



UNIVERSAL SHORT TITLE CATALOGUE

UNIVERSITY OF ST ANDREWS

Internship Programme

Terms and Conditions and Further Particulars

1. Internships will last for six weeks, 5 June and 14 July 2017. The intern is expected to reside in or within easy reach of St Andrews during that time. They are responsible for their own costs in travelling to and from work.
2. The intern will be expected to assist the work of the USTC during normal office hours (9.00-5.00, Monday to Friday).
3. In addition the Project Director may schedule meetings (during normal working hours) to discuss with other members of the team academic matters of mutual interest. The interns will also be expected to attend the annual book conference (which will involve one Saturday commitment).
4. The internship will cover the cost of transportation to and from St Andrews and a subvention towards accommodation costs. The cost of transportation will be reimbursed on arrival. The total financial support provided by St Andrews will generally not exceed £1,200.
5. Accommodation will be provided in University housing (most likely in a shared apartment). The cost of this will be paid directly by the project, which will also make all necessary arrangements.
6. Any interns wishing to make their own accommodation arrangements are free to do so, and will receive a contribution towards cost equivalent to the rent payable in the allocated university accommodation. These costs would be reimbursed at the conclusion of the internship.
7. All interns should bring with them their own laptop or netbook.
8. In St Andrews the intern will have the status of a visiting scholar. This will provide them with access to the university library, office space, an email account and internet access. They will not be a student of the University of St Andrews.
9. All interns should make appropriate arrangements for health insurance, if required. Visitors from the European Economic Area (EEA) can access reduced cost or, sometimes, free healthcare for necessary medical treatment during their visit if they can show a valid European Healthcare Insurance Card (EHIC).
10. On conclusion of the programme all interns will be provided with a certificate of completion.

Application procedure

Candidates should submit an application on the attached form which should be forwarded electronically to admp@st-andrews.ac.uk. The closing date for applications is **31 January 2017**.

Please attach an outline CV (no more than 2 pages of A4). They should ask their academic sponsor to write directly to the Director of the USTC, Professor Andrew Pettegree, also at the above address.



UNIVERSITY OF ST ANDREWS

UNIVERSAL SHORT TITLE CATALOGUE PROJECT

INTERNSHIP APPLICATION FORM

Name of CANDIDATE:

Home University:

E-mail Address:

Telephone Number:

Contact address:

Please check here if you wish especially to be considered for the following sponsored positions:

____ SHARP internship (working on Book History Online)

____ Andrew W. Mellon Foundation Internship (working on Preserving the World's Rarest Books)

Language competence (please list languages of which you have a reasonable reading ability):

ACADEMIC SPONSOR

Please provide below the name and details of your academic sponsor (you should ask them to forward a letter of recommendation to Professor Andrew Pettegree, admp@st-andrews.ac.uk, by the closing date for applications)

Name of academic sponsor:

Position:

University Address:

E-mail Address:

Please state (no more than 500 words) your reasons for applying for this internship:

DECLARATION

I hereby apply for an internship with the Universal Short Title Catalogue at the University of St Andrews. I certify that all my responses are truthful and that I have read and understood the terms and conditions of the award, should my application be successful.

Signed:

Date: