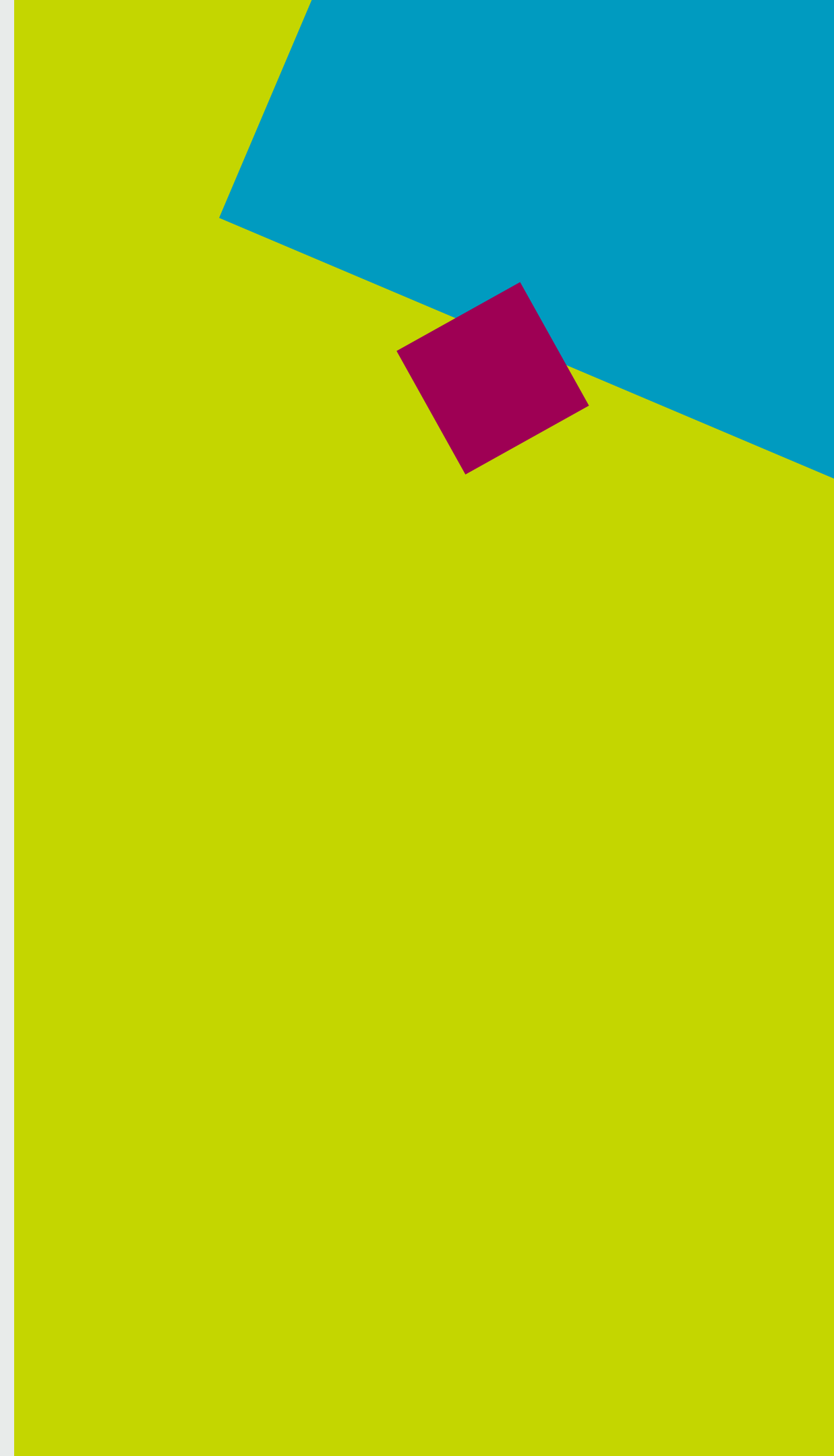




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The Summer Internship Programme 2024/25





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About the Programme





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Programme Mission

- The Programme supports undergraduate students with limited or no prior work experience to develop their professional skills, explore career options, and build their overall confidence
- It seeks to reduce barriers to entry and the development of skills required to build and maintain fulfilling careers. As such, we're keen to work with organisations who wish to work actively towards increasing equality in the workplace and committed social change.



