



Call for Project Proposals –

2025 Student Success Micro Internship Programme

The Careers and Employability Service is pleased to announce the call for project proposals for the 2025 Micro Internship Programme.

This experiential learning programme offers full-time undergraduate and postgraduate students at Maynooth University (MU) the opportunity to work on projects within a professional service unit for up to 100 hours between June and September 2025. This provides a valuable chance for students to enhance their knowledge and develop key employability skills, whilst also enabling Professional Service units to benefit from student insights.

Who can submit a Micro Internship Proposal?

Administrative, Technical or Professional Staff from all professional service units/departments within Maynooth University can submit a project proposal.

How many and how much?

The [*Maynooth University THRIVE Initiative*](#) is excited to support up to 12 Micro Internship projects. Each successful project will be 50% funded by the THRIVE Initiative's Student Engagement through Partnership (StEP) Fund and 50% by the professional service unit.

In recent years, professional service units have generously funded additional projects to supplement this allocation and provide more students with the opportunity to join their team. While we are happy to approve funding for the 12 Micro Internships and facilitate these additional roles, professional service units will be asked to contribute a €50 fee per additional student they wish to hire. This fee will cover branded merchandise and catering for each student at the Micro Internships Orientation.

Micro Interns are paid at the administrative standard rate as per the [Bursar's office](#).

Who will review the Micro Internship Project Proposals?

The project proposals will also be reviewed by a judging panel made up of students and staff.

ATP Applicants will be notified by early March if their project proposal was successfully selected to be part of the 2025 Micro Internship Programme.

All Micro Internship project proposals will be automatically forwarded to the Head of Unit/Service upon submission. If we receive multiple submissions from the same unit, we may seek guidance from Head of Unit/Service.

What are the criteria for selecting successful project proposals?

Micro Internship Proposal forms are scored from the below criteria. Please use the below points to help guide your application.

Criteria
<p>Suitability of Project:</p> <ol style="list-style-type: none"> 1. Application is for a self-contained project suitable for an Undergraduate or Postgraduate student (is the skillset set adequately for the target audience?) 2. Project scope is achievable within the specified time 3. The project submission addresses a current need or challenge which impacts the Maynooth University community
<p>Project proposal meets Micro Internship Criteria:</p> <ol style="list-style-type: none"> 1. Project can be completed within specified timeframe (max 100-hours) 2. Project takes place between June and (end of) September 3. ATP staff has considered if equipment or additional training is required by the student to successfully complete the project 4. Proposal sets out clear tasks for student 5. The end deliverable is clear (e.g. results in the creation of a deliverable of benefit to your office, for example a report, whitepaper, presentation, one pager, database etc.)
<p>Professional Development Opportunity:</p> <ol style="list-style-type: none"> 1. Proposal sets out clear benefits for the student 2. Proposal includes opportunities for the student to engage fully with ATP staff (e.g. inclusion in staff meetings, working space available in the office, etc) 3. ATP staff has considered how the student has an opportunity to showcase the end deliverable (e.g. team presentation, feedback session)
<p>Partnership:</p> <ol style="list-style-type: none"> 1. There will be a supporting structure in place to on-board the student intern and work in partnership with them during the project. (e.g. orientation, meeting colleagues, weekly meetings, schedule) 2. The project outlines how the student intern will be working in partnership <i>with</i> the host office rather than <i>for</i> the host office. 3. The project enables the student to work collaboratively on a student success project or initiative, developing networks with peers and staff 4. While the project may be set, there is still an opportunity for the student to influence the direction of the project or how the project outputs are achieved

How do I submit a project proposal for the 2025 Micro Internship Programme?

Submit a project proposal by 5pm Wednesday 12th 2025 [via this submission link](#).

The Micro-internship programme is funded by the THRIVE Initiative's Student Engagement through Partnership (StEP) Fund, which enhances student success through building a culture of partnership and belonging.