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## Overview

At Durham University, we encourage our students to be independent and responsible for their own career decisions.

As members of the Association of Graduate Careers Advisory Services (AGCAS) we are bound by the core principles and standards of professional practice as outlined in the [AGCAS Impartiality Statement](#) and the [AGCAS Member Code of Ethics](#).

We work on an equal basis with all genuine employers. We do not recommend particular employers or vacancies, censor information available, or limit access to opportunities. We recognise that all students have the right to select their own potential future employers.

We endeavour to provide the widest possible range of graduate, internship and placement opportunities to our students and we work in partnership with employers to achieve this. By working closely together we aim to support the business needs of recruiters as well as to deliver graduate employment opportunities for our students.

## Guidelines for advertising your opportunities online

The Careers & Enterprise Centre at Durham University offers employers access to a free vacancy advertising system. This platform is self-service and allows users to manage their advertising online.

### Registering an organisation

We ask that when employers [register their organisation](#), they provide the following information:

- 🏢 their company house / charity registration number, if they have one
  - 🏢 if this is an international organisation or an organisation without a company house / charity registration number, please select 'Other' as an option
- 🌐 an up-to-date, English-language website
- 📍 an up-to-date organisation address
- ✉ an email address with a domain that reflects the organisation – by this, we mean a company email address and not a personal one
- 🖼 an organisation logo
- 📄 a brief description / summary of the organisation












If the organisation is a recruitment agency, they **must** register as a 'Recruitment Agency' and provide full details of the third parties (visible to staff) in their opportunity advertisements. Failure to do this will result in the deletion of adverts from the system.

### Advertising opportunities










We ask that employers:

- 🏢 provide complete and accurate information concerning the vacancy (please see [the Creating Job Descriptions webpage](#) and the ['What should my vacancy advert look like?'](#) section for further information on how to structure your advert)
- 🌐 identify a website or contact where candidates can learn more about the vacancy
- 📅 provide us with as much notice as possible prior to the vacancy closing date
- 🇬🇧 ensure all vacancies meet UK employment and equality legislation

We will advertise:

-  full-time and part-time graduate jobs
-  graduate schemes
-  graduate internships
-  internships
-  part-time roles (in Durham, surrounding areas, and remote only)
-  placement years
-  work shadowing
-  scholarships for current students
-  mentoring
-  fixed-term vacation work
-  voluntary opportunities (see [Table 1](#) for further guidance)

We will **not** advertise:

-  full-time roles involving non-graduate work
-  roles which could, in our opinion, be exploitative or may not be a genuine opportunity
-  roles which, in our opinion, do not meet employment or equality legislation
-  commission-only roles (or those with a basic salary less than the National Minimum Wage)
-  roles which require students to be self-employed/freelance
-  roles which involve working in private homes
-  part-time roles for students which exceed 15 hours a week (during term-time)
-  roles that would incur an upfront fee or cost from the student/graduate (see our [Commercial Organisations Policy](#) for further information)
-  opportunities which contradict Durham University's institutional policies and Equality, Diversity and Inclusion (EDI) objectives

## National Minimum Wage

In advertising vacancies to students and graduates, we are bound by UK employment legislation, including anti-discrimination laws as well as National Minimum Wage requirements. We will work with employers to ensure that advertisements follow best practice but reserve the right not to advertise vacancies if they appear to contravene these laws.

For advice and information on the National Minimum Wage legislation, please see:

<https://www.gov.uk/national-minimum-wage>

We would recommend that you familiarise yourself with Government guidelines available on the [National Minimum Wage](#) and [exceptions](#).





To review the National Minimum Wage rates, please see: <https://www.gov.uk/national-minimum-wage-rates>

If your role utilises the accommodation offset, please make this explicit in the advertisement. To review the Accommodation Rates, please see: <https://www.gov.uk/national-minimum-wage-accommodation>

### National Minimum Wage for International Employers

We require all opportunities based internationally to comply with that nation's National or Regional Minimum Wage. If the country does not have a National or Regional Minimum Wage, we require the opportunity to offer a liveable wage.

### **The University reserves the right to not publish the following vacancy adverts:**

-  unpaid opportunities that do not meet our recommended guidelines, or those which do not meet the National Minimum Wage standards
-  adverts which break UK equality legislation, where the University has a legal responsibility not to advertise vacancies which may be construed as discriminatory. The University may contact employers, where appropriate, to clarify wording and details of adverts, or to obtain reassurance of exemptions from equal opportunities legislation.
-  adverts posted by recruitment agencies which do not declare the third-party organisation, either in the advert or when requested
-  opportunities that contravene our institutional policies and EDI objectives

### **Opportunity Types**

To facilitate the handling of vacancy information for students and graduates, some exemptions to the National Minimum Wage may apply. The following table should help you determine how to advertise opportunities.