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Why host an LSE intern?

- **Fresh perspectives and creativity:** Interns bring a fresh pair of eyes to your projects, offering new ideas and creative solutions that can drive innovative approaches to challenges.
- **Dedicated focus on key projects:** Hosting an intern provides additional support, allowing your team to dedicate more time to projects that may have been delayed due to time or resource constraints.
- **Grow future talent:** Through this program, many students have gone on to secure permanent full-time roles with their host organisations. By participating, you'll be able to identify and nurture talent, all while ensuring interns are paid a living wage for their contributions.
- **Boost your employer brand:** Interns act as ambassadors for your brand, culture, and values during and after their internship. By offering internships, you can showcase your commitment to education and social responsibility, strengthening your employer reputation.



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Programme overview





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Summary

- Open to penultimate and final year undergraduate students with limited or no prior graduate level work experience
- Students complete a 140-hour internship, over a minimum of 4 weeks
- Can be completed between 23 June and 25 July 2025
- Funded by LSE at a rate equivalent to London Living Wage (£13.85/hr)





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Eligibility

Host organisations can be any one of the below:

- A charity/not-for-profit organisation based in the UK or internationally
- a UK public sector organisation
- or a UK registered enterprise





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Logistics

Where?

- Internships can take place in-person in the UK, remotely, or in a hybrid fashion.
- NB for charities/not-for-profits registered outside the UK: we are only accepting applications to offer 100% remote internships.

When?

- The 140-hour internship can take place between 23 June – 25 July 2025.
- The internships can be full time (i.e. 35 hours per week for 4 weeks) or 5 weeks part-time. Where possible, we'd encourage flexibility in discussing working arrangements that would suit both you and the intern.

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The internship





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Internship opportunity

- We encourage opportunities that enable the intern to **take ownership** of a piece of work or project.
- Opportunity to complete or **work towards a deliverable** is also recommended (e.g. a report, presentation, research document etc.)
- Students can **support with key tasks** required by the organisation.
- Where feasible, opportunities to **gain insight into an organisation's different activities** further supports interns deepen their understanding about the industry/sector.



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Supervision and support

- **Interns must be supervised** by a named individual from whom the intern can receive support and direction, and contact if issues arise. We recommend regular check-ins are scheduled with the intern to ensure they are supported during their internship.
- For some students, this may be their first time undertaking graduate level work experience. Depending on availability and feasibility, **assigning a work-buddy or mentor** to the intern can help enhance their experience and help them navigate their internship more comfortably.

Internship examples

Projects students have worked on previously include:

- Producing policy briefings for clients and drafting press releases
- Data visualisation and development of dashboards
- Conducting benchmarking analysis
- Researching organisation issue areas and policy analysis

Please note: we tend to receive a high volume of applications to promote marketing or social media focused internships through the programme. Therefore, to ensure a diverse selection of internships, we'd be keen to receive and prioritise roles that extend beyond this remit.



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Funding





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Charities / not-for-profits / public sector organisations

- LSE will pay a bursary to the intern that is equivalent to London Living Wage (£13.85 per hour) for up to 140 hours (i.e. a maximum of £1939).
- The bursary will be paid to the intern at the end of their internship and once they have emailed LSE Careers a copy of their timesheet (which should be signed by you, the host organisation).

SMEs

- LSE has different funding models that are available according to the size of an SME.
 - **Micro sized enterprises***: LSE can consider you for full reimbursement for the 140-hour internship. This is at a rate of London Living Wage, £13.85 per hour worked, for up to £1939.
 - **Small sized enterprises****: LSE can consider you for a Grant equivalent to London Living Wage for up to 70 hours of the internship. The remaining 70 hours will need to be funded by your organisation.
 - **Medium sized enterprises*****: LSE will determine on a case-by-case basis whether LSE can provide a Grant to cover up to 70 hours of the 140-hour internship, or whether this opportunity will need to be fully funded by the organisation.
- In all instances, the Grant will not cover out-of-pocket expenses – e.g. NI contributions, PAYE, travel for work and equipment costs. It is expected that the Employer will cover these costs.
- If LSE provide a Grant, this will be paid to you upon receipt of your invoice after the internship is complete.

