

UoS Internships- Changes for University colleagues in 2019/20

The Excel Southampton Internship Programme has been rebranded to [UoS Internships](#). Since 2009 this scheme has delivered almost 3,000 work experience opportunities, with 539 in the last academic year alone. These internships have taken place within the University and with external employers and Third Sector partners, providing our students with work experience opportunities to benefit their career planning.

We are always looking at enhancing our offer to students and will focus this academic year on considering global opportunities and the implementation of e-mentoring. We also look forward to exploring with our colleagues in faculties as to how we can continue to embed employability into the curriculum.

As a result, we have had to look at our funding model and unfortunately, in 2019-20, we will not be able to provide funding support to our internal internship providers, previously a 30% contribution. We will continue to support our local community and provide fully-funded Third Sector internships.

The Employer Engagement team will continue supporting the recruitment of students by advertising opportunities on your behalf, shortlisting applicants or beginning the process for nominated opportunities.

We very much look forward to continuing to work in partnership with our colleagues in Faculties and Professional Services to offer opportunities for our students. Full information on UoS Internships, timescales and criteria are available in our [Employer Handbook](#)

Summary of Changes for 2019/20

- [UoS Internships](#) is the new name for the Excel Southampton Internship Programme

Funding

- Internal salaries need to be full covered from the host's sub-project code
- Internal roles have a minimum salary of £8.92 per hour

Timing and duration

- Term-time internships are referred to as Semester Internships
- Semester Internships need to conclude by the end of the academic year which this year is Saturday 13 June 2020
- Summer internships must take place between 15 June 2020 and 23 Sept 2020
- Minimum duration is 70 hours and there is no maximum duration for UoS Internships

Process

- Once roles are agreed with the Employer Engagement team, there are 2 approval stages connected to the internship host- "School/PSG Approval" and then at "Finance Manager Approval" i.e. the financial manager of the host's subproject code
- Internal hosts manage their own timesheets- for internships within the faculties it must be the Faculty Finance Manager who submits these and Professional Services supervisors may submit their intern's timesheets

Where can I find out more information?

If you have any further questions relating to UoS Internships, please contact a member of the Employer Engagement Team: Email: Employ@southampton.ac.uk (0)23 8059 3501 (internal 23501)