



The Micro-Internship Programme: Guide for Employers

<https://www.careers.ox.ac.uk/mip-employers>

Thank you for your interest in the Micro-Internship Programme. We hope this document provides all the information you need. However if you have any questions, please email the team at: micro-internships@careers.ox.ac.uk.

Please see our [Employer Information](#) for further information.

Please see the [Careers Service Privacy Policy](#) for details on how your personal data entered onto this form is stored and used.

SUMMARY

- ▶ Overview of the Programme
- ▶ Key dates for academic year 2025-2026
- ▶ Key points for completing the proposal form
- ▶ Registering on CareerConnect & accessing the online proposal form
- ▶ Example micro-internship proposal
- ▶ Completing the form: publishing details
- ▶ Completing the form: project details
- ▶ Completing the form: applicant profile
- ▶ Completing the form: other details
- ▶ Completing the form: AI Policy
- ▶ Completing the form: diversity initiatives
- ▶ Completing the form: encouraging students with disabilities
- ▶ Publishing your micro-internship
- ▶ What happens next?

OVERVIEW OF THE MICRO-INTERNSHIP PROGRAMME

The Micro-Internship Programme is exclusively available to Oxford University students, offering 2–5 day voluntary learning and development opportunities at the end of each term (Michaelmas, Hilary, and Trinity). The aim of the programme is to help students develop their employability skills, enhance their CVs, and build professional networks.

Placements take place during week 9 or week 10; they can be remote, hybrid, or in-person. Micro-internships are unpaid. However, if the placement is in-person, employers are expected to cover local travel and reasonable lunch expenses for any days students are required to attend physically.

We welcome employers from all sectors, both in the UK and internationally, including companies, charities, start-ups, museums, research groups, and academic departments.

You will have the opportunity to work with bright, motivated Oxford students who can make a meaningful contribution to short-term projects and tasks that require extra support. You will be surprised how much they can achieve in just a few days. Micro-internships also offer a fantastic way to raise your organisation's profile among Oxford students.

Projects should be self-contained and achievable within the placement period, offering meaningful insight and development for the student. Tasks should go beyond shadowing or basic administrative work.

MICRO-INTERNSHIP PROGRAMME DATES FOR ACADEMIC YEAR 2025-2026

	Accepting host proposals from	Host proposal deadline	Advertising date to students	Student application deadline	Placement weeks
Winter (Michaelmas)	1 September 2025	2 October 2025	7 October 2025	2 November 2025	8-12 December 2025 or 15-19 December 2025
Spring (Hilary)	3 December 2025	12 January 2026	14 January 2026	1 February 2026	16-20 March 2026 or 23-27 March 2026
Summer (Trinity)	11 March 2026	16 April 2026	21 April 2026	10 May 2026	22-26 June 2026 or 29 June – 3 July 2026

KEY POINTS FOR COMPLETING THE PROPOSAL FORM

Please read the following instructions carefully

We recommend having the guide open whilst completing your Micro-Internship proposal on CareerConnect.

Please complete as many fields as possible and give plenty of detail. The information can be used as search criteria by students, so plenty of detail will increase the visibility of your opportunity and your chances of receiving a respectable number of applications.

Any fields marked with a * must be completed. For fields that allow multiple selections, please select all options that apply.

THE SYSTEM WILL TIME OUT IF NO EDITS HAVE BEEN SAVED WITHIN A 60 MINUTE PERIOD.

REGISTERING ON CAREERCONNECT

CareerConnect is an online portal, which provides access to all our services for students and employers. Students use it to sign up to events, apply for jobs and internships, and book appointments with Careers Advisers. Please ensure you have [registered your organisation](#) online first, in order to log in on CareerConnect.

You will receive approval within 2 working days and will be sent a link to set up a password. If you do not receive this email, please contact a member of the Student and Employer Engagement Team on 01865 274663 or at: recruiters@careers.ox.ac.uk.

Accessing the online proposal form

Go to [Organisation login](#) and enter your username and password. Go to the 'Internship Office Programmes' tab at the top of the page and click on 'Post Micro-Internship Programme Opportunity.'

EXAMPLE OF A MICRO-INTERNSHIP PROPOSAL

JOB TITLE: EVENTS RESEARCH INTERN (MIP)

