



## **Intern Fact Sheet**

### ***Details of internship***

The internship is offered by the Virginia Polytechnic Institute and State University (Virginia Tech) and will take place at the Middleburg Agricultural Research and Extension Center (MAREC), for a period of three months between mid-May and mid-September 2017. *This is a four month period in order to allow the Intern to fit their three months at the MAREC around their studies and examinations.*

As an intern, students will:

- Engage in active research related to equine nutrition, exercise physiology, genetics, reproduction, and health;
- Engage and assist with outreach education programs for the equine industry;
- Attend horse shows;
- Travel to regional breeding farms and events; and
- Network with leading owners, riders and trainers.

The selected student will enter into a formal agreement with Virginia Tech/MAREC in which Virginia Tech/MAREC will set out the terms and conditions of the internship. The MAREC will provide accommodation and a scholarship of \$1300 (subject to U.S. taxes) for the student whilst at Virginia Tech. The successful student is required to obtain travel insurance, including health insurance, for the duration of their stay prior to departing the UK (see below).

### ***Student eligibility***

The competition for the internship is open to students in the final year of studies for their undergraduate degree during the 2016 to 2017 academic year and students entering the final year of their undergraduate degree in the autumn of 2017.

In order for students to be eligible for entry into the competition the institution they are registered with must be actively engaged with the British Equestrian Federation's Researching Equines Database (BEFRED – <http://www.befred.org>) during the 2016 to 2017 academic year. This includes the institution uploading and authorising final year dissertation abstracts.

The internship is currently only open to undergraduate students who meet the criteria described above. An internship available to postgraduate students may be launched in future years.

## ***Entry requirements***

Eligible students are required to submit a paper (maximum 3,000 words) focused upon the development of the horse sector in the United Kingdom or the improvement of the health and welfare of equines. The paper could be based in any academic discipline or be multi-disciplinary, for example it could consider the industry or an aspect of the industry from a scientific, socio-economic or psychological viewpoint. Entrants should ensure that their paper is clearly marked with their name.

Entrants will also be asked to complete an application form detailing their academic achievements to date, career aspirations and experience. References from two people, including one from the student's institution, will be required and must be submitted with the application form and paper (see below).

The application form can be found [here](#).

**The deadline for entries is 5pm GMT, Friday 13<sup>th</sup> January 2017.** Entries should be emailed to Jan Rogers ([jan.rogers@bef.co.uk](mailto:jan.rogers@bef.co.uk)) by this time, with the heading of the email stating "BEF MAREC Internship". Any queries should be directed to Jan Rogers through the email address above.

## ***References***

Each applicant should identify two referees who are willing to complete a written reference on their behalf and ask them to do so. **References should be emailed to Jan Rogers ([jan.rogers@bef.co.uk](mailto:jan.rogers@bef.co.uk)) by the referee, by 5pm GMT, Friday 13<sup>th</sup> January 2017.** References will be used alongside the application form and paper to shortlist candidates. Any queries should be directed to Jan Rogers through the email address above, with the heading of the email stating "BEF MAREC Internship". **No late references are accepted.**

The reference form can be found [here](#).

## ***Selection process***

Following **the closing date of 5pm GMT, Friday 13<sup>th</sup> January 2017** a shortlist of four candidates will be drawn up. Candidates who successfully complete the first round of selection (see below) will be invited to an **interview day on Tuesday 31<sup>st</sup> January 2017** at the British Equestrian Federation's (BEF) Offices at Abbey Park.

Applicants will be selected for interview on the basis of their paper, application form and references. They will be shortlisted, in the first stage, by selectors Jan Rogers and Dr Georgina Crossman, who will formally nominate for the BEF, and Dr Bridgett McIntosh, who will formally nominate for the MAREC. This short listing process is the first stage of selection.

Those applicants taken forward to the second stage will be interviewed by further selector, Prof Graham Suggett (former Director National Equine Database, former Director of Equine Development, BEF and Principal Emeritus Warwickshire College) along with Dr Georgina Crossman (BEF Research Consultant and former lecturer), Dr Bridgett McIntosh will also participate via Skype.

## **Selectors**

The Selectors in reaching their decisions will take into consideration academic potential as evidenced in the paper submitted, the references, and, if the candidate reaches the second round, the interview, career aspirations and the potential for development via the internship process.

The Selectors will be deemed to act as experts throughout and are entitled to use their discretion to select the intern provided that they can demonstrate that any discretion used was arrived at through a process of integrity where the information used and procedures taken were reasonable and justifiable.

