

# Vacancy terms and conditions

## Introduction

All opportunities are published to current students and recent alumni through our CareerHub platform. LSE Careers aim to action all opportunities within two working days of submission.

- As part of our verification process we thoroughly research all organisations so we can provide an excellent service to our students and graduates. We require organisations to provide a link to a live organisation website, proof of company registration via a company directory such as Companies House and business number.
- Please ensure the organisation website is fully functional, with adequate information including but not limited to the nature of work, people involved, past and current projects and contact details. Organisations with websites hosting only a landing page will not be approved.
- We will only publish opportunities which include a full job description and requirements. Please see our guidance notes for more information.
- We reserve editorial control over opportunities we publish and reserve the right to remove any organisation and/or opportunity from our system at any time.
- We will only publish opportunities (including targeted emails and events) which are written in full English.
- We will only advertise vacancies for a maximum of four months. If your vacancy expiry date is longer than four months, we will automatically amend this prior to your advert going live. Extensions will not be permitted, instead a new vacancy post request will need to be made.
- We will ensure organisations are flexible and provide alternative times and dates for selection activities where there may be a clash with examinations and/or other important academic demands.
- We advise that internships take place outside of the [academic term](#) and during the Easter (four weeks) and Summer vacations (12 weeks).
- We do not advertise opportunities where there is a cost/fee to students to apply.

## Wage requirements

LSE Careers will not advertise any role or opportunity, including internships, that are unpaid. The exemptions to this are covered within the [volunteering guidance](#) and for work shadowing (including insight weeks) opportunities.

- When advertising vacancies, please ensure to provide specific remuneration details – whether monthly/annual salary. If the organisation is unable to specify the exact figure, please acknowledge whether the opportunity meets or exceeds National Minimum Wage (NMW) requirements.
- Opportunities which provide unpaid trial periods will not be advertised.

- Opportunities which are commission based will not be approved unless there is at least a base salary that meets NMW requirements.
- Opportunities which are paid per project/article/remote working must be pro rata and meet NMW.
- In accordance with [Home Office guidance](#) – ‘Accommodation provided by an employer can be taken into account when calculating the National Minimum Wage or National Living Wage. No other kind of company benefit (such as food, a car, childcare vouchers) counts towards the minimum wage’.
- For virtual internships, we require that the individual is paid the equivalent minimum pay of the jurisdiction where the individual is undertaking the role or that of the host country’s legislative rate.
- It is ultimately the employer’s responsibility to ensure advertised opportunities (including internships) comply with NMW legislation.
- We support the [advice on internships](#) issued by the Universities and Colleges Union (UCU) and National Union of Students (NUS).

#### **UK-based opportunities**

- We will only advertise UK-based opportunities, including internships, which comply with [NMW legislation](#).

#### **Opportunities outside of the UK:**

- We will only advertise opportunities outside of the UK, including internships, which comply with the minimum wage legislation of that country or state.
- For those countries without such legislation, we require organisations to match that of the equivalent UK rate.
- Please specify the required legislation in your opportunity advert to avoid delays in your advert going live.
- We reserve the right to request further information regarding your country or states minimum wage legislation prior to your advert going live.

### **Advertising as an organisation, start-up, individual or third party**

#### **Organisations:**

LSE Careers reserve the right to de-activate an existing organisation’s account on CareerHub and not approve organisations or opportunity requests which we deem unsuitable for promotion to our students and graduates. Organisations and opportunities that we may not approve and may decide to de-activate existing accounts for include, but are not limited to:

- Any organisations or opportunities which we suspect may be illegal, unethical or discriminatory
- Any organisation that is reported as engaging in unprofessional conduct
- Any organisations who breach the [LSE Ethics Code](#)

- Any organisations with recent adverse media reports
- Any organisation that does not comply with the [UK NMW Act](#) and [UK health and safety legislation](#) (and/or the appropriate legislations in their jurisdiction)
- Any organisations or opportunities promoting services to students at a cost and/or where the School already offers equivalent services free of charge
- Any organisation or opportunity with which an association may bring LSE or its students into disrepute
- Any organisation that does not respond to our preliminary checks/correspondence.

