How to Apply

If you are interested in applying, you should first think about a potential project and discuss this with the academic staff in your chosen School. You can get an idea of the kind of area that might be suitable by looking at the list of projects undertaken by interns and the interns’ blog from 2015 and 2016. Your research project must be separate from any work submitted for credit.

You will need to submit a supporting statement from the academic who will supervise your project over the summer as part of this application.

You must be in your penultimate year of study to be eligible for this award. Incoming year abroad students are not eligible for this programme.

Please apply via the Scholarships and Funding tab in eVision.

Key Facts

- Award for matriculated undergraduate students to undertake a research project in the summer preceding their final year of study (see full eligibility rules* below)
- Compulsory attendance at two Leadership training weekends (11-12 March & 21-22 October 2017)
- Summer projects of 8-10 weeks between 29 May and 8 September 2017
- Weekly stipend rate of £400 for each complete working week
- Travel fund available for research related travel
- Expectation that interns work full-time and not undertake other internships or paid work
- Expectation that interns will reside in St Andrews or within a commutable distance during their summer project bar research requirements or exceptional circumstances which should be set out in the application
- Expectation that interns attend CAPOD events during the period of their summer project and engage remotely during the summer
- Successful completion makes interns eligible for the £1000 University Scholarship for Research & Leadership which is payable in the final year of studies
- Compulsory attendance at Poster Event in October 2017
- Closing date midnight on 2 December 2016
- All eligible students will be invited to attend an application briefing session on 12 October 2016

Eligibility Rules

Eligible

- Students on a St Andrews Honours programme (including UG Integrated Masters programmes) who, at the time of application, are in their penultimate year of study and whose final year of study will be based in St Andrews.
- Students on the BA International programme (regardless of whether their final year of study is in St Andrews or William & Mary).
- Part-time students.
- St Andrews students who, at the time of application, are on a semester/year study abroad but will be back in St Andrews to do the summer internship and then will be entering their final year of study at St Andrews (these students must attend the first leadership weekend or make alternative arrangements with CAPOD).
Ineligible

- Students whose final year of study is not in St Andrews.
- General degree students
- Incoming study abroad students, (ie students who, at the time of application, are studying at St Andrews but are returning to their home institution after the summer).

What documents do I need to submit?

- A statement on how you would like to develop as a leader (300 words)
- A statement setting out the aims, objectives and the academic value of your project (300 words)
- A supporting statement from your research Supervisor

Making your online application

- To apply log into eVision on the University website
- On the ‘Scholarships and Funding’ section, click on ‘View Scholarships and Funding Catalogue’
- This takes you to a search page, select Academic year “2016/7” and Award type “Projects and Initiatives” and click on the ‘refresh list’ button which will bring up a filter box at the bottom of the page
- Put ‘Laidlaw’ in the filter box and details of the Laidlaw Programme will come up in your search results listed below
- Click ‘apply’ in the actions column

At the bottom of the page you will be asked to ‘Start Application’ – please complete each of the three sections:

- Student Information
- Document Uploads
- Course Information

You do not need to do this in order and you can save your application and return at any time.

Student Information - this section is about you

Question 1
If you are studying a joint degree, you can select either of your Schools.

Question 5
Please be aware that if you answer no to this question, ‘Is this your penultimate year of study’, you will be told you are ineligible for this award and will not be able to proceed.

This award is only for those currently in the second to last year of study due to graduate in 2018. The project is for summer 2017 which should be your last summer before you graduate.

Please email Laidlaw@st-andrews.ac.uk if you have any queries.
**Document Uploads**

Please ensure you keep to the word limit. Applications which exceed the limits may not be considered by the Judging Panel. All three documents must be uploaded before you can submit your application.

**Document 1**
Please provide a statement on how you would like to develop as a leader (300 words maximum please).

*Please save this document as 1.YOURSURNAME*

**Document 2**
Please provide a statement setting out the aims, objectives and the academic value of your project (300 words maximum please).

*Please save this document as 2.YOURSURNAME*

**Document 3**
Please provide a supporting statement from your research Supervisor.

*Please save this document as 3.YOURSURNAME*

All three documents must be uploaded before you can submit your application.

**Course Information – this section is about your project**

**Question 1**
Please state the title of your project.

**Questions 2 & 3**
The dates of your project are important, if you propose less than 8 weeks your application will be rejected. You must work a full five day week for each £400 payment.

This is a summer vacation project, please do not propose dates outside this period.

**Question 4**
Please ensure you have agreed your project with your Supervisor prior to submitting this application.

**Question 5**
Please provide your Supervisor’s email address.

**Question 6**
Please tell us which School your Supervisor is from.

**Questions 7, 8 & 9**
These set out dates of the compulsory elements of the programme which you must attend unless you have valid academic reasons. If you are unable to attend any of the events please state a reason in box 10. Examples of valid reasons are study abroad or other academic commitments such as industrial placements.

Leadership Weekends take place either in St Andrews or a residential venue organised by the University.
Question 11 & 12

The expectation is that interns will be resident in St Andrews or within a commutable distance during their summer research project as part of the community of Laidlaw scholars. The University defines “commutable distance from St Andrews” as a distance from St Andrews which permits students to attend the University during core working hours on a daily basis if required to do so. Absences from St Andrews are permitted for research requirements or otherwise exceptional reasons only.

If you have circumstances which mean that you will not be resident in St Andrews during your summer project please set these out in box 12. Examples of valid reasons are that your research requires you to be elsewhere or other exceptional circumstances such as caring responsibilities. If your research requires you to be absent from St Andrews, please indicate roughly how many weeks of your project will be spent away from St Andrews.

Submitting your application

Once you have completed all three sections they will turn green and permit you to submit your application.

Prior to submitting please read and accept the terms and conditions of this award.

If you have any queries please contact laidlaw@st-andrews.ac.uk.

Thank you