



Department of  
**International  
Relations**

## Undergraduate Research Internship

### About

The Undergraduate Research Internship is an initiative which aims to provide you with the opportunity to work with IR faculty on research projects and gain first-hand experience conducting research.

### Eligibility

The internship is open to second- and third-year International Relations students, including those undertaking a joint degree. It is also open to International Relations General Course students taking 200- and 300-level courses in the department. Selection will be based on student academic performance and the fit between faculty research needs and student skill sets. Students must be resident in the UK (holidays are permitted, but your primary residence should be in the UK) and have a UK bank account for the full duration of this programme to participate.

If you have previously been granted funding through the Internship Fund Scheme then you are not eligible for the Undergraduate Research Internship.

**You are responsible for checking your own visa regulations (if applicable) and confirming you are permitted to work on the project.**

### Scheme duration

If successful, you will be expected to work **up to 100 hours** up until the end of July or August. During term time, we advise that you work **no more** than 10 hours per week.

The majority of the project will be undertaken in Winter and Spring Term, though an initial introduction to the project may take place late in Autumn Term.

### Application process

To apply, please look at the research projects available and select your preferred option. **Please note that the research project should support you in the development of your critical thinking.** Once selected, please complete the application form before **the deadline listed [on the website](#)**. Due to the number of applications we receive, you are only able to apply for **one project**.

## Salary

Successful applicants will be required to complete an Employee Details Form and a passport check with HR before commencing the internship.

Following this, you will be contracted to the Department, and paid an hourly wage of approximately **£18** per hour. **You will not be paid for overtime.**

## Contact throughout the internship

Before beginning work on the project, selected applicants must attend a mandatory briefing session led by Amanda Schultz, Communications and Engagement Manager.

The lead academic on the research project is responsible for outlining your tasks/duties. You will be expected to carry out these independently. However, mentoring mechanisms will be set (e.g. bi-monthly office meetings, Zoom sessions) to monitor your progress.

Time sheets must be submitted monthly once work on the project begins. If no hours have been worked on the project, contact the Student Experience team ([ir.comms@lse.ac.uk](mailto:ir.comms@lse.ac.uk)).

If you have any queries or concerns throughout your internship, you are also welcome to contact the Department's Communications and Engagement Manager, Amanda Schultz, who will be able to help.

## Facilities

You are expected to utilise the School facilities (i.e. library) and/or the academic's office (if offered) to conduct the work. Regrettably, separate office space will not be provided. The project outline will state whether the project can be carried out remotely.

## End of internship

At the end of your internship you will be expected to write a report summarising your experience and findings. Supervisors will also write a short report summarising the project and your contribution.