SUMMER INTERNSHIP PROGRAMME

Guide to posting your UK summer internship on CareerConnect

KEY POINTS FOR COMPLETING THE FORM

Please read the following instructions carefully. We recommend having the guide open whilst completing your internship proposal.

Please complete as many fields as possible. The information can be used as search criteria by students, so plenty of detail will increase the visibility of your internship. For fields that allow multiple selections, please select all options that apply. If you are called away to another task whilst filling in this form, please ensure you save your text to avoid losing your work as the system will time out if no edits have been saved in a 60 minute period.

Please see the **Careers Service Privacy Policy** for details on how the personal data you enter on to this form is stored and used.

For help developing your internship proposal, or to see examples, please email **summer-internships@careers.ox.ac.uk**.

Contact Us:

01865 274646

summer-internships@careers.ox.ac.uk

www.careers.ox.ac.uk/internship-employer

KEY DATES

2024 INTERNSHIPS	ADVERTISING START DATE	APPLICATION DEADLINE
round 1 (International)	15 January	12 February
round 2 (UK)	13 February	11 March
round 3 (UK & International)	12 March	8 April
round 4 (UK & International)	9 April	6 May
round 5 (UK & International)	7 May	27 May
Summer internships start	From 17 June 2024 onwards (Trinity Term ends 15 June 2024)	

Hosts can post internships in any of 5 rounds, although the first round is open exclusively to international opportunities and the second to UK ones. Round 1 and round 2 receive a higher proportion of applications. However, if hosts miss the deadline for round 1 or 2 they can post internships in any of the late rounds.

REGISTERING ON CAREERCONNECT

CareerConnect provides access to all our services for students and employers. Please register here if you have not done so already. You will receive an approval email within two working days with a link to set up a password. If you do not receive an email please contact the Employer Engagement Team on 01865 274663 or **recruiters@careers.ox.ac.uk**.

SUBMITTING THE ONLINE INTERNSHIP PROPOSAL FORM

Go to **Organisation login** on and enter your username and password.

Go to the "**Internship Office Programmes**" tab at the top of the page, and click on "**Post The Summer Internship Programme UK Opportunity**".

Completing the form

PUBLISHING DETAILS

Internship Office and Skills Programme type: Select 'Summer Internship Programme – UK'.

Internship Office and Skills Programme Details: Click on Summer Internship Programme.

Opportunities Publishing Details: Please add the relevant dates as given above.

Send Email Notifications: Select 'main contact for this vacancy only' to ensure you receive updates.

Application Details: Please don't change this section.

PROJECT DETAILS

Job Title: Please name your opportunity - either the intern's title e.g. 'Marketing Internship', or the name of the project e.g. 'Winston Churchill Archives internship' (particularly important if you are posting multiple opportunities).

Opportunity Type: Select 'Internship/Work Experience'

Opportunity Summary: Describe the internship project, including:

- Background to the project – what stage is it at? What are the long-term aims?
- Specific contribution of the intern – i.e. daily tasks and responsibilities.
- Who the intern will be working with and supervised by
- Expected outcomes, e.g. report, presentation, contribution to larger piece of work.
- Any special opportunities, e.g. attending events or working with other teams.

Occupational Area: Select the relevant sector(s). Students use this field to search for internships, so the more tags you select the more results your internships will generate.

Location Details: Fill in the area and country. In 'Location Details', please state an address or city (you may select more than one country if the internship requires the student to travel or work on projects in more than one country).

Salary Details: Select the appropriate option from the drop-down menu - please do not select 'competitive' with no corresponding salary details. To be eligible for the programme we need full salary details to ensure internships are affordable for students. Please specify the currency in which the salary will be paid and indicate whether the salary is weekly or monthly.

Number of Vacancies: Select the number of interns you are seeking.

Start Date Details: Fill in the earliest and latest possible start dates for your placement. If the start date is fixed, please specify. Please note the earliest start date is 17 June 2024.

APPLICANT PROFILE

Applicant Profile: Fill in essential and desirable skills and qualities (including languages). This serves as a helpful guide for students when writing their applications.

Area of Study: Select your preference for applicants' area of study, if any. The University is split into four divisions: Humanities, Social Sciences, MPLS and Medical Sciences. See https://www.ox.ac.uk/research/divisions.

If you are flexible select the 'any/no preference' option.