Opportunity Details	Notes
<p>Fantastic Reads is a thriving not-for-profit seeking to offer access to books, reading groups and reading support services to 25,000 young people living in isolated communities throughout the UK. Set up by an Oxford University alum, Fantastic Reads is driven by the desire to tackle disillusionment of isolated young people through facilitating community reading groups. We have hosted Oxford interns for the past three years, some of whom have since joined us in full-time positions.</p>	<p>You may wish to briefly introduce your organisation, highlighting its background, ethos and current work.</p> <p>Students will be able to see your organisation profile from the advert page, so this is not obligatory. You may wish to highlight any previous activities or internships with Oxford students that your organisation has taken part in.</p>
<p>Part of Fantastic Read's mission is to inspire young people to get involved in setting up their own reading groups and events in their local communities. We provide them with the opportunity to make a difference and gain fundraising, events and communications experience. To formalise this, we are now creating formal training and resource packs. Through this micro-internship, you will research past reading group events and activities, as well as create new templates for them.</p>	<p>Context of the project provides details of how the internship fits into the organisation.</p> <p>- Has it been worked on before?</p> <p>- How will the intern contribute?</p>
<p>Your research will cover:</p> <ul style="list-style-type: none"> ▶ Budgeting for a reading group event ▶ Advertising and branding ▶ Social media engagement ▶ Organisation and timetabling ▶ Sponsorships 	<p>Outline the tasks that the student(s) will undertake.</p> <p>If the exact brief is not yet clear, please provide examples and be clear that the tasks are not an exhaustive list.</p>
<p>You will be directly supervised by the Communications and Knowledge Manager. You will also have the chance to work alongside our communications team and attend staff meetings.</p>	<p>Please state supervisory arrangements and whether there are any further opportunities.</p>

At the end of the internship, you will have produced content for a 'Community Package' of reading group activities, which would be suitable to use by young people. This micro-internship will give you the opportunity to gain demonstrable experience in data analysis, marketing, commercial sponsorship, and logistical planning and research, whilst also gaining insight into our charitable organisation.

How will the project be concluded

What will the intern/organisation achieve?

What will the outcomes be, and how will the project be used?

Applicant Profile

Candidates will be considered from any academic discipline. You will need to demonstrate:

- ▶ Good written communication skills
- ▶ A strong ability to work in a team
- ▶ An interest in community development
- ▶ Knowledge of education policy and experience of producing written materials for a young audience is preferable, but not essential

Notes

Please give essential and desirable applicant criteria, including skills, personal qualities, and experience.

There is a separate section to outline whether you are looking for students from particular subject areas or years of study.

Project Summary

Fantastic Reads is a not-for-profit seeking to offer access to books, reading groups and reading support services to 25,000 young people living in isolated communities throughout the UK. Through this micro-internship, you will help to inspire young people to set up their own reading groups. You will research past events, create templates for new activities, and assist with advertising, planning, sponsorship, and budgeting. Your 'Community Package' will be used by our partners across the country. This is a valuable opportunity for insight into a small charitable organisation in London.

Notes

Please note this field must be completed, as this is the section that will be advertised on our sector list and is seen most by students.

This is a short blurb of the organisation and opportunity which will appear in our marketing of the Micro-Internship Programme to students (in our newsletters and on Bluesky, Facebook, Instagram & LinkedIn).

Diversity Initiatives Long Text

Fantastic Reads has an Equality, Diversity, and Inclusion Policy (embedded link). We actively encourage students from all backgrounds to apply for our internships. If any specific requirements would be needed for you to undertake this internship, please do not hesitate to inform the Internship Office.

Notes

We encourage all organisations to add text to this section. When no official practices are in place, a statement can still be made regarding diversity, equality and inclusion. If your office presents any issues for access, please inform the Internship Office.

Completing the form

PUBLISHING DETAILS

Internship Office and Skills Programme type: Select 'Micro-Internship Programme.'

Internship Office and Skills Programme details: Select 'The Micro-Internship Programme.'

Organisation details: Fill in the relevant details, where necessary.

Advertising details (publish & closing date): Add the relevant dates as given on page 2.

How do you want applicants to apply?: Select 'Add any specific instructions.' This will generate the information for students automatically. Students are asked to provide a 1-page CV & 300-word personal statement.

Email notifications: Select 'the main contact for this vacancy only.' This will ensure you receive key information.

PROJECT DETAILS

Opportunity type: Select 'Internship/Work Experience'.

Job title: Give a title **specific** to the role and/or your organisation with (MIP) at the end, (students must be able to differentiate between different internships). E.g. 'Scientific Communications (MIP)' or 'Winston Churchill Archives Internship (MIP).'

Opportunity description: See page 4 for more information. This is where all the micro-internship project details are given:

- ▶ Background to the project – what stage is it at? What are the long-term aims?
- ▶ Specific contribution of the intern – daily tasks and responsibilities.
- ▶ Expected outcomes – report, presentation, contribution to larger piece of work.

Occupational area: Select the sector(s) relevant to the project (a maximum of 3). Students use this field to search for internships.

Salary Details: If you require your intern to physically attend any part of the placement, select 'expenses only.' You will be expected to cover local travel (inclusive of bus journeys between Oxford and London) and reasonable lunch expenses. If the internship is to be completed fully remotely, select 'voluntary.'

Location details: Fill in the country of your organisation. If your internship will take place in-person, select the area of your workplace. If it will be completed remotely, select 'remote working.' If it will be hybrid, select both the area and 'remote working'.

For additional information, please state how you wish the intern(s) to complete the placement. **Fully in-person, fully remote or a hybrid of both.** If the intern(s) are required to travel to a location, please confirm the location and the days required for travel.

