



University of
Southampton

Careers, Employability and Student
Enterprise

UoS INTERNSHIPS HOST HANDBOOK

External Internships 2023/24

Contents

1. Introduction	2
2. How UoS Internships work	3
2.1 Employer Eligibility for External Organisations	3
2.2 Dates and Duration of Internships	3
2.3 Semester Internships	4
2.4 Graduate Internships	4
3. How to publish your roles with UoS Internships	4
3.1 Recruitment Timeline	5
3.2 Advertising and Marketing of Internships	5
3.3 Recruitment Process for Students	5
3.4 Interviews	5
3.5 Nominated students	6
3.6 Changes to an Internship	6
4. UoS Internships Payments	6
4.1 Tax/HMRC	6
4.2 Annual Leave and Sick Pay	6
5. Visas	7
6. University's right to withdraw students	7
7. Feedback	7

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, 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
- Provide you with a Host Support Pack

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

What Defines a UoS Internship?

- The employer must provide an intern with sufficient support, including a designated supervisor and induction, and offer them beneficial work experience
- Internships must begin and finish within the same academic year - these dates are 25 September 2023 – 26 September 2024
- Internships must be **exclusive** to the University of Southampton
- Internships are paid; please see sections 4 for full payment details
- Internships are available to all enrolled students from any discipline, as well as students who graduated during the 2022/23 academic year
- Semester internships must conclude by 15 June 2024
- Summer internships can only begin from 17 June 2024
- Graduate internships are available - please contact the Employer Engagement team for further details

2.1 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
- Charities must have a charity registration number

2.2 Dates and Duration of Internships

We recommend students work no more than 35 hours per week (students that have a Student Visa are entitled to work a maximum of 20 hours per week during term-time dependent on visa restrictions). We appreciate that some organisations have different working patterns, and we welcome discussion for what will work best for your organisation.

Students can work part-time hours enabling employers to spread the hours over a longer period. For example, an intern could work 7 hours a week for 10 weeks, which is equivalent to a full-time two week internship.

The 2023/24 University vacation periods support the following internships:

- **Easter internships** – Monday 25 March - Sunday 21 April 2024
- **Summer internships** – Monday 17 June - Sunday 22 September 2024
- **Graduate internships** – See section 2.4

2.3 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 2023/24 are:**

- **Autumn** – Monday 2 October 2023 to Saturday 16 December 2023
- **Spring** – Monday 8 January 2024 to Saturday 23 March 2024
- **Summer** – Monday 22 April 2024 to Saturday 15 June 2024

- 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 10 hours per week; 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 120-hour internship from March to May, working an average of 40 hours per month. When term-time internships overlap exams, the student may wish to work fewer hours. After these exams, the student can then increase working hours. We advise agreeing these possible flexibilities with your student prior to the internship commencing

2.4 Graduate Internships

Students within 1 year of graduation are eligible for all UoS Internships.

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

3. How to publish your roles with UoS Internships

UoS Internships welcomes you to advertise 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 have accessed MyCareer, please post your opportunity following the below steps.



Post your role directly into our UoS Internships section of MyCareer for students to access, and ensure you click 'UoS Internships for External Organisations'.

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

For more information about how to use MyCareer please read our [MyCareer Employer Guide](#).

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

3.1 Recruitment Timeline

We recommend you advertise your role for a minimum of 3 weeks and then allow 1-2 weeks for you to interview and appoint. We advise that the **process will take 8-10 weeks** from the role being published on MyCareer to a student beginning work with you.

3.2 Advertising and Marketing of Internships

Opportunities will be promoted by the following methods:

- Careers, Employability and Student Enterprise e-newsletter to students
- UoS Internships webpage
- MyCareer
- Careers, Employability and Student Enterprise 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.

3.3 Recruitment Process for Students

We will collate applications for you. Students will apply through MyCareer providing a CV and application form asking them the following questions:

- What interests them about the role and organisation
- What relevant experience and skills can they bring to the role

Shortly after the closing date, we will send you all applications in the form of a CV book using UoS SafeSend.

3.4 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 Careers, Employability and Student Enterprise.

As soon as the interviews are complete, you are required to notify both successful and unsuccessful students. Once your preferred student has accepted your offer, please do let us know. **Please note that it is your responsibility to check the intern's documentation to ensure that they have the right to work in the UK.**

3.5 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, for example a student that an employer has met or previously worked with. This approach will only be accepted in the instance that organisations can confirm that they have checked that there are no other suitable candidates.

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.

3.6 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.

4. UoS Internships Payments

Internship salaries are fully funded by the employing organisation and must be paid to the student monthly through the employer's payroll system.

We expect all employers to pay a minimum hourly rate for an intern in line with the [Real Living Wage](#), however employers can always choose to recruit students on higher hourly rates should they wish.

UoS Internship suggested salary	
Hourly Rate	£12.00
Cost per week (based on 35 hours p/wk)	£420.00
Equivalent Annual Salary	£21,840.00

4.1 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.

4.2 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	28 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.

5. Visas

Students who are studying at the University under a Student Visa are eligible to participate in UoS Internships. However, it is important to note that students on degree level courses who have a Student Visa:

- 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

Please note that 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) and therefore their weekly working hours are restricted to maximum 20 hours a week during their course.

It is the employer's responsibility to check that interns have the right to work with them.

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 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.

7. 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.