Duration: If the duration is fixed, select one option. If you are flexible, select multiple options and 'flexible', e.g. if your internship is 4 – 6 weeks long, select '4 weeks', '5 weeks', '6 weeks', 'flexible'. Please note that the maximum duration is 8 weeks, unless students are finalists.

Year of Study: Years 1 – 4 refer to undergraduate students. PGT (Postgraduate Taught) refers to Masters students, PGR (Postgraduate Research) refers to Doctoral students. Please select 'any/no preference' if applicable to you.

OTHER DETAILS

Project Type: Select all that apply to the internship project.

Project Summary: Write a 2-3 line summary to help us promote your internship.

Accommodation: If you will be providing accommodation, this must be secure and in a safe space and you can provide additional details such as a home stay, hostel, shared room in the dedicated area.

Risks associated with the internship: When asked about highlighting risks, hosts may wish to think about for example, extreme weather, local crime, risk of lone/remote working which can be specified in the dedicated area.

Roles and responsibilities: Select to confirm you have read and understand your roles and responsibilities, and save a copy of these elsewhere.

Summer Internship Programme Payment Policy

All remote internships, whether they are with for-profit or not-for-profit organisations must be **paid UK National Living Wage** or above. If your organisation is based in London, you should provide London Living Wage.

UK For-Profit Organisations:

Should provide at least UK national living wage. You are encouraged to offer the equivalent rate for similar positions in your sector, to make your opportunity competitive.

UK Not-for-Profit Organisations:

Should provide a contribution to the internship, for example accommodation, travel or lunch expenses. The Internship Office has some limited funds to support students interning with not-for-profit organisations. We allocate funds on a needs basis, and earlier submissions have a better chance of receiving funds. We will contact you if there is a possibility of your opportunity receiving funds. Please note that we do not advertise unfunded internships.

*We are committed to making our internships accessible to all students regardless of their economic background, and do not consider internships which will leave students out of pocket. Interns make a valuable contribution to organisations and we expect them to be remunerated accordingly. For more details on salary/support options please email **summer-internships@careers.ox.ac.uk***

DIVERSITY INITIATIVES

Please share the details of any initiatives that your organisation offers to encourage diversity in the workplace. If you have a formal policy stating your position on diversity and inclusion, please add this here. This could also include any support measures that ensure people from all backgrounds are represented in your organisation, with particular regards to ethnicity, religion, disability, sexual orientation, age, gender, and economic background.

Examples of good practice in diversity and inclusion	
Work with Pride Japan	Index to evaluate corporate efforts to support inclusiveness for LGBT employees
Athena Swan Charter	UK initiative recognising advancement of women's careers in science, technology, engineering, maths and medicine in higher education and research.
Staff training	For diversity and unconscious bias, particularly in the recruitment process.
Race Equality Charter	Improving the representation, progression and success of minority ethnic staff and students within higher education.
Multi-faith room	A quiet location set aside where people of differing religious beliefs, or none at all, are able to spend time in contemplation or prayer.

If you don't have any of these programmes in place, it would be helpful to make a general statement about the welcoming environment of your organisation.

ENCOURAGING STUDENTS WITH DISABILITIES

Please use the text box to show how you would make reasonable adjustments for students with disabilities, including existing policies from your organisation. If you already have adjustments such as those below, please add them to the form:

- wheelchair access
- lifts
- ground floor working space
- hearing support systems
- language support
- specific software
- flexible working hours
- a dedicated point of contact for disabled staff

UK employers must comply with Equality Act legislation and provide reasonable adjustments to meet students' needs. Employers outside the UK are expected to comply with their own country's legislative framework for disabled people.

You are also welcome to make a statement suggesting that individual arrangements can be supported. The Internship Office is available to provide support if needed.

Publishing your summer internship

Once you have checked that all the information is correct, click 'Add Opportunity'. Adverts are not visible to students straight away but instead come through to the Internship Office.

WHAT HAPPENS NEXT?

We will review your internship proposal and send confirmation of approval. Submitting an opportunity is not a guarantee of inclusion in the programme. The Internship Office may edit the proposal or contact you for further information before it is advertised to students. You

cannot edit your opportunity after submitting. However, if you wish to change any details please contact us at **summer-internships@careers.ox.ac.uk**. If this is the first time you are offering an internship, we will contact you to have a virtual call to discuss the process of the programme.

For more details, visit: **www.careers.ox.ac.uk/internship-employer**