The content of this form will be used to advertise the internship opportunities to Full Time MBA candidates on an internal Cranfield University portal, therefore it is strongly advised to provide detailed descriptions that can attract the right skills and experience to fulfil the duties of the role and not disclose any confidential information.

Further details on the scheme: [Cranfield Full-time MBA Student Internships](https://www.cranfield.ac.uk/som/cranfield-mba-programmes/mba-full-time/student-internships)

|  |  |
| --- | --- |
| **CONTACT DETAILS** | |
| Please note contact details will not be shared with students when advertising projects. At this stage they are only used to liaise with the Cranfield Careers department. | |
| First Name(s): |  |
| Last Name: |  |
| Email Address: |  |
| Job Title: |  |
| Address Line 1: |  |
| Town: |  |
| Postcode: |  |
| Country: |  |
| Direct Telephone No: |  |

|  |  |
| --- | --- |
| **COMPANY DETAILS** | |
| Organisation Name: |  |
| Organisation Description: |  |
| Website Address: |  |

|  |  |
| --- | --- |
| **PROJECT DETAILS** | |
| Projects take place between July – August each year and take place over 2 months. Can last longer subject to previous discussions and approvals by all parties. | |
| Proposed Project Title:  (i.e. short proposed project title) |  |
| Project Summary:  (i.e. paragraph describing the background of the project, context, motivations to conduct the project, issues or concerns in the business, etc) |  |
| Which of the following areas best describe your internship opportunity?  Please tick / highlight the relevant options.  To toggle the checkbox, click closely to the left of the checkbox  and press the spacebar to tick or untick the option. | Consulting  Strategy  Marketing  Business Development  Finance and Accounting  Project Management  Entrepreneurship  Operations and Supply Chain Management  Human Resource Management  Sustainability  Other (please specify) [Subject] |
| Main objective(s) of Internship: |  |
| Key Tasks:  (This can include both daily tasks and research tasks) |  |
| Required Deliverables:  (The final deliverables can be in the form of a business report, presentation, slide deck, dashboard, etc, agreed in advance between the student and the company). |  |
| Skills / Knowledge:  (Essential / Desirable requirements) |  |
| How many interns would you be willing to consider for the above project? | 1 student  A group of students (up to 3)  Either – don’t mind |
| Location of Office: |  |
| Mode of Internship: | Onsite / In-person  Hybrid  Remote / Virtual - (this is usually the least popular option)  Either / Don’t mind |
| Would you like to request a Motivational / Cover Letter in their application? | Yes  No |
| Total project payment per student:  (If known at this stage – otherwise the role will be advertised as Unpaid. Please note that paid projects remain the most popular and usually get the best quality of students). |  |
| Would you be open to offer a permanent position to the student after successful completion of the internship? | Yes  No |
| How many applications would you like to see?  (i.e. up to 10, 10-20, all?) |  |

You will be sent the student CV books (including cover letters if requested) after the application window closes. Projects will be advertised in batches to the students. The CV books will contain student contact details so you can reach out to your shortlisted candidates to arrange interviews directly.