

Careers and Employability Service

# **UoS INTERNSHIPS HANDBOOK**

2019/20

## Contents

1. Introduction .....	3
2. How UoS Internships work .....	3
2.1 What Defines a UoS Internship?.....	3
2.2 Employer Eligibility .....	4
2.3 Dates and Duration of Internship - Vacation Internships (Easter and Summer).....	4
2.4 Term-time Internships.....	4
2.5 Graduate Internships.....	5
2.6 How to apply to UoS Internships .....	5
2.7 Recruitment Timeline .....	6
2.8 Advertising and Marketing of Internships .....	6
2.10 Interviews.....	7
2.11 Nominated students.....	8
2.12 Training Session .....	8
2.13 Reflection Activity .....	8
2.14 Internship Agreements .....	9
2.15 Any changes to an Internship .....	9
3. Funding .....	9
3.1 Student Payment.....	9
3.2 Tax/HMRC.....	10
3.4 Annual Leave and Sick Pay.....	10
3.5 Penalties .....	10
3.6 University's right to withdraw students.....	11
4. VISAS .....	11
5. Third Sector Internships .....	11
5.1 Eligibility .....	11
5.2 How to Apply .....	11
5.3 Timeline and Duration of Internship.....	11
5.4 Student Payments.....	11
6. Feedback .....	12

# 1. Introduction

UoS Internships specialise in providing professional support for local and national organisations seeking to recruit students during vacation periods and/or term-time.

We work with organisations of all sizes, **across all business sectors**, whether you have previous experience of offering internships, or require assistance with developing your first opportunity. Departments and Services Internal to the University Of Southampton can also host internships.

Appointing an intern from the University of Southampton offers benefits including:

- Access to high calibre students from a top 100 global university
- Exploring fresh approaches to organisational needs through enthusiastic students
- Capitalising on theoretical knowledge from a range of disciplines
- A streamlined recruitment process, saving time and money
- Enjoying an additional resource to provide dedicated time to a specific project

What we will do for you:

- Advertise your internship/s on your behalf
- Target relevant students for your internship
- Sift student applications to form an initial shortlist of candidates
- Provide your chosen intern with a training day prior to the vacation internship

At the University of Southampton, we recognise that enhancing our students' employability is key to the success of our graduates. By providing a worthwhile project offering good work experience, employers will enhance a student's CV and help to support their long term career goals at the same time as developing their own recruitment pipeline.

## 2. How UoS Internships work

### 2.1 What Defines a UoS Internship?

- Vacation internships are usually full-time, and term-time internships part-time to coincide with student studies, with the exception of international students on a Tier 4 Visa who have restrictions on hours of work
- UoS Internships are paid; please see section 3.1 for full payment details
- When agreeing to advertise through UoS Internships, it is mandatory that internships are exclusive for University of Southampton students
- The programme is coordinated by the Careers and Employability Service and all student applications are submitted via the Work Experience Team
- The internship should provide the student with the opportunity to develop or work on a project of importance to the employer
- It is the responsibility of the employer to assign a project supervisor who is available to meet with the student on a regular 1:1 basis throughout the internship
- Internships must be UK based
- Internships are available to all enrolled students from any discipline as well as students who graduated in 2019
- Internships must begin and finish within the same academic year, these dates are: 30<sup>th</sup> September 2019 – 29<sup>th</sup> September 2020

- Term-time internships must conclude by 12<sup>th</sup> June 2020
- Summer internships can only begin from 15<sup>th</sup> June 2020
- Graduate internships are available - please contact the Employer Engagement team

## 2.2 Employer Eligibility for External Organisations

- ✓ Must be a registered company with Companies House
- ✓ Third Sector organisations must be a Third Sector organisation
- ✓ Employers must have a Health & Safety policy
- ✓ The internship offered must be based in the UK
- ✓ Employers must have the appropriate Employer Liability Insurance to cover internships
- ✓ Employers must ensure students work on a project of importance to the organisation
- ✓ Projects must be exclusive to University of Southampton students
- ✓ Projects must be paid - we do not support unpaid internships

## 2.3 Dates and Duration of Internship - Vacation Internships (Easter and Summer)

The student should be employed to work a maximum of 35 hours per week (Tier 4 Visa Masters students are entitled to work a maximum of 20 hours per week during term-time dependant on visa restrictions). We appreciate that some organisations have different working patterns and welcome discussion for what will work best for your organisation.

