UCL Careers Summer Internship Scheme 2019-20

We are delighted to announce the launch of the UCL Careers Summer Internships Scheme 2019-20. 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 final year 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 2020 summer vacation period (June – August).

How will I benefit as an employer?

- You are provided with subsidised funding (up to £1477 for an 8 week full-time internship and 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.

“The UCL summer internship program has been a great success for us. The whole process was professionally run, the calibre of intern from UCL is exceptionally high, and as a company we got a lot out of the whole experience. We would highly recommend the process and would participate again.”

EV Technology Limited – Summer 2019

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 are not 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 (£10.75 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 exclusively to a UCL student or graduate who is not:**
  - A current/previous paid employee/intern
  - A shareholder of the business
  - 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 & Technology
- Arts & Culture
- Finance

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

Important Dates

<table>
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<tr>
<th>Date Range</th>
<th>Description</th>
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<tbody>
<tr>
<td>January – 2nd March</td>
<td>Applications to be submitted to UCL Careers</td>
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<td>You are advised to send us your completed application as soon as possible and not wait until the deadline. As the Santander grant is limited, funding will be reserved on a first reply basis for suitable proposals. Organisations who submit proposals after all funding has been reserved will be placed on a waiting list.</td>
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<td>2nd March - 29th March</td>
<td>UCL Careers will promote opportunities to UCL students</td>
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<td>10th April</td>
<td>Date by which you’ll receive a shortlist of applicants from UCL Careers</td>
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<td>15th May</td>
<td>Deadline for you to have conducted interviews, selected candidates and informed UCL Careers</td>
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<td>We recommend UCL candidates to apply for up to 3 roles maximum on this scheme, therefore candidates may receive offers from other participating organisations within the same timeframe. We suggest that you interview as soon as you can in case you need to hold second interviews / to have a second choice candidate in mind</td>
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<td>15th June</td>
<td>First internship start date option</td>
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<td>13th July</td>
<td>Second internship start date option</td>
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<td>4th September</td>
<td>Final deadline for all feedback to be returned to UCL Careers</td>
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Get involved

To receive more details about participating in this scheme, please email Katharine Evans at K.Evans@ucl.ac.uk - to request a full information pack, which will also explain the next steps.