## ***Additional requirements of the Student Intern Programme at Virginia Polytechnic Institute and State University***

In order to participate in the Internship at the MAREC, Virginia Tech, the winning student will be required to meet the specifications of the Student Intern Programme outlined at <http://www.iss.vt.edu/index.php/vt-department-host/j-1/student-interns>. Further details will be provided to the winning student. Virginia Tech is required by Federal Regulation to assure that all J-1 visa holders are informed that they must maintain at least the insurance coverage as outlined at <http://www.iss.vt.edu/index.php/foreign-national/j-1/health-insurance>.

## ***Additional requirements that must be met in order to be granted a visa to visit the United States***

In order to be granted a visa to gain entrance into the United States to undertake the Internship applicants should be aware of the following points, which are also covered in the application form:

### **Criminal convictions**

Under United States visa law, anyone who has ever been arrested and/or convicted of an offence is required to apply for a visa. In cases where the arrest resulted in a conviction, the individual may be permanently ineligible to receive a visa and in order to travel, a waiver of the permanent ineligibility is required. The Rehabilitation of Offenders Act does not apply to United States visa law. Therefore, even travellers with a spent conviction are required to declare the arrest and/or conviction and apply for a visa.

For more information view: [http://london.usembassy.gov/add\\_crime.html](http://london.usembassy.gov/add_crime.html)

### **Medical conditions**

Disease of Public Health Significance, Mental Disorder and/or Drug Addicts/Abusers

Travellers to the United States who have been afflicted with a disease of public health significance, a mental disorder which is associated with a display of harmful behaviour, or are a drug abuser or addict may be ineligible to receive a visa. In order to travel, they will require a waiver of the ineligibility in order to travel to the United States.

For more information view: [http://london.usembassy.gov/add\\_mental.html](http://london.usembassy.gov/add_mental.html)

## **Entry into the United States**

Have you ever been denied Entry into the United States, deported, or overstayed on a prior visit?

For more information view: [http://london.usembassy.gov/add\\_refused.html](http://london.usembassy.gov/add_refused.html)

## ***Publicity***

By submitting the application form students entering the internship competition agree:

- To the information which they provide and which their referees provide being processed by the BEF for the purposes of managing the entry to the internship competition and to such information being made available to Virginia Tech in relation to the internship.
- To publicity which provides relevant details and detail about their research paper for the BEF and MAREC should they be awarded the internship.

The BEF undertakes and confirms that it is a registered data user and data controller for the purposes of the Data Protection Act 1998 (the “Act”) and that it will comply in all respects with the Data Protection Principles published by the Information Commissioner from time to time. In particular in processing personal data it will comply at all times with the seventh data protection principle relating to the security of data.

## ***After the internship***

It is a condition of the internship that within six weeks of completing the internship the successful participant must submit a 5,000 word paper, with images of their time at the MAREC, detailing their experience and describing how the UK sport horse industry could be improved.

## ***Contract***

MAREC will provide a contract with the winner to explain their role during the internship. The BEF is the competition facilitator, and as such to the extent permitted by law is absolved of any responsibility other than that involved in the administration of the competition. Except in the case of death or personal injury caused by the negligence of the BEF in no event shall the BEF be liable in any manner for loss or damage of any kind arising from the competition or the internship.

The student and their connections must be satisfied that all of the students’ needs are met before the trip commences.

### **Further information**

The MAREC website can be found [here](#).

More information about the MAREC can be found [here](#).

A media release detailing the 2017 Internship Competition can be found [here](#).

### **Timeline**

Internship competition launch	w/c Monday 12 <sup>th</sup> December 2016
Deadline for the submission of applications *	5pm GMT, Friday 13 <sup>th</sup> January 2017
Shortlist completed	w/c Monday 16 <sup>th</sup> January 2017
Shortlisted candidates informed by email	w/c Monday 16 <sup>th</sup> January 2017
Interviews	Tuesday 31 <sup>st</sup> January 2017
Internship undertaken **	Between mid-May & mid-September 2017
Report submitted	Within six weeks of completed Internship

\* *Including references*

\*\* *A three month internship to be taken at any time during the four month period between mid-May and mid-September, as agreed with the MAREC. These dates are flexible to allow the successful candidate to complete their studies for the 2016-2017 academic year.*

Enquiries should be directed to Jan Rogers: [jan.rogers@bef.co.uk](mailto:jan.rogers@bef.co.uk) (British Equestrian Federation, Abbey Park, Warwickshire, CV8 2RH), with the heading of the email stating "BEF MAREC Internship".