UCL Careers Summer Internships Scheme

We are delighted to announce the launch of the UCL Careers Summer Internships Scheme 2017-18. In association with Santander Universities, we are providing subsidised funding for internships across our summer scheme; which will support the training allowance for one UCL student or graduate intern to work with your business for 8 weeks full-time (35 hours per week) or 7 weeks part-time (20 hours per week) during the 2018 summer vacation period (June – September).

How will I benefit as an employer?

• You are provided with £150 per week for a full-time internship (pro rata for part-time) for 7 or 8 weeks during the summer vacation period to host a UCL student or graduate intern.
• Your intern can support you with a project or business development initiative that will move your organisation forward.
• Your intern could provide you with a fresh perspective and will bring new talent to your organisation.
• You will be able to trial an intern for any future positions that may arise, without obligation.

“I hire students and graduates from UCL because the careers team at UCL connects me with candidates I genuinely want to meet. For students and employers, the Santander Internship Scheme in particular is a great opportunity.”

QA Media – September 2017

Eligibility:

To participate in this scheme your organisation must be:

• SME
  The organisation must be a small-medium enterprise (SME) to be eligible for the scheme. Generally, this means the organisation must have fewer than 250 employees and a turnover of less than €50 million. In determining whether a company is an SME for the purpose of this scheme, we adhere to EU definitions. Charities and third sector organisations which meet the SME definition are eligible for this scheme.

• London-based
  The company must be registered and/or trading in London. If the company’s premises are not based in London, they must demonstrate that they trade in London or have close ties to London as our funding is specifically for London-based companies.

• Payment to Intern
  The interns on this scheme must be paid the London Living Wage (£10.20 per hour) for each day they work per week via your payroll. Companies will then invoice UCL for the subsidised amount once the internship is confirmed.

• Able to provide the intern with a desk or space at which to work. Home-working is not acceptable. They must also have access to a supervisor who can meet with them regularly. There must be at least one other full-time member of staff of the business there with the intern.

• Offering an internship to a student or graduate who is not:
  o A paid employee/intern
  o A shareholder of the business
  o A relative to the owner(s)/director(s)

Places on this scheme are limited and internship proposals will be assessed against our criteria, on a first come first served basis until all funding is reserved.
Internships in a variety of sectors

We aim to promote a variety of internships across a range of sectors covering:

- Consultancy
- Engineering
- Life Sciences & Health
- Social Sciences & Media
- IT & Tech
- Arts & Culture
- Finance

If we receive a high number of internship proposals under one category, we may hold funding on similar opportunities until we have allocated reserves to an equal number of internships in the other categories.

Important Dates

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<th>Dates</th>
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<td>January – 12th March 2018</td>
<td>Window for you to apply to participate in the scheme (application includes Internship proposal, Health &amp; Safety checklist &amp; Supplier information including confirmation of your bank details as a supplier on company letter-headed paper). Please send completed documents to Ardy Cheung: <a href="mailto:a.cheung@ucl.ac.uk">a.cheung@ucl.ac.uk</a>. You are advised to send us your completed forms as soon as possible and not wait until the deadline. As the Santander grant is limited, funding will be reserved on a first come first served basis for suitable proposals. Organisations who submit proposals after all funding has been reserved will be placed on a wait list.</td>
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<td>February – end of March 2018</td>
<td>UCL Careers will promote any proposals received that meet our criteria. Please note, to be eligible for this funding UCL students and graduates must apply via our online system, not directly to you.</td>
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<td>End of March – 13th April 2018</td>
<td>UCL Careers will send suitable student/graduate applications to you.</td>
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<td>13th April – 14th May 2018</td>
<td>Latest timeframe for you to interview, select interns and inform UCL Careers about your candidate choice. We recommend that candidates apply for up to 3 roles within this scheme. Candidates may receive offers of internships from other participating companies within the same timeframe so we suggest that you block out some time for interviews in preparation.</td>
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<td>15th May – 4th June 2018</td>
<td>UCL Careers will send you and your chosen intern an agreement letter, both of which will need to be completed and returned to us before the internship starts and we can release funding.</td>
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<td>11th June – 3rd August 2018 / 9th July – 31st August 2018</td>
<td>Internships of 7 weeks part-time or 8 weeks full-time are undertaken.</td>
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<td>August – 14th September 2018</td>
<td>UCL Careers will be in contact to ask for internship feedback.</td>
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Get involved

To receive more details about participating in this scheme please send an email to Ardy Cheung - a.cheung@ucl.ac.uk - to request a full information pack which will also explain the next steps.