



University of
Southampton

Careers, Employability and Student
Enterprise

UoS INTERNSHIPS HOST HANDBOOK

Internal Internships 2023/24

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1. Introduction

The Careers, Employability and Student Enterprise team helps departments within the University of Southampton to recruit student interns for short-term work experience. Student internships can be based in the faculties or Professional Services across all sites and departments.

Appointing an intern from our University offers benefits including:

- 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 do for you:

- Advertise your internship(s) on your behalf
- Target relevant students for your internship
- Collate student applications
- Offer support throughout the internship
- Administer the setup of internship agreements and payroll
- Provide you with a Host Support Pack

We recognise that enhancing our students' employability is key to the success of our graduates. By providing a worthwhile internship offering good work experience, supervisors will enhance a student's CV and receive skilled additional resource.

2. How UoS Internships work

What Defines a UoS Internship?

- The department/faculty 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
- Internal internships are exclusive to the University of Southampton
- The Careers, Employability and Student Enterprise team manage student applications and send them to you through SafeSend
- Internships are paid and self-funded; please see section 4 for full payment details
- Internships are available to all enrolled students from any discipline, as well as students who graduated in 2022/23
- Semester internships must conclude by 15 June 2024
- Summer internships can only begin from 17 June 2024
- Graduate internships are available - please contact us for further details

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 departments have different working patterns, and we welcome discussion for what will work best for your department.

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.

Internships within the University must not exceed the maximum length of 12 weeks. This is to ensure students working as temporary staff for the University to not breach our regulations for temporary workers and is consistent with our HR policies and procedures. Work assignments which last longer than 12 weeks may trigger additional rights for the worker including equal pay and automatic pension enrolment. This not only applies to student interns, but all temporary employees within the institution.

The 2022/23 University vacation periods support internship opportunities:

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

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 supervisor 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

3. How to publish your roles with UoS Internships

All departments wishing to be part of UoS Internships must register as an employer on [MyCareer](#), our dedicated online careers system. Please use "UoS -" and your department as your organisation title e.g. "UoS - Careers, Employability and Student Enterprise". If you are hosting a nominated internship, you are not required to advertise your internship on MyCareer. **Please note, we no longer require hosts to complete a Job Description and Person Specification form before uploading on MyCareer.**

Once you've registered your department or logged in, you can directly post a UoS Internship for us to review, or speak with us beforehand about its suitability:



Within the UoS Internship advert, supervisors 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.

We require separate employer applications for qualitatively different internship opportunities, however you may use the same advert if you are advertising multiple internships of the same type.

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 whole process will take 8-10 weeks from the role being published on MyCareer to a student beginning work with you. Once a student has been appointed, there is a process to ensure the student is signed up to UniWorkforce and has the appropriate right to work checks conducted. As soon as these have been completed, the student is set up with a staff account.

3.2 Advertising and Marketing of Internships

Opportunities will be marketed 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
- UoS Career Hub

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 Making Changes to a live Advert

Any required changes to a live opportunity can be made by any member of staff by logging in to MyCareer, making the amendments and pressing save. The opportunity is then saved as a '*pending approval*', so please be sure to inform us to ensure that it is made visible to the student body.

3.4 Recruitment Process for Students

Students will apply to your role through MyCareer with a CV and application form which asks them the following:

- 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 candidates with a completed application in a CV book which you can download. This will be sent using SafeSend.

3.5 Interviews

We require supervisors to interview chosen candidates shortly after receiving their list of applicants. These interviews can take place remotely or in person if safe to do so and agreeable with all parties. Interview schedules must be co-ordinated by the supervisor and are not the responsibility of the Careers, Employability and Student Enterprise team. We can provide you

with a Host Support Pack, please feel free to use the template emails to help you with your communications with applicants during the recruitment stages. There is also a handy check list for your reference, which we hope will support a successful and efficient induction for you and your intern and limit any delays.

Once interviews are complete and your preferred student has accepted your offer, please do let us know. It is essential that the team is made aware of any student being appointed to ensure statutory **Right to Work** checks are completed ahead of the intern commencing paid work.

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

3.6 Nominated Students

All internship positions should be advertised to the student body for fair and competitive recruitment. However, we will consider supervisors nominating their own student where they can confirm that they have checked that there are no other suitable candidates.

Please note if a supervisor nominates a student, it is at the discretion of Careers, Employability and Student Enterprise whether the role can be supported through UoS Internships. It is important students are given equal access to internship opportunities; therefore, you will be required to confirm there are no other suitable candidates.

3.7 Internship Agreements

Digital internship agreements are sent to supervisors and interns once we have been informed of the selected student. Internships will not be able to commence until these agreements are completed by the supervisor and the student. **It is important to note that the internship agreement is not a legally binding agreement.**

In addition, all employers in the UK have a responsibility to prevent illegal working. As such, we will ensure that a **Right to Work** check has taken place before any paid employment commences.

3.8 Any changes to an Internship

If for any reason a student is unable to complete an internship or the duration needs to be changed, we 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. Costs

Internship salaries are fully funded by a subproject code provided by the hiring manager. The hourly rate of pay for an intern must align with a minimum of Level 1B (Spinal Point 11). The total cost of hosting an internship will include the intern's salary as well as associated oncosts; please consult the [UniWorkforce pay scale document](#) for an estimate of these costs.

The below provides an idea of cost based solely on an intern's salary:

UoS Internship Programme Costs	
Hourly Rate	£12.08
Cost per week (based on 35 hours p/wk)	£422.80
Equivalent Annual Salary	£21,985.60

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 that we can get them set up on the payroll system and create their casual worker permit. Please be aware that this can take up to 4 weeks.

Students are not legally permitted to start the internship until this is complete.

This internship is dependent on approval from the supervisor's School/ Professional Services Group and then the relevant Finance Manager. We recommend ensuring the necessary individuals are informed when creating the internship.

The University of Southampton usually agrees a salary uplift related to inflation effective 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.

4.1 Annual Leave and Sick Pay

As fixed term/temporary employees, 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

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.

4.2 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 always remains 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.

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 (the CAS statement will show this date) and therefore their weekly working hours are restricted to maximum 20 hours during their course.

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 in which we can improve. 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.