

Intern: Scotland

UCEAP Advising Notes

Objective of the Advising Notes Document

This document is an advising tool written by a Berkeley Study Abroad adviser to review program specific details that may impact a student's *decision to apply* for an EAP program. The document is *not* a summary of eligibility requirements, academic, housing, application and other logistical details freely available to students on the UCEAP and BSA website, and reviewed by a student in the Program Self-Assessment. The best source of detailed program information is always the [UCEAP Program Guide](#) from the prior academic cycle. If any concerns you have are not addressed on the UCEAP website, in the Program Guide or the Advising Notes document, please contact the BSA adviser for this program.

Advisor Contact Information

The BSA Adviser for Scotland is Katie Weibel (weibel@berkeley.edu). Katie has spent time traveling Scotland and would be happy to help you compare universities/cities in this program. Her drop-in hours are Tuesdays 10-12, Thursdays 1-2, Fridays 2-3, or by appointment.

Applications 2019-20

You can use the document, "Preparing for the UCEAP application" to assist you.

<http://studyabroad.berkeley.edu/uceap-how-apply>

Berkeley students will start their application via the Berkeley Study Abroad website. From within this interactive application, students will be instructed to complete a secondary application in the MyEAP system. Once a student completes the MyEAP application, they will upload it to their Berkeley Study Abroad application.

Placement

To avoid placement delays or rejection, you are encouraged to put the time into developing a strong cover letter and CV with your initial application. Although rare in occurrence, the Parliament reserves the right not to accept a student based on the quality of their cover letter and/or CV. The [Career Center](#) offers excellent resources and support, which all students are encouraged to take advantage of. You're also welcome to reach out to Katie Weibel (weibel@berkeley.edu) for assistance.

Coursework

In addition to a 25-hour a week internship, you are required to enroll in three courses for a total of 14 semester UC units. See the [Courses&Credit](#) tab of the UCEAP Program page for more detail.

Scottish Parliament Internship

You will be working with individual Members of Scottish Parliament and their staff. Matters you will be dealing with range from constituent concerns to parliamentary questions and motions; and aiding your MSP in preparing for issues on national legislation.

See the [job description](#) for Scottish Parliament interns

Non-Governmental Internships (see links for job descriptions)

[UN House Scotland](#) - a shared facility with representation from UN agencies, civil society organizations and charities, working to support UN values.

[Law Society](#) - the professional body for all Scottish solicitors. This internship would be an ideal fit for a pre-law major.

[The Open University](#) - Scotland's leading provider of part-time higher education. Intern will be placed with the Strategy and External Affairs (STEAR) team.

Setting Up Your Internship

You will submit preliminary information regarding your internship interests at the time of application.

If you are interested in the *UN House Scotland* or *Law Society* internship, you should submit a cover letter and CV addressed to the Parliament AND a supplementary letter specific to these two organizations.

Learn more: [Intern: Scotland Programs - Presented by UCEAP Edinburgh](#)

Citizenship Advisory

Later in the placement process when you complete the BUNAC online application after acceptance.

Cohort

To see how big the UCB cohorts were per university, check out this [chart](#).

Brexit

[Matt Beech – Brexit and its Aftershocks](#)

[Brexit: Your simple guide to the UK leaving the EU](#)

Delayed Grades from Abroad: [Important for Seniors](#)

Depending on the host institution, UCEAP will transmit your UCEAP courses, units, and grades to Berkeley up to 90 days after your program officially ends. You cannot be administratively graduated until your UCEAP grades are reported to Berkeley, are posted to your transcript, and a degree audit is conducted.

The Berkeley Office of the Registrar only administratively graduates students (a.k.a. degrees are “posted” to transcripts) three times per year: October for students with a summer anticipated graduation date, February for students with a Fall anticipated graduation date, and July for students with a Spring anticipated graduation date. If your EAP grades arrive after degrees are posted for your term of participation, your degree will be processed and posted to your transcript with the next term’s degree list.

You can review this [chart](#) to see when students at your host university in the past have had their EAP grades transmitted to the Berkeley Office of the Registrar. Factoring in a 1 to 4-week delay for grades to appear on your Berkeley transcript, determine when your degree is likely to be posted by the Berkeley Office of the Registrar (October, July or February).

If you determine that your grades are likely to arrive later than the term you need to graduate from Berkeley to stay eligible for your graduate program or another post-graduation opportunity, contact the program/employer you are applying to as early as possible. Ask about their policy on delayed graduation due to study abroad participation. Find out how long they can wait for UCEAP grades to be recorded on your official Berkeley transcript and for your degree to be posted by the Berkeley Office of the Registrar.

Ask your graduate program or employer if you can provide some academic information while waiting for your UCEAP grades or Berkeley diploma. If courses and grades do not yet appear on your Berkeley transcript, ask the program/employer if it will accept an official "Verification of UCEAP Coursework." This is a letter from UCEAP verifying dates of UCEAP attendance and giving the estimated dates of arrival for course titles, units,

and grades. You can get this letter from your BSA Campus Adviser or from your UCEAP Academic Specialist for your program. If your UCEAP grades already appear on your Berkeley transcript but you are waiting for your degree to be posted, you can also request a Certificate of Completion. Read more about Transcripts and Diplomas on the Office of the Registrar website.

EAP Alums

EAP alumni are one of your best resources for information about the program. If you would like to be put in touch with alums, simply send the BSA Adviser an email with your list of questions and the contact information of returnees who have agreed to be contacted will be shared.

EAP Alum-Created Resources

Some of our returnees have created presentations to share with others. You can look at their work through the [Student Created Resource Google folder](#) that we will continually update with tips, example schedules and presentations from students who have participated on this program.