A 2 week internship is equivalent to 70 hours work (based on 35 hour working weeks) which is the minimum internship length we can support. Prior to an internship being confirmed, we need to know the duration and dates of the planned internship. If there are any changes to this, please let us know at the earliest opportunity.

Students are able to work part-time hours during term-time enabling employers to spread the hours over a longer period of time. For example, an 8 week summer intern starting in June could work 20 hours a week for 14 weeks which equates to 280 hours, the same as a full-time 8 week internship of 35 hours per week.

**The 2019/20 University vacation periods support internship opportunities from:**

- **Easter internships** - Monday 23<sup>rd</sup> March 2020 to Friday 19<sup>th</sup> April 2020
- **Summer internships** - Monday 15<sup>th</sup> June 2020 to Friday 29<sup>th</sup> September 2020
- **Third Sector Summer internships** - Monday 15<sup>th</sup> June 2020- Friday 31<sup>st</sup> July 2020
- **Graduate internships** - Please contact us if you're considering offering graduate internships

## 2.4 Term-time Internships

- We are able to facilitate part-time internships during term-time
- Term-time internships must be undertaken during the University academic year; however students may also be available to continue their internship over the Christmas and Easter vacation periods
- Term-time internships must not just be part-time work but be a project based term-term internship
- Term-time dates for 2019/20 are:

- **Autumn Term** Monday 30<sup>th</sup> September 2019 to Friday 13<sup>th</sup> December 2019
- **Spring Term** Monday 6<sup>th</sup> January 2020 to Friday 20<sup>th</sup> March 2020
- **Summer Term** Monday 20<sup>th</sup> April 2020 to Friday 13<sup>th</sup> June 2020

- When applying to host a term-time student internship, please take into account student studies, exams and dissertations. Students have the responsibility to ensure an internship does not have a negative impact on their progress/study
- During term time we advise that students work a **maximum of 40 hours per month**; however they can work more hours during vacation periods
- The start and end date of the internship, as well as the total internship length in hours, must be included in the job description
- It is the responsibility of the employer and student to agree upon how the hours will be worked during the internship. For example, you may wish to apply to employ a student working on a 150 hour internship starting in February and ending in June; working an average of 30 hours per month, for 5 months. During the run up to their exams the student may wish to work slightly less, however work more over the Easter break to accommodate for this. We advise agreeing these possible flexibilities with your student prior to the internship commencing

## 2.5 Graduate Internships

Students within 1 year of graduation are eligible for all of our UoS Internships. You can also offer our graduates an internship of up to 12 months of full-time work. Graduate internships are subject to the same criteria and timescales as other internships with the exception that graduate interns can undertake full-time work outside of vacation periods.

Please contact us if you'd like to explore the possibility of offering graduate internships.

## 2.6 How to apply to UoS Internships

UoS Internships welcome applications to employ single/multiple student internships in a range of business sectors.

All employers wishing to apply to the UoS Internships must register on [MyCareer](#), our dedicated online careers system.

To apply, please follow the steps below.

### Step 1

Complete a Job Description and Person Specification (template located on the [website](#) in Useful Downloads)

### Step 2

Complete the Health & Safety Questionnaire (located on the website in useful downloads) **\*\*\*Internal Internships at the University do not need to compete this**

### Step 3

Register your company and post your internship to UoS Internships on MyCareer: <https://mycareer.soton.ac.uk/> **\*\*\*Internal providers must also create an organisation profile with UoS in the title, for example "UOS- Careers"**

For more information on how to use MyCareer please use [the employer's guide to using MyCareer](#) available on the website.

Within the job description employers should:

- Outline the project in detail
- Describe the specific skills and qualifications desired

Please ensure the content is as appealing as possible to help attract a higher number of applications.

Without a completed employer application and Job Description & Person Specification and Health & Safety form, we will not be able to support your internship. We require separate applications for different internship opportunities.

Employers will receive notification of the outcome of their application once we have received the online application with the required documentation.

We cannot guarantee that each completed application form will be approved.

## 2.7 Recruitment Timeline

Internships will usually be advertised to students on the first working Monday of each month and will be open to student applications for 3 weeks from that date.

