

Careers and Employability Service

UoS INTERNSHIPS HOST HANDBOOK

2020/21

Contents

1. Introduction	2
2. How UoS Internships work.....	3
2.1 UoS Internship criteria- What Defines a UoS Internship?	3
2.2 Employer Eligibility for External Organisations	3
2.3 Dates and Duration of Internships.....	3
2.4 Semester Internships.....	4
2.5 Graduate Internships.....	4
2.6 How to apply to UoS Internships	5
2.7 Recruitment Timeline	5
2.8 Advertising and Marketing of Internships.....	6
2.10 Interviews.....	6
2.11 Nominated students.....	7
2.12 Changes to an Internship	7
3. Costs.....	7
3.1 External Organisations	7
3.2 Tax/HMRC.....	7
3.3 Annual Leave and Sick Pay	7
3.4 University's right to withdraw students	8
4. Visas	8
5. Third Sector Internships	8
5.1 Eligibility	8
5.2 How to Apply	8
5.3 Timeline and Duration of Internship.....	8
5.4 Student Payments.....	9
6. Feedback.....	9

1. Introduction

UoS Internships provide support for local, national and international organisations recruiting students on short-term work experience opportunities 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. Internal departments to the University of Southampton can also host roles and please see our Internal Host Handbook for further information.

The benefits of appointing an intern from the University of Southampton include:

- Access to high calibre students
- Exploring fresh approaches to organisational needs
- 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 can do for you:

- Advertise your internship(s) on your behalf
- Target relevant students for your internship
- Collate student applications
- Offer support throughout the 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 internship offering good work experience, employers will enhance a student's CV and help support their long-term career goals whilst developing their own recruitment pipeline.

2. How UoS Internships work

2.1 UoS Internship criteria- What Defines a UoS Internship?

- Internships are opportunities between 70 and 420 hours (2-12 weeks), that provide an intern with sufficient support, including a designated supervisor and induction, and offer them beneficial work experience.
- Internships can be exclusive to the University of Southampton and receive additional promotion
- When agreeing to advertise through UoS Internships, we ask that you update us if a University of Southampton student is appointed
- Internships are paid; please see section 3.1 for full payment details
- Internships must begin and finish within the same academic year- these dates are 30 September 2020 – 26 September 2021
- Internships are available to all enrolled students from any discipline, as well as students who graduated during the 2019/20 academic year
- Semester internships must conclude by 12 June 2021
- Summer internships can only begin from 14 June 2021
- Graduate internships are available - please contact the Employer Engagement team for further details

2.2 Employer Eligibility for External Organisations

- Must be a registered company with Companies House or in their list of [Overseas Registries](#)
- Employers must ensure students work on a project of importance to the organisation
- Internships must be paid - we do not support unpaid internships

2.3 Dates and Duration of Internships

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 we welcome discussion for what will work best for your organisation.

A 2-week internship is equivalent to 70 hours work (based on a 35-hour working week) which is the minimum internship length we can support.

Students can work part-time hours enabling employers to spread the hours over a longer period. For example, an intern could work 20 hours a week for 14 weeks, which is equivalent to a full-time 8-week internship of 35 hours per week.

The 2020/21 University vacation periods support the following internships:

- **Easter internships** - Monday 22 March 2021 to Sunday 11 April 2021
- **Summer internships** - Monday 14 June 2021 to Sunday 26 September 2021
- **Third Sector summer internships** - Monday 14 June 2021- Friday 30 July 2021
- **Graduate internships** - Please contact us regarding graduate internships

2.4 Semester Internships

- We facilitate part-time internships during term-time
- Semester 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 dates for 2020/21 are:

- **Autumn Term** - Monday 28 September 2020 to Saturday 12 December 2020
- **Spring Term** - Monday 4 January 2021 to Saturday 20 March 2021
- **Summer Term** - Monday 12 April 2021 to Saturday 12 June 2021

- When applying to host a Semester internship, please consider a student's studies, exams and dissertation. Students have the responsibility to ensure an internship does not have a negative impact on their wellbeing and 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
- It is the responsibility of the employer and student to agree how the hours will be worked during the internship. For example, a student might work a 150-hour internship from February to June, working an average of 30 hours per month. Approaching exams, the student may wish to work fewer hours. After these exams, the student can then increase working hours over the Easter break. 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 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.

