

Internships at QMUL

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Careers & Enterprise – Internships

At Careers & Enterprise we have a committed Internships Team that are specifically focused on supporting students from Queen Mary University who are interested in seeking professional internship opportunities whilst they study.

Our mission is to develop strong connections with a variety of employers, to create opportunities for students to have practical exposure to a field of study or careers interest outside their academic environment.

What is an internship?

An internship organised by Queen Mary's Internships Team describes a work experience which is a fixed duration, typically between 1 – 12 weeks. Internships are different to placement years which are typically 10 – 13 months in duration and are completed during academic studies, otherwise known as a 'year in industry'.

What types of internships are available at Queen Mary?

Internships will offer students the opportunity to gain practical and professional experience related to a role or industry they are interested in. We have two different types of internships that vary in terms of time commitment: Queen Mary Internships and Micro Internships.

Queen Mary Internships – Student FAQs

What is a Queen Mary Internship?

Queen Mary Internships are paid at London Living Wage and can vary in length between 70 – 350 hours. The university works with a wide range of organisations from start-ups, small-to-medium-sized enterprises, charities, through to multinational organisations. In some instances, with registered charities, we can offer voluntary internships. In all cases every internship listing will have clear information on remuneration. Our internships are designed to fit around academic studies, with many employers giving flexibility to allow students to complete a set number of hours or days per week alongside their university timetables.

The internships we source give students the opportunity to develop skills for their CV through practical work-based experience and gain invaluable insights into industry. Internships are advertised all year round, so we advise that students regularly check QM Careers Hub for the latest vacancies.

We would also encourage students to complete their profiles on the Careers Hub so we can be informed of occupational interests and send over relevant opportunities.

Who can take part in the Queen Mary Internship programme?

Queen Mary Internships are available to all students across Undergraduate and Postgraduate courses in the Faculties of Humanities & Social Sciences and Science & Engineering. For students who are in one of the faculties above, look out for emails throughout the year advertising live vacancies. These will arrive to the email address supplied on enrolment.

Please also check our [jobs board](#) for more internship opportunities. Alternatively, keep an eye on the Careers & Enterprise social media platforms such as [Instagram](#) and [LinkedIn](#) for information on other programmes.

How can students apply for Queen Mary Internships?

Applications for internships are submitted uploaded to the Careers Hub with a CV and covering letter. If candidates are shortlisted for a role by the employer, they will be invited to an interview.

We encourage students to [book an appointment](#) with Careers & Enterprise to get help with CV and interview skills before applying to internship roles. If students have any questions about this or other programmes, then please contact us at careers@qmul.ac.uk

Why should students apply for a Queen Mary Internship?

There are many benefits to completing a Queen Mary Internship which include:

- Undertake a substantial piece of work experience that will significantly improve your CV
- Developing professional communication, research, analytical and time management skills.
- Gaining real life work experience to add to your CV and reference in applications.
- Building meaningful connections and increasing your employer network.
- Gaining references for future internship/graduate job applications.

What types of internship roles are advertised to students?

The Internships Team aim to continually secure new internship opportunities from a range of different sectors and roles. The types of internships we advertise include but are not limited to: *Accounting, Artificial Intelligence, Arts Administration, Business Development, Charities, Education, Engineering, Environmental Consultancies, Finance, Human Resources, Journalism, Law, Production Companies, Programming, Public Relations, Publishing, Research Agencies, Retail, Think Tanks, Youth Centres.*

Micro Internship – Student FAQs

What is a Micro Internship?

A micro internship gives students the opportunity to take part in a short, 40-hour designated project with a business, charity, or social enterprise. The micro internship programme, due to its short duration, is very different to a typical internship. If successful with an application, the intern will work only 8 hours per week for 5 weeks on a specific project that will be completed within the timeframe.

The micro internship programme is particularly suitable for students who are looking to acquire professional work experience and explore their career options. Students will also be provided with support and training from the Internships Team.

Who can apply for micro internships?

The micro internship programme is open to all undergraduate and postgraduate students from:

- Faculty of Humanities and Social Sciences
- Faculty of Science and Engineering

Do interns get paid for completing a micro internship?

Micro Internships are voluntary positions. However, hosts must pay travel expenses if interns are commuting to a place of work. Please speak to your internship host directly.

How does the micro internship programme work?

Over a period of 5 weeks, students will have the opportunity to work for an employer on a flexible, part-time basis for 40 hours. As part of the programme, students will also attend pre- and post- micro internship training sessions delivered by the Internships Team. Training sessions are compulsory to attend.