Key Internship Dates				
Month	Employer Application Deadline	Vacancies Open	Vacancies Close	Deadline to inform us of selected student
<b>October</b>	2 <sup>nd</sup> October	7 <sup>th</sup> October	27 <sup>th</sup> October	15 <sup>th</sup> November
<b>November</b>	30 <sup>th</sup> October	4 <sup>th</sup> November	24 <sup>th</sup> November	13 <sup>th</sup> December
<b>December</b>	27 <sup>th</sup> November	2 <sup>nd</sup> December	26 <sup>th</sup> January	16 <sup>th</sup> February
<b>January</b>	18 <sup>th</sup> December	23 <sup>rd</sup> December	26 <sup>th</sup> January	14 <sup>th</sup> February
<b>February</b> (Last Easter internship advertising cycle for hosts)	29 <sup>th</sup> January	3 <sup>rd</sup> February	23 <sup>rd</sup> February	13 <sup>th</sup> March
<b>March</b>	26 <sup>th</sup> February	2 <sup>nd</sup> March	22 <sup>nd</sup> March	10 <sup>th</sup> April
<b>April</b>	1 <sup>st</sup> April	6 <sup>th</sup> April	3 <sup>rd</sup> May	22 <sup>nd</sup> May
<b>May</b> (This advertising cycle is a last resort – student interest is low because of exams & already secured summer internships)	<b>Advertising every Monday in May, each period for a 3 week cycle</b>			

Please note – Due to the Christmas vacation and University closure, the December vacancy deadline is extended

Once the vacancy closes; the Employer Engagement Team will sift applications and forward a shortlist for the employer’s consideration.

## 2.8 Advertising and Marketing of Internships

The details provided in the employer application form, along with the job description and person specification will form the vacancy advert.

Opportunities will be marketed by the following methods:

- Careers and Employability Service e-newsletter to students
- UoS Internships webpage
- MyCareer
- Careers and Employability Service and Student Services plasma screens across campus
- Careers and Employability Service Internship Programme workshops in the student Events Calendar
- Promotion through the University's Faculties
- Printed media campaigns advertising the internship programme i.e. posters around campus, adverts in student publications and flyers
- Appropriate social media platforms

If vacancies do not attract a sufficient number of suitable applications the first time they are advertised, they will be re-advertised the following month. Please note, vacancies will only be advertised twice. There is no guarantee that by advertising an internship opportunity suitable applicants will be found.

## 2.9 Recruitment Process for Students

Students will apply to internship vacancies through 'MyCareer'. Student applications consist of a CV and application form asking them the following generic questions:

- Explain why they wish to work for the organisation
- What relevant work experience do they have for the internship
- What skills and knowledge can they bring to the role

Shortly after the closing date, we will sift the applications and send you a list of candidates.

## 2.10 Interviews

We require employers to interview chosen candidates shortly after receiving their list of applicants. This helps ensure that employers are able to select their first choice of candidate. Interview schedules must be co-ordinated by the employers and are not the responsibility of the Careers and Employability Service.

The Careers and Employability Service has purpose built interview rooms. These facilities are free of charge and should be booked through the Employer Engagement Team at the earliest opportunity.

Once interviews are complete and your preferred student has accepted your offer, the Employer Engagement Team must be informed immediately to enable time to send the relevant documents to both employer and student. If we are not informed of the student's identity before they start or we do not receive a completed internship agreement, we may no longer be able to support the internship.

As part of the University's [Access and Participation Plan](#), we have data on the work experience participation our students have across different demographics. From 3 years of data, we have noted that there are imbalances between applications, shortlisting and undertaking an internship. For example, female students provide 52% of our applications, comprise 52.2% of our shortlisted candidates but only 46.7% of our appointed interns are female students. Unconscious bias may contribute to this and [please consider ways of ensuring your interview process is as free from bias as possible](#).

**It is the employer's responsibility to notify both successful and unsuccessful students.**

### 2.11 Nominated students

All internship positions should be advertised to the student body for fair and competitive recruitment. However, on a case by case basis we will consider employers nominating their own student. This may be a student that an employer has met or has previously worked for the organisation.