<b>Self-Employed</b>	Unfortunately, we currently cannot advertise self-employed roles to our students; this is due to problems arising with self-assessment and payment of income tax, as well as visa restrictions, which are in place for our international students.
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**Please note that, while other definitions may exist, these are the definitions to which Durham University adheres to and therefore all adverts for opportunities must comply with these guidelines.**

<b>Local Part-Time Work</b>	<ul style="list-style-type: none"> <li>- short or long-term work</li> <li>- local company or organisation</li> <li>- paid (note that pay must be at least equal to the <a href="#">NMW</a> for 21 years and up)</li> <li>- contract between the student and the organisation</li> <li>- <b>must not require more than 15 hours a week from the student during term-time</b></li> </ul>
<b>Remote Part-Time Work</b>	<ul style="list-style-type: none"> <li>- short or long-term work</li> <li>- paid (note that pay must be at least equal to the <a href="#">NMW</a> for 21 years and up)</li> <li>- contract between the student and the organisation</li> <li>- <b>must not require more than 15 hours a week from the student during term-time</b></li> </ul>
<b>Graduate Jobs / PhD – Immediate Start</b>	<ul style="list-style-type: none"> <li>- aimed at those who have already graduated</li> <li>- graduate/PhD-level work</li> <li>- permanent or fixed-term</li> <li>- paid at least the <a href="#">NMW</a></li> <li>- contract of Employment</li> </ul>

<b>Graduate Jobs / PhD – Future Start Date</b>	<ul style="list-style-type: none"> <li>- aimed at undergraduates who will graduate in the year that the role is due to start</li> <li>- graduate/PhD-level work</li> <li>- permanent or fixed-term</li> <li>- paid at least the <a href="#">NMW</a></li> <li>- contract of Employment</li> </ul>
<b>Graduate Scheme</b>	<ul style="list-style-type: none"> <li>- aimed at undergraduates who will graduate in the year the role is due to start / recent graduates who will have graduated by this time</li> <li>- graduate-level work where training is provided alongside the role</li> <li>- fixed-term (potentially to a permanent position post-scheme)</li> <li>- paid at least the <a href="#">NMW</a></li> <li>- any mandatory training must be paid</li> <li>- contract of Employment</li> </ul>
<b>Graduate Internship</b>	<ul style="list-style-type: none"> <li>- aimed at those who have already graduated / will have graduated by the commencement of the internship</li> <li>- short period of work with an organisation/company for a fixed-period of time (typically up to one year)</li> <li>- professional learning experience that provides practical and meaningful work associated with career interest or field of study</li> <li>- paid at least the <a href="#">NMW</a></li> <li>- contract of Employment</li> </ul>
<b>Internship</b>	<ul style="list-style-type: none"> <li>- aimed at those who have not yet graduated</li> <li>- short period of work with an organisation for a fixed period of time</li> <li>- non-accredited</li> <li>- usually during vacation but can be in term-time too (if in term-time, must be less than 15 hours a week and accessible/local to students)</li> <li>- paid at least <a href="#">NMW</a></li> <li>- offers a valuable insight into a particular career or field</li> </ul>
<b>Work Shadowing</b>  <b>Exempt from National Minimum Wage</b>	<ul style="list-style-type: none"> <li>- learning experience within an organisation with a maximum duration of four weeks</li> <li>- unpaid, no contract (unless paid)</li> <li>- does not involve any work contributions to the organisation's output being performed, rather used to give people a taster of a particular job: individuals are given the chance to try various tasks or shadow a member of staff</li> <li>- may be undertaken as part of a degree programme</li> </ul>
<b>Placement Year</b>  <b>Exempt from National Minimum Wage <u>ONLY</u> when part of a university course <u>AND</u> the placement does not exceed one year</b>	<ul style="list-style-type: none"> <li>- open to all undergraduate students at Durham University</li> <li>- minimum of 40 weeks (full-time) professional-level work experience</li> <li>- fixed-term period of work within an organisation usually lasting 9-12 months</li> <li>- undertaken as part of a degree programme (typically between second and final year) meaning that the degree is extended to four years in length</li> <li>- placements are accredited and are part of the curriculum, they require some form of assessment</li> <li>- if passed, a student's degree title will change to "with Placement Year"</li> <li>- can be paid or unpaid, although the more popular ones are paid: legislation states that the NMW does not apply if the placement is part of the course and is less than a year-long</li> <li>- sometimes is known as an 'Industrial Placement' or a 'Year in Industry'</li> <li>- <b>if the placement is for a languages student and based in another country, please email the <a href="#">School of Modern Languages &amp; Cultures</a></b></li> </ul>