In the pre-micro internship training session, we cover topics such as professional etiquette and how to make the most of your internship. In the post-micro internship training session, we reflect on the skills that have been developed throughout the experience, enabling students to use them in future job and internship applications.

Throughout the micro internship students will hear from the Internships Team to check in on their progress. Each micro internship is unique, but students can expect to experience what it is like working in a professional environment and learn how to apply certain academic skills such as research, analysis and communication skills to a real-life scenario.

Why should students take part in a micro internship?

There are many benefits to taking part in a micro internship, including the opportunity to:

- Gain real life work experience to add to your CV and reference in applications.
- Develop professional communication, research, analytical and time management skills.
- Build connections and increase your employer network.
- Add your micro internship employer as a reference in future internship/graduate job applications.
- Upon successful completion of the micro internship programme it will be added onto your digital transcript, the Higher Education Achievement Report (HEAR).

Micro Internship Training Workshops:

Will the training session slides be shared?

The training session slides and the recording will be available after the session on QM Plus.

Will the training sessions be online or in person?

Training sessions typically run online on Microsoft Teams, and students will receive a meeting invite prior to each session. In some instances, we may also run training sessions in person, which will be communicated if this is the case.

What happens if interns miss the training sessions?

The training sessions are compulsory for all interns and give students the opportunity to ask questions and engage with their peers, who will also be completing micro internship experiences. If you are unable to attend due to other commitments, please let us know as soon as possible by emailing microinterns@qmul.ac.uk

HEAR Journal:

What is the Higher Education Achievement Record (HEAR)?

Section 6.1 of the Higher Education Achievement Report (HEAR) is used to record activities undertaken by students at university which do not contribute to the calculation of a degree and do not already appear elsewhere on the HEAR. It serves as a great way to showcase to employers an overview of skills, knowledge and experience gained from activities beyond academic studies whilst at university. Visit the [QMUL HEAR webpage](#) for more information.

What is a HEAR Journal?

These are weekly reflections that we ask interns to update on QM Plus during their micro internship, in order for the programme to be eligible to be recorded on their digital transcript.

We ask that interns keep the journal person to their experience and journey on the programme, as they may develop and/or demonstrate a wide range of skills on the project. Some examples of these skills that could be developed include: *Communication skills (written and verbal), decision making, leadership, negotiation, organisation, planning, prioritisation, problem solving, professionalism, teamwork and collaboration, work ethic.*

How can interns ensure that their micro internship is listed on their HEAR transcript?

To ensure the micro internship programme is listed on an intern's HEAR transcript when they graduate, interns are required to attend both mandatory workshop sessions and submit weekly reflections on QM Plus throughout the programme. The weekly reflections describe what they have learnt and the contributions that have been made.

For example, after a week of project work, they might input that they devised a survey or conducted 10 interviews with members of the public.

Where should interns submit their HEAR journal?

Interns will need to complete and submit their weekly reflections on the micro internship QM Plus module.

Should interns fill in their journal each week or at the end of the micro internship?

You should fill your journal in each week so that you don't forget anything.

Attendance:

If an intern can no longer take part in the micro internship, what procedure should they follow?

We ask that interns email microinterns@qmul.ac.uk and their hosts to let them know that they can no longer take part with an explanation.

If an intern is unable to take part in micro internship for a day, due to unforeseen circumstances, what procedure should they follow?

The student will need to contact their micro internship host directly to let them know the reason they cannot fulfil your commitment that day. It can then be mutually agreed between the host and the student as to when the time will be made up.

How many hours is the micro internship?

Students will need to complete 40 hours of work over a period of 5 weeks. Typically, this will be split over 8 hours per week for 5 weeks.

What happens if an intern is asked to work more than the required 40 hours?

In some cases, employers may ask their interns to complete hours in addition to the assigned 40 hours for the micro internship. The Internships Team do not allow employers to ask interns to complete more than the 40 hours as part of the programme agreement.

If an intern is offered paid work after the 40 hours are complete though, students do not need to inform the Internships Team.

When does the micro internship start/finish?

Throughout the academic year the Internships Team run two cohorts of micro internships. We advertise for a spring and a summer round. We ask students to keep an eye out for email and social communications for the specific dates.

Can interns complete more than one micro internship at a time?

It is advisable that each student commits to one micro internship at a time so they can balance it alongside their academic studies. If a student is offered more than one micro internship, they may take part in a maximum of 2 micro internships, if they feel they will be able to manage their workload.

