tab (upper right-hand corner), click "Forgotten your password?". You will receive an account activation message. Remember to check your unsolicited email (Spam) folder as the message may have arrived there.

- I have registered a company and the application status is "Incomplete"

You must complete all the required fields in the "Registration" tab, and verify that at least one job description has been uploaded to section "2. Internship information." If the status of your application remains unchanged, try:

- Updating your browser.
- Clearing the memory cache and saving your registration again.
- If you are still unsuccessful, try accessing the site from another computer and saving your registration or contact us at santander.universities@santander.co.uk

- How can I modify my application?

- Login to <http://www.santander-grants.com> by entering your email address and password (upper right-hand corner).
- Select the internship for which you have applied by clicking "Company - Edit your application"
- There you will see the status of your application and you can proceed to edit your details.

- I have registered on behalf of my company and would like to know the status of my request for interns

The universities participating in the programme can access your information and will proceed to assign you an intern based on certain criteria. The internship recipient allocation period varies according to each university.

- Does enrolment in the programme ensure that my company will be assigned an intern?

No. Just like students, companies must undergo the selection process which is conducted by the universities. We cannot guarantee that all companies that register on the website will be assigned an intern.

- How will I know if I have been assigned an intern?

The university will contact you.

- Can I request more than one intern for my company?

Yes, though you must include a job description for each intern you request. You may continue to request additional interns and add job descriptions throughout the process. Normally companies will not be assigned more than two interns per academic year.