Please note if an employer chooses to nominate a student, it is at the discretion of the Employer Engagement Team whether this opportunity can be supported through UoS Internships.

### 2.12 Training Session

Students, who have accepted an internship during one of the vacation periods, are expected to attend the Training Session coordinated by the Careers and Employability Service (please note that term-time internships do not receive a Training Session).

We have developed a programme of activities, organised to help give students the best possible foundation to commence their internship. It's important for hosts to ensure that students attend the Training session as it forms a core part of the student's internship experience and as such, is a fundamental condition on us supporting an internship.

Dates are as follows:

- **Easter Training Session** – Week beginning 16<sup>th</sup> March 2020
- **Summer Training Session** – Week beginning 8<sup>th</sup> June 2020

This will be an opportunity for the students to gain information on a variety of topics before the internship commences. This includes:

- Business etiquette and behaviour in the workplace
- Financial planning related to salaried employment
- Internship workshops
- Previous internship employers and student experiences
- General Microsoft Office and Outlook training for the workplace

Although the Careers and Employability Service will provide a generic Training Session for Easter and summer internship students as outlined above, it is the responsibility of the employer to provide a formal company induction and any necessary in-house training. This may include:

- Additional software training
- Appropriate Health & Safety training

### 2.13 Reflection Activity

Towards the end of their internship, students are required to attend a Reflection Session. The session will take the form of a workshop and is considered extremely important to help students identify the work-based skills they have acquired during their internship. Dates are as follows:

- **Easter Reflection** – Week beginning 2<sup>st</sup> April 2020
- **Summer and term-time Reflection** – October 2020



## 2.14 Internship Agreements

Internship agreements are sent to employers once the Employer Engagement Team is informed of the selected student. Internships will not be able to commence until this agreement is completed by the employer and the student completes their own agreement.

**It is important to note that the internship agreement is not a legally binding agreement. Host employers should ensure there is a written employment contract in place.**

## 2.15 Any changes to an Internship

If for any reason a student is unable to complete an internship or the duration needs to be changed the Employer Engagement Team must be informed immediately. Any other issues or queries please do not hesitate to get in contact and a member of the team will be more than happy to help.

## 3. Funding

### 3.1 External Organisations

Internship salaries are fully-funded by the employing organisation and we recommend £8.92 per hour. We appreciate this may be prohibitive for some organisations and we require all internship hosts to comply with [National Minimum Wage Rates](#).

Excel Southampton Internship Programme Costs <sup>1</sup>	
Hourly Rate	£8.92
Cost per week (based on 35 h/w)	£312.20
Equivalent Annual Salary	£16,234.40

Employers must pay the student monthly through their payroll system (excluding Third Sector organisations, see section 5). Employers can recruit students on higher hourly rates should they wish and must comply with National Minimum Wage Legislation.

### 3.2 Internal Internships

Internship salaries with internal departments are fully-funded by that department. When confirming your internships, you must provide us with your subproject code

Your selected student will be paid via UniWorkforce. It is important that you let us know as soon as you have chosen the student so we can contact UniWorkforce to get them set up on the payroll system and their casual workers permit can be created. Students are not legally permitted to start the internship until this is complete. Please be aware that this can take up to 4 weeks.

The University of Southampton usually agrees a salary uplift related to inflation to be in place from August each year. This is applicable to our internal summer internships - no action needs to be taken by the intern or supervisor as this uplift is automatically applied by UniWorkforce.

Please be aware that interns are subject to on-costs which affect the total amount you require to pay for interns. These are accessible through [the University pay scale index](#) as a related document.

### 3.2 Tax/HMRC

It is the responsibility of the host employer to make the necessary deductions from the student's wages for Income Tax and National Insurance Contributions.

### 3.4 Annual Leave and Sick Pay

As fixed term/temporary employees of the host organisation we recommend that students accrue annual leave for the period worked as highlighted in the table below:

Length of Internship	Recommended Annual Leave
420 hours	42 hours
280 hours	32 hours
140 hours	14 hours
70 hours	7 hours

However, the date of any annual leave the student may wish to take is decided between themselves and the employer. For any queries regarding Bank Holidays we suggest you visit <https://www.gov.uk/holiday-entitlement-rights>.