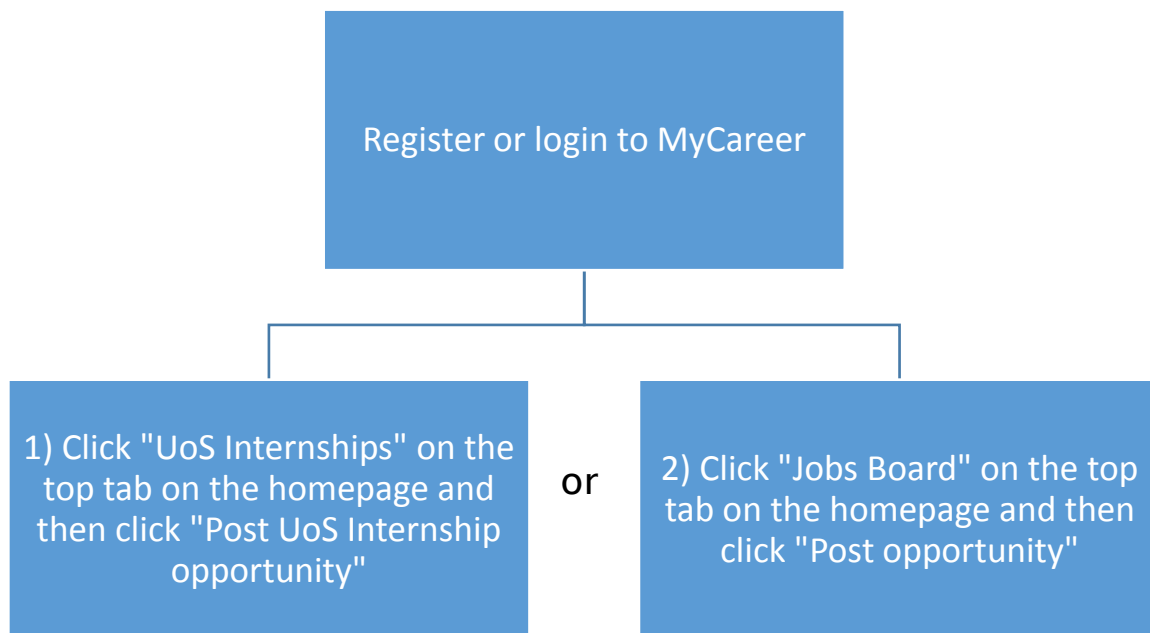
Please contact us if you'd like to explore the possibility of offering graduate internships.

2.6 How to apply to UoS Internships

UoS Internships welcome applications to employ single/multiple student internships across many sectors.

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

You are welcome to speak with us before posting an opportunity for UoS Internships. We can discuss your role and advise as required. Once you can access MyCareer, there are 2 ways your role can become part of UoS Internships:



Option 1) posts your role directly into our UoS Internships section of MyCareer for students to access. Option 2) posts your role onto our Jobs Board where it will be alongside all other job adverts which include placements and graduate roles. If you complete option 2) and your role is suitable for UoS Internships, we will contact you to see if you would like your opportunity to be part of our programme.

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

Please ensure your advert content is as clear and as engaging as possible to effectively inform our students and encourage applications. We can support with creating an advert if you wish and please contact us on employ@southampton.ac.uk

We cannot guarantee that each submission for UoS Internships will be approved.

2.7 Recruitment Timeline

We recommend that you advertise your role for 2-4 weeks. In total, to allow you to interview and appoint, we advise that the process will take 6-7 weeks from the role being published on MyCareer.

For opportunities exclusive to the University of Southampton, we offer additional promotion and can collate applications for you. Roles we collate will close on an agreed Sunday with applications sent to you.

2.8 Advertising and Marketing of Internships

Opportunities will be promoted by the following methods:

- Careers and Employability Service e-newsletter to students
- UoS Internships webpage
- MyCareer
- Plasma screens across campus
- Careers and Employability Service Internship Programme workshops
- Promotion through the University's faculties
- Appropriate social media platforms

If vacancies do not attract sufficient applications the first time they are advertised, they can be re-advertised and we may suggest amendments to the job advert. There is no guarantee that suitable applicants will be found for all advertised internships.

2.9 Recruitment Process for Students

For internships also advertised to other universities, our students will apply directly to you in line with your recruitment process. For internships exclusive to our students, you have the choice of managing your own recruitment process or we can collate applications for you. If we collate applications, students will apply through MyCareer providing a CV and application form asking them the following questions:

- Why do 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 send you all applications.

2.10 Interviews

We require employers to interview chosen candidates shortly after receiving their list of applicants. Interview schedules must be co-ordinated by employers and are not the responsibility of the Careers and Employability Service.

The Careers and Employability Service have interview rooms but unfortunately due to University Covid-19 restrictions these are not available for the time being.

Once interviews are complete and your preferred student has accepted your offer, please do let us know.

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 from 2015 to 2018, female students provide 52% of our applications, comprise 52% of our shortlisted candidates but only 47% 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, in some cases, we will consider employers nominating an individual student for a role without the need to advertise. This may be a student that an employer has met or has previously worked for the organisation.

Please note if an employer nominates a student, it is at the discretion of the Employer Engagement Team whether the role can be supported through UoS Internships.

2.12 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. If there are 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. Costs

3.1 External Organisations

Internship salaries are fully funded by the employing organisation and we recommend the University's internship salary of £9.42 per hour. We appreciate this may be prohibitive for some organisations and require all internship hosts to comply with [National Minimum Wage Rates](#).

UoS Internship suggested salary	
Hourly Rate	£9.42
Cost per week (based on 35 h/w)	£329.70
Equivalent Annual Salary	£17,144.40

Employers must pay the student monthly through their payroll system. Employers can recruit students on higher hourly rates should they wish and must comply with National Minimum Wage legislation.

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.

3.3 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 them 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. We recommend interns follow the same sickness policy as other employees of your organisation.

3.4 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 employer's 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 may need to 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 internship or placement which forms part of the course
- May work full-time during vacation periods
- May work full-time between the programme end date and the Visa expiry date

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

It is the employer's responsibility to check that interns have the right to work with 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 in the UK and have sufficient staff resource to support the internship.

5.2 How to Apply

Please refer to section 2.6.

5.3 Timeline and Duration of Internship

The University is able to fully-fund internships between 70 and 140 hours within the dates located in section 2.3, with the additional requirement that **Third Sector summer**

internships must conclude by the 31st 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 sends the completed timesheet to 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. We must receive signed online agreements from both the Third Sector Organisation and student before the internship begins.

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. It is crucial that we receive this feedback to allow us to offer the best service possible, so please spare time to provide information and help influence our decision making.