Number of positions: Select the number of interns you wish to take (this number can change once you review applications).

Application form: Select 'The Micro-Internship Programme'.

Start date: Please select 'Specific dates' and choose the starting date of the placement week from the relevant dates on page 2. Organisations may choose one or both weeks. Individual placements have a maximum duration of 5 days. E.g. if you are taking students w/c 8 December, after choosing the 'Specific dates' option, you would choose 8 Dec on the calendar and then click 'add'.

APPLICANT PROFILE

Applicant Profile: Fill in essential and desirable skills and qualities. This serves as a helpful guide for students when writing their applications. If you are looking for students from a particular year or course, you can state this here too.

Duration: Please select one of the micro-internship only options (if you do not select one, we will select '5 days' as the default option). We encourage you to decide the duration in advance as students may use this to base their decision on whether they can apply.

Area of Study: Select your preference for the student's area of study, if any. The University is divided into **four divisions**: Humanities, Social Sciences, MPLS (Mathematical, Physical and Life Sciences) and Medical Sciences.

OTHER DETAILS

Project Type: Select the relevant type(s) to your project. You can list any other types in the text box below this field.

Project Summary: This is where you can give an overview of the micro-internship, your organisation, team, the main tasks and what the students will gain from the internship. Write a 2–3-line summary, including the intern's specific contribution. Please bear in mind that this summary will be used widely in our marketing and is used to attract students.

Time Zone (Vacancies): Select '(GMT) Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London.'

AI POLICY

Policy regarding use of AI in applications: We understand that some internship hosts value students with technological proficiency, including familiarity with artificial intelligence (AI). At the same time, there is an expectation that students who use AI tools will use them responsibly and ethically when preparing their applications. [Suitable guidance is available to students.](#)

However, it would be helpful if you could indicate your organisation's stance on the use of AI by students in their applications. If your organisation does not have a policy, please write "No specific policy."

DIVERSITY INITIATIVES

Please share the details of any initiatives that your organisation offers to encourage and support diversity in the workplace. If you have a formal policy stating your position on diversity and inclusion, please embed the link here.

This could also include any support measures that ensure people from all backgrounds are represented in your organisation, with regards to ethnicity, religion, disability, sexual orientation, age, gender and economic background. Examples of good practice in diversity and inclusion are:

- ▶ Work with Pride Japan: an index to evaluate corporate efforts to support inclusiveness for LGBT employees and other sexual minorities.
- ▶ Diversity Impact Awards India: recognising the achievements of organisations in promoting diversity and inclusion in India.
- ▶ Athena Swan Charter: a UK initiative recognising commitment to advancing the careers of women in science, technology, engineering, maths and medicine in higher education and research.
- ▶ Race Equality Charter: improving the representation, progression and success of minority ethnic staff and students within higher education.
- ▶ A multi-faith room: a quiet location set aside where people of differing religious beliefs, or no beliefs can spend time in contemplation or prayer.
- ▶ Diversity training provided to staff on unconscious bias, and diversity issues in general, particularly in the recruitment process.

If you do not 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

The Internship Office strives to make our internship programmes accessible to all students, including those with disabilities. Please use the text box to share your approach to making reasonable adjustments and provisions in your workplace for students with disabilities, including any existing policy or official statement from your organisation.

There are a range of adjustments that may be needed, and the Internship Office is available to provide support should you have any questions. If you have any pre-existing adjustments such as 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 etc, please state them here.

UK employers must comply with the [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.

Please note that you are obliged to fill in this section. If you are unable to include specific details of how you would support students with disabilities, please make a welcoming statement suggesting that individual arrangements will be supported.

PUBLISHING YOUR MICRO-INTERNSHIP

Please ensure you read and confirm your agreement to our 'Role and Responsibilities of the Host Employer' and our 'Health and Safety Regulations.' **Please note:** If you do not confirm your agreement, you will not be able to take part in the programme.

Once you have checked that all the information is correct, click '**Add Opportunity**.' Adverts become available to students once the Micro-Internship Team has reviewed and published it on CareerConnect, and when the cycle is open to students.

WHAT HAPPENS NEXT?

We will review your micro-internship proposal and send a confirmation email when it has been approved, and it is ready to go live.

We may edit the proposal or contact you for further information before it is advertised to students. It is possible to edit opportunities after submitting, however where possible please submit the finished version.

You will receive a notification from CareerConnect when your internship is about to go live, and another before your internship advertisement is due to expire.

Students apply directly to the Internship Office, through CareerConnect, with a 1-page CV & 300-word personal statement.

After the application deadline, we will send you an email informing you that you have received applications. We will provide you with a selection guide outlining the selection process and a date by which we would like to receive your selection.

We collate all applications after the deadline on CareerConnect, where they are then pinned to your organisation's profile. After our email, you will be able to log onto CareerConnect and view the applications you have received securely, collated in a CV book.

Please do not hesitate to contact us at micro-internships@careers.ox.ac.uk if you have any questions at all.