If the student is ill during the internship and unable to work, they may be eligible for Statutory Sick Pay (SSP). Please visit the gov.uk webpage <https://www.gov.uk/employers-sick-pay/overview> to identify whether this is applicable.

### 3.5 Penalties

Employers which have been accepted as part of UoS Internships and subsequently withdraw will be invoiced for a percentage contribution of the total student payment<sup>2</sup>. This will be determined by the stage of recruitment reached and reflective of resources invested up to that time. All penalties will be used to develop further internships. Charges are as follows<sup>3</sup>:

Stage of withdrawal:	Contribution of Total Student Payment	Penalty Payable <sup>4</sup> :		
		420 hour Internship	280 hour Internship	140 hour Internship
After vacancy advertised to students	1/6	£624.40	£416.27	£208.13
After list of applicants sent to employer	1/4	£936.60	£624.40	£312.20
After student appointment	1/2	£1873.20	£1248.80	£624.40
After internship has begun	2/3	£2497.60	£1665.07	£832.53

<sup>2</sup> The total payment payable to the student had the internship been completed in full

<sup>3</sup> Penalties will not apply if the University is unable to provide a pool of 3 candidates meeting your minimum criteria, who are available to take an internship at the preferred time

<sup>4</sup> Values shown are based on example internship lengths of 420, 280 and 140 hours

### 3.6 University's right to withdraw students

The student is considered a 'temporary employee' and as such is expected to observe and act in accordance with the employers codes of conduct and other policies. However, the student remains at all times a student of the University of Southampton. The University has a duty to safeguard students and as such, in extreme circumstances, we have the ability to terminate agreements and withdraw students from internships.

## 4. VISAS

Students who are studying at the University under a Visa are eligible to participate in UoS Internships. All Tier 4 (General) students on degree-level courses from outside the European Economic Area (EEA) subject to immigration control are permitted to work part-time in term-time and full-time in vacations. It is important to note that

Tier 4 (General) students on degree level courses:

- May not work more than 20 hours per week in term-time (as per official University Term dates), except in the case of an agreed work internship or placement which forms part of the course
- May work full-time during vacation periods
- May work full-time in the period between the programme end date and the Visa expiry date

Students enrolled on Masters Courses are not treated as being on vacation over the summer until the end of their course (the CAS statement will show this date). Their working hours are restricted to 20 hours or less during this time.

It is the responsibility of the employer to check that the student has permission to work for them.

## 5. Third Sector Internships

The University of Southampton endeavours to provide opportunities within a broad range of organisations for students. This includes Third Sector organisations where great internship opportunities are extremely beneficial to both employers and students. Within many Third Sector organisations there is often a lack of financial resources available to provide such opportunities, which is why we collaborate with Third Sector organisations to provide fully-funded internships between 70 and 140 hours.

### 5.1 Eligibility

In addition to the UoS Internships eligibility criteria in section 2.2 you must be a registered not-for-profit organisation and have sufficient staff resource to support the internship.

### 5.2 How to Apply

Please refer to section 2.5.

### 5.3 Timeline and Duration of Internship

The University is able to fully-fund internships between 70 and 140 hours the dates located in section 2.2 with the additional requirement that **Third Sector summer internships must conclude by the 31<sup>st</sup> July**. These hours can be worked on a part-time basis.

### 5.4 Student Payments

For Third Sector internships, the University will coordinate the payment to the student directly. It is not the responsibility of the Third Sector organisation to coordinate any form of

payment or tax. As students are now required to complete monthly timesheets, we ask that the supervisor signs off on the hours worked and send the completed timesheet to [workexp@soton.ac.uk](mailto:workexp@soton.ac.uk).

It is therefore the role of the Third Sector organisation to ensure the agreed internship dates are accurate and all relevant documentation is completed and returned to the Employer Engagement Team before the student begins or we may be unable to support the internship.

**We must be informed of the successful student before they start the internship and must be given at least 4 weeks before the start date to process all the legally required checks and set the students up. If we are not informed of the student's identity before they start with the required lead time, we may no longer be able to support the internship.**

## 6. Feedback

Every year we look to improve our processes and service to both students and employers. To help us achieve this we send out feedback emails to our internship partners to gauge areas that we can improve. Therefore it is crucial that we receive this feedback to allow us to provide the best service possible, so please spare time to help influence our decision making.

