



# SUMMER INTERNSHIP PROGRAMME

## Guide to posting your UK summer internship on CareerConnect

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

The information you enter is 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 [internships@careers.ox.ac.uk](mailto:internships@careers.ox.ac.uk)

Contact Us:

[internships@careers.ox.ac.uk](mailto:internships@careers.ox.ac.uk)

[www.careers.ox.ac.uk/internship-employer](http://www.careers.ox.ac.uk/internship-employer)

## KEY DATES

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2022 INTERNSHIPS	ADVERTISING START DATE	APPLICATION DEADLINE
round 1 (International)	17 January	14 February
round 2 (UK)	15 February	14 March
round 3 (late UK & Int'l)	15 March	11 April
round 4 (late UK & Int'l)	12 April	2 May
round 5 (late UK & Int'l)	3 May	23 May

## REGISTERING ON CAREERCONNECT

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CareerConnect provides access to all our services for students and employers. Please [register here](#) online 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 this please contact the Student and Employer Engagement Team at [recruiters@careers.ox.ac.uk](mailto:recruiters@careers.ox.ac.uk).

## ACCESSING THE ONLINE PROPOSAL FORM

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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

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**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:** Select 'Add any specific instructions', and please do not change the text.

## PROJECT DETAILS

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**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. Please state here whether the internship will be completed remotely, if it must be in-person, or if you are flexible with the arrangements.

**Salary Details:** Select the appropriate option from the drop-down menu. We do not publish internships with 'competitive' salary only. 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 20<sup>th</sup> June 2022.

## APPLICANT PROFILE

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**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 options are Humanities, Social Sciences, MPLS, Medical Sciences and the Department of Continuing Education. For further details 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'

**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

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

**Project Summary:** Write a 2-3 line summary to help us promote your internship. As a rough guide: Sentence 1: Summary of your organisation; Sentences 2 -3: Summary of project, including intern's specific contribution.

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

### Internship Office Policy on Internship Salary

All remote internships, in for profit or not-for profit organisations must be [paid UK minimum wage](#) or above.

#### UK For-Profit Organisations:

Should provide at least minimum wage, and the equivalent rate for similar roles in your sector. If you are a UK-based SME and would like to take advantage of Santander internship funding, please state this on the form.

#### UK Not-for-Profit Organisations:

A contribution to the internship e.g. accommodation or travel and lunch expenses. The Internship Office has some limited funds to support internships with charitable organisations, that we allocate on a needs basis. Earlier submissions have a better chance of receiving funds. Please state your interest on the form.

*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 [internships@careers.ox.ac.uk](mailto:internships@careers.ox.ac.uk)*

## EQUALITY AND DIVERSITY

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Please share details of initiatives your organisation offers to encourage diversity in the workplace. If you have a policy stating your position on diversity and inclusion, add this here. This could also include 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  
Athena Swan Charter

Staff training  
Race Equality Charter

Multi-faith room

Index to evaluate corporate efforts to support inclusiveness for LGBT employees  
UK initiative recognising advancement of women's careers in science, technology, engineering, maths and medicine in higher education and research.  
for diversity and unconscious bias, particularly in the recruitment process.  
improving the representation, progression and success of minority ethnic staff and students within higher education.  
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, please make a general statement about the welcoming environment of your organisation.

## ENCOURAGING STUDENTS WITH DISABILITIES

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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.

If you do not have these options, please make a welcoming statement suggesting that individual arrangements are 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?

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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 [internships@careers.ox.ac.uk](mailto:internships@careers.ox.ac.uk). If this is the first time you are offering an internship, we will contact you to have a short phone call to discuss the process of the programme.

[www.careers.ox.ac.uk/internship-employer](http://www.careers.ox.ac.uk/internship-employer)