### **Start-ups:**

LSE Careers are committed to providing an excellent range of opportunities for both current students and graduates, and welcome opportunities from start-ups. If registering on CareerHub as a start-up, please ensure to read and agree to the [checklist for start-ups](#), returning a signed version to us [by email](#).

### **Individuals:**

LSE Careers will not advertise vacancies for individuals or sole traders for quality assurance and safety precautions. We only advertise opportunities for organisations.

### **Third parties:**

LSE Careers will advertise vacancies from recruitment agencies providing certain criteria are met. These criteria are:

- That we know the identity of the employer and we can publish their name
- That we are satisfied that the employer has commissioned the agency to act on their behalf (we may require email confirmation of this)
- That the advertising party have confirmed, in writing, that they agree to the £100 + VAT fee.

In instances where organisations use HR outsourcing services for all of their HR services, we will not charge for advertising opportunities. However, we will require written confirmation via email from the organisation that the outsourcing service is working in this capacity.

Targeted emails are only available for direct employers and are not available for recruitment agencies nor organisations advertising on behalf of a third party (unless written confirmation via email is provided from the direct employer).

## **Student welfare**

### **Discriminatory adverts:**

- LSE Careers will not advertise opportunities which contravene the [Equality Act 2010](#) by not allowing applications from a particular nationality, gender or religion, for example.
- When advertising positions which will not be eligible for visa sponsorship in the UK, we would recommend the following wording: “Please note that all applicants must be able

to demonstrate that they are eligible to work in the UK at the point at which the role commences”.

- We will not advertise opportunities that specify a ‘native’ speaker is required – instead this should be referenced as ‘fluent’ e.g. candidates must be fluent in French.

### **Availability of students:**

The availability of students varies dependent upon their programme, however the employer should be aware of a students’ study obligations and not ask them to work in excess of 15 hours per week during term time as per School guidance. During vacations and other periods when the student does not have the usual pressure of study, hours are negotiable with the student.

## **Advertising opportunities that are not typical vacancies**

### **Campus brand managers/ambassadors/representatives:**

LSE Careers will advertise campus brand manager/ambassador/representative positions which comply with the following recommendations:

- It is explicit in the advert that part of the role will be to work in consultation with us and that the campus representative and organisation must be aware of the services we offer for increasing brand awareness
- The organisation recruiting brand representatives should inform us which student they have recruited for the role so we can liaise with the representative if required.

### **Events:**

LSE Careers’ vacancy board is reserved for vacancy opportunities only. If you would like to advertise an off-campus event, please see our [events terms and conditions](#) and [submit a request](#).

### **Agency work:**

We will not advertise agency work as a vacancy.

### **Competitions:**

We will not advertise competitions as a vacancy. Providing that the competition is pertinent to LSE students, we will advertise competitions via social media and our blog. To advertise a competition, please [email us](#) with a summary of the opportunity (with application method and closing date) and links to further information, in less than 200 words and in blog post form.

### **Scholarships, fellowships and postgraduate funding:**

If you would like to advertise a scholarship or postgraduate/PhD funding opportunity, please do so via our vacancy board and select ‘scholarships/PG funding’ as the type of work. We will only advertise opportunities where the student receives a stipend or other financial support (not just expenses).

### **Volunteering and overseas volunteering:**

To advertise voluntary opportunities to LSE students through CareerHub your organisation and opportunities must meet the following criteria:

- Be registered with the UK Charity Commission or be a recognised statutory body
- Accept liability for all volunteers recruited and be able to meet any liabilities through an adequate insurance policy or other provision
- Have a health and safety policy
- Provide an induction covering all necessary aspects of health and safety for the volunteer
- Have an adequate child protection policy if working with children and/or young people
- Have an adequate vulnerable adults policy if working with vulnerable adults
- Risk assess all volunteering activities and premises
- Provide all the training necessary for volunteers to carry out their assigned tasks
- Have a named person who is responsible for the supervision and support of volunteers
- Treat personal information about LSE students confidentially

If you would like more information, please visit the [LSE Volunteer Centre website](#).