Communication:

There has been no communication from the employer since the interview and acceptance of the job offer. How should the student proceed?

Students should get in touch with the host directly using the contact details that they used to arrange the interview. If you don't hear back within a few days, email microinterns@qmul.ac.uk and let the Internships Team know so we can look into it.

Is it possible to decline a micro internship offer?

Yes, students can politely decline an offer and thank the host for the opportunity if they do not wish to proceed.

If a candidate does not hear back from the employer after their interview, does this mean they have been unsuccessful?

Micro internship hosts are expected to contact all candidates to provide details of interview outcomes. If candidates do not hear from their hosts, they can contact microinterns@qmul.ac.uk and the Internships Team will contact the host directly.

Other Internship FAQs

Disability support:

What additional support is available for students with a disability?

If you require any other reasonable adjustments to access our services at Careers & Enterprise, or to apply for internships, please let the team know and we will be happy to accommodate any needs. We offer appointments in-person and online (using MS Teams). You can book an appointment by logging into the QM Careers Hub. If you feel that you need more time with an adviser, you can book an extended appointment by emailing careers@qmul.ac.uk or calling 020 7882 8533.

Can interns get reasonable adjustments for any internship or micro internship?

The Equality Act (2010) requires employers to make reasonable adjustments for their employees, including interns, if necessary. If an intern feels comfortable disclosing their disability and any reasonable adjustments they may require to their employer, it can help the employer to understand how best to support them.

International students:

Can international students complete internships or micro internships?

Yes, international students can complete internships. For students who hold Student immigration permission, time working on an internship will count towards their permitted number of working hours per week. Those with Student immigration permission must not exceed the maximum number of hours permitted to work per week, which includes paid and unpaid work. Further information about working conditions for Student visa holders can be found on the Advice and Counselling web page: [Does my immigration permission allow me to work?](#)

Wellbeing at work:

An intern requires a dedicated space for prayer during work hours, but their employer does not currently offer such facilities. How can the intern approach this with their host?

Most employers will be likely to welcome this feedback and will accommodate the religious needs of employees. While not all employers will be likely to have the space to provide a prayer room, they should agree to the request if a quiet place is available. If an intern is unsure on how to approach this conversation with their employer, we advise they please get in touch with a member of the Internships Team.

An intern requires a baby feeding room whilst at work, but their employer does not provide this facility. How can the intern approach this with their host?

Most employers will be likely to welcome this feedback and will accommodate the needs of employees. While not all employers will have the space to provide a baby feeding room, they should agree to the request if a private and quiet place is available. If you are unsure on how to approach this conversation with your employer, please get in touch with a member of the internships team.

How can students look after their wellbeing whilst completing an internship?

It is important for students to look after their wellbeing whilst working. All interns should ensure they take regular breaks throughout the day to get up, move around and have a break from the screen. It is important for all interns to ensure they take a lunch break. Taking walks on lunchbreaks can be a great stress reliever and improve energy levels. If an intern feels overwhelmed or stressed at any point during their internship, we advise that they speak to their manager who may be able to offer support or adjust the workload.

Balancing commitments:

Is it possible to already have a job, and do an internship?

Many students successfully balance a job with an internship. It's all about managing time effectively and ensuring that an internship aligns with career or personal development goals. It may be helpful to create a schedule of how to manage new priorities alongside academic and work commitments.

An intern has upcoming deadlines that coincide with their internship commitment. How can they effectively balance their internship responsibilities with their academic workload?

It is imperative that interns plan their time when they commit to an internship. Employers are aware that students will be juggling academic commitments and internships. We advise that students have open and honest conversations with their employers at the beginning of their internship experiences, to schedule internship days appropriately and let them know if there are any important deadlines where there may be more flexibility required.

Hybrid/remote working:

What should interns be aware of if they have a hybrid or remote working arrangement?

Many organisations now promote hybrid or remote internships. Any instances of being required to work from home or at another location, instead of the organisation's office, will be clearly stated in the job description when the advert is placed on Careers Hub.

Please be aware that hybrid/remote internships will mean that interns may need to be more proactive in building relationships and connections with their new colleagues. We suggest interns speak to their line manager when they start their internship and ask them to make some introductions to other key people they will be working with during their time in the organisation.

When working remotely it is even more important to manage your time and workload as interns will not have immediate guidance from colleagues. Interns should be mindful of taking regular screen breaks and lunch breaks to maintain productivity and wellbeing.