<b>Volunteering</b>  <b>Exempt from National Minimum Wage</b>	<ul style="list-style-type: none"> <li>- non-compulsory activity which involves spending time doing something which is of benefit to others (excluding relatives), society, or the environment</li> <li>- unpaid</li> <li>- working for: a UK registered charity, a voluntary organisation, an associate fundraising body, a statutory body</li> <li>- volunteers undertake work for no financial reward or benefit, apart from reimbursement of expenses only; normally expenses will be limited to reimbursement of money spent on travel, food and drink, and any out-of-pocket expenses</li> <li>- no contract or obligation to attend the workplace regardless of regular pattern</li> <li>- volunteers can work under the supervision of a manager, and may be expected to meet specific standards or guidelines</li> <li>- normally issued with a volunteer agreement explaining the work the volunteer will do, what supervision and support will be provided, what training they will get, insurance cover, equal opportunities, what out-of-pocket expenses the organisation will cover, and any health and safety information required</li> </ul>
<b>Mentorship</b>	<ul style="list-style-type: none"> <li>- open to all undergraduates at Durham University</li> <li>- unpaid</li> <li>- to offer 1:1 support and encourage students to manage their own learning in order to maximise their potential, develop their skills, and improve their performance</li> <li>- can be undertaken remotely or in-person</li> <li>- can consist of 1:1 meetings with individual mentor, workshops, or social events</li> </ul>
<b>Scholarships</b>	<ul style="list-style-type: none"> <li>- open to all students who wish to apply for financial support</li> <li>- most fully-funded scholarship opportunities are only available to candidates applying for a new postgraduate programme</li> <li>- the majority of scholarships have associated eligibility criteria, therefore it is essential that applicants consider all requirements prior to submitting an application</li> <li>- <b>we will not advertise scholarships that encourage further study, only those that contribute to a student's current academic or future employment career</b></li> </ul>
<b>We will not advertise any opportunities which do not fall into the above categories, including products / packages from commercial organisations where upfront payment is required; the exception being community and conservation volunteering projects where the funds are directly used to fund travel / accommodation through a UK registered charity/provider.</b>	

## Uploading a vacancy advert

Employers can [register](#) then [upload vacancies](#) via our Vacancy Advertising Portal, as describe on our website (<https://www.durham.ac.uk/study/careers-employability-enterprise/information-for-employers/advertise-opportunities/>). Once uploaded, we review the content of the opportunity with the above criteria in-mind, prior to publishing it for our students and graduates.

Please note that organisation and opportunity approval may take up to **10 working days**.

If you have any questions about the application of this policy, or in relation to advertising your vacancies, please contact the Employer Engagement Coordinator via email at [vacancy.advertising@durham.ac.uk](mailto:vacancy.advertising@durham.ac.uk).

## What should my vacancy advert look like?

While we do not require a particular format for the adverts, we ask that you provide students with:

1. a concise job description
2. details of the qualities you are looking for
3. information on the skills and experience which are required to perform the role

Within the advert, we recommend you be specific about the job:

- the number of vacancies you are advertising for
- the pay and the benefits
  - we recommend being explicit about the salary instead of using terms such as 'Competitive'
- location of the job (office-based or flexible or remote or hybrid)
- start date and duration of the opportunity
- application method, including interview dates
- contact details for enquiries
- degree-discipline required
- essential and desirable skills and experience
- genuine occupational requirements

Please note that the Careers & Enterprise Centre will **not** advertise:

- any vacancies that require a 'native' speaker – instead this must be referred to as 'fluent'
- any vacancies that specify an age requirement unless the relevant clause of the Equalities Act 2010 is stated
- any vacancies where the salary is dependent on experience – instead this must be referred to as 'negotiable' or 'variable'
- any vacancies which reference restrictions on the recruitment of non-EEA nationals, e.g., 'candidates must have the right to work in the UK' should be replaced with 'the successful candidate must, by the start of their employment, have the right to work in the UK'
  - We reserve the right to reject any opportunities with inappropriate right to work phrasing and require the employer to amend the wording where required
- any vacancies which require specific nationalities for application – please include the relevant information which would exempt the opportunity from the Equalities Act 2010
- any vacancies which state they do not sponsor visas – this could be considered a form of indirect discrimination and is generally considered poor practice for opportunity advertisements
- any vacancies which require students to be self-employed/freelance
- any vacancies which require candidates to be 'energetic' or 'active'
- any vacancies which require an unachievable level of relevant experience from a candidate, e.g., '3 years of experience' for a recent graduate