*Micro sized enterprise (<10 employees, turnover ≤ € 2m OR balance sheet total ≤ € 2m)

**Small sized enterprise (<50 employees, turnover ≤ € 10m OR balance sheet total ≤ € 10m)

***Medium sized enterprise (<250 employees, turnover ≤ € 50m OR balance sheet total ≤ € 43m)



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Large sized enterprises

- We also welcome large sized enterprises on the Programme (i.e. organisations employing 250 people or more)
- Large sized enterprises will be required to fully fund the internship and pay the intern directly via your payroll.
- The intern's pay should be equivalent to London Living Wage.



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Equity, diversity and inclusion in the workplace





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Widening Access & Inclusion

LSE are committed to widening access for students from underrepresented groups – in particular, we're encouraging applications from students who have been recipients of Free School Meals (FSM).

We are also committed to maximising accessibility to our services and programmes for disabled students, ensuring that no-one is treated less favourably on the grounds of disability.



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How can I support this?

1. We are requesting organisations to call students who have been recipients of FSM and/or who have disclosed a disability to interview, provided they meet the essential requirements for the role as a minimum.
 - A. If you would be **interested in ringfencing an internship place** for students who have been recipients of FSM, we'd love to hear from you! You have the option to indicate this on your application form.
2. We also request you discuss any accessibility needs and reasonable adjustments that can be made both during the interview process with shortlisted candidates and throughout the internship for the successful candidate.



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Programme Timeline

Nov 2024– 10 Feb 2025	Organisations have 3 months to apply. LSE Careers review applications on a rolling basis and notify you of your application outcome. Early application would be much appreciated to support our planning timelines.
17 Feb – 13 March 2025	Students apply to your opportunity.
by 18 March 2025	You are sent student applications.
18 March – 7 April 2025	You have 14 working days to review applications and conduct interviews.
by 4pm, 7 April 2025	You notify LSE Careers of your application outcomes.
7 April – 9 May 2025	LSE Careers process your outcomes and facilitate signing of a contract between you, LSE and the intern.
23 June – 25 July 2025	Internships can be completed.

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Hear from participating organisations

"Having an intern from LSE has helped our organisation to give fresh impetus to a project that we were struggling to move forward. The student showed a high level of professionalism and competence and the support and follow up that we have received from LSE internship program has been very helpful in order to maintain high standards of collaboration between the academia and the third sector."

- Prisoners Abroad (2024)

"Our experience with the LSE Summer Internship Programme has been exceptional. The interns bring fresh perspectives, strong analytical skills, and a keen enthusiasm for learning. Their contributions have been invaluable in advancing our projects and enhancing our team dynamics. We highly recommend this programme for its ability to connect employers with talented and motivated students."

- Spring ACT (2024)

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Hear from our students

"Experiencing my first internship through this programme was one of the best choices I have ever made as I was supported before, during and after my internship. It has significantly nurtured my skills, expanded my knowledge beyond lectures, and refined my confidence in my career aspiration."

- BSc in Actuarial Science, Third Year (2024)

"This internship programme provided an incredible opportunity to experience a workplace and an industry I otherwise wouldn't have explored. The experience was challenging and out of my comfort zone, but always having the LSE careers team as support was incredibly helpful. This six-week long experience helped me find a potential career path!"

- BSc in Sociology, Third Year (2024)

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Submit your application

1. Register **your organisation onto our CareerHub platform**: [Click here to create an account](#)
(if you already have a user account on our CareerHub platform, please move straight to step 2)
 - Enter your email address and set up your password, you will be sent an email to verify your email address. Once verified, you will have the option to 'register new organisation'
 - If you don't have a user account but your organisation already has a company account on our CareerHub platform, you will be notified of this once you have entered your organisation name. You can then add yourself as a new contact by selecting the 'request access' option.
2. Complete an **SIP registration form**
 1. You will be asked to complete a data sharing agreement to confirm that student personal data will only be kept for the length of time necessary to perform the processing for which it was collected.



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Get in touch

If you'd be interested in the Programme or have any questions, please contact the

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or the Work-Based Learning Team
(careers.internships@lse.ac.uk)



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