

Organisation and opportunity terms and conditions

Introduction

LSE Careers publishes opportunities to current students and alumni via MyCareer. We aim to review and action all opportunity submissions within two working days.

We reserve the right to approve, amend or remove any organisation or opportunity at our discretion.

Organisation eligibility and verification

As part of our verification process, we carry out checks on all organisations to ensure we can provide a high-quality and safe service to our students and alumni.

Organisations must provide:

- a link to a live organisation website
- a Companies House number (for UK-registered companies) or a Charity Commission number (for UK-registered charities).

Organisation websites must be fully functional and include sufficient information, including (but not limited to):

- the nature of the organisation's work
- key people involved
- past and current projects
- clear contact details.

Organisations with websites consisting only of a landing page will not be approved.

We may refuse approval or deactivate an organisation account where an organisation:

- does not respond to our verification requests or correspondence within 10 working days
- is suspected of being illegal, unethical, discriminatory or engaging in unprofessional conduct
- breaches the [LSE Ethics Code](#)
- has recent adverse media reports
- does not comply with relevant wage, employment, health and safety or other legal requirements
- promotes paid services to students or requests payment from students to participate in an opportunity
- may bring LSE or its students into disrepute.

Organisation types

Organisations

LSE Careers may decline to approve or may deactivate organisation accounts that we consider unsuitable for promotion to our students and graduates.

Start-ups

We welcome opportunities from start-ups. Start-ups registering on MyCareer must:

- read and agree to the [start-up checklist](#)
- return a signed copy of the checklist to us at careers.employers@lse.ac.uk.

Individuals

We do not advertise vacancies from individuals or sole traders, for quality assurance and safety reasons. Opportunities must be advertised by organisations.

Third parties and recruitment agencies

We may advertise vacancies submitted by recruitment agencies where:

- the employer's identity can be published
- the employer has commissioned the agency to act on their behalf (email confirmation may be required)
- the advertising party has confirmed, in writing, acceptance of the £100 + VAT fee.

Where organisations use HR outsourcing services for all of their HR activities, no advertising fee is charged. We require written confirmation from the organisation that the outsourcing service is acting in this capacity.

Opportunity requirements

We will only publish opportunities that:

- include a full job description and role requirements
- are written in clear, accessible English
- are advertised for no more than four months.

Where an expiry date exceeds four months, we will amend this automatically before publication. Extensions are not permitted; a new opportunity request must be submitted instead.



Careers

We reserve editorial control over all opportunities and may remove any opportunity or organisation from the system at any time.

Pay and wage requirements

LSE Careers will not advertise unpaid roles or internships. The only exceptions to this are:

- approved volunteering opportunities (see below)
- work shadowing and insight week opportunities.

When advertising vacancies, organisations must:

- provide clear remuneration details (hourly, monthly or annual), or
- confirm that pay meets or exceeds [National Minimum Wage \(NMW\) requirements](#).

For opportunities outside the UK:

- pay must comply with the minimum wage legislation of the relevant country or state, or
- where no such legislation exists, match the equivalent UK rate.

We will not advertise:

- unpaid trial periods
- commission-only roles without a base salary meeting NMW
- opportunities paid per project, article or output unless pay is pro rata and meets NMW.

In line with [Home Office guidance](#), only accommodation provided by an employer may be taken into account when calculating the National Minimum Wage or National Living Wage. No other benefits count towards minimum wage.

For virtual internships, individuals must be paid at least the minimum wage of:

- the jurisdiction where the individual is based, or
- the host country's legislative rate

It is the employer's responsibility to ensure compliance with all relevant wage legislation.

We support [guidance on internships](#) issued by the Universities and Colleges Union (UCU) and the National Union of Students (NUS).

Student availability and welfare



Students' availability varies by programme. Employers should:

- be aware of study commitments
- not require students to work more than 15 hours per week during term time, in line with School guidance.

Hours during vacation periods are negotiable with the student.

Equality and discrimination

We will not advertise opportunities that contravene the [Equality Act 2010](#), including roles that restrict applications by age, nationality, gender or religion.

Where roles are not eligible for UK visa sponsorship, we 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 the role commences'*.

We do not permit wording requiring a 'native' speaker. Instead, requirements should refer to fluency (for example, 'fluent in French').

Internships and timing

We advise that internships take place:

- outside of [academic term time](#), and
- during the Easter vacation (four weeks) or summer vacation (12 weeks).

Employers must be flexible and offer alternative recruitment or selection dates where activities clash with examinations or academic commitments.

Advertising specific opportunity types

Campus brand managers, ambassadors and representatives

We will advertise these roles where:

- it is explicit in the advert that part of the role involves working in consultation with LSE Careers
- the organisation informs us which student has been recruited for the role.

Events

The vacancy board is reserved for vacancy opportunities only. To promote an external event or activity, eg challenge, hackathon or competition, please refer to the [employer events terms and conditions](#) and submit an [advertising request form](#).



Careers Agency work

We do not advertise agency work as a vacancy.

Scholarships, fellowships and postgraduate funding

These must be advertised via the vacancy board using 'Research studentship or funded study' as the opportunity type. We will only approve opportunities that include a stipend or other financial support (not expenses only).

Volunteering and overseas volunteering

To advertise voluntary opportunities to LSE students through MyCareer, organisations and opportunities must:

- be registered with the UK Charity Commission or be a recognised statutory body
- accept liability for volunteers and hold suitable insurance
- have a health and safety policy
- provide an induction covering all necessary health and safety requirements
- have appropriate safeguarding policies where relevant
- risk assess all volunteering activities and premises
- provide all training necessary for volunteers to carry out their assigned tasks
- have a named person responsible for volunteer supervision and support
- treat student data confidentially.

Further information is available via the [LSE Volunteer Centre website](#).

Terms and conditions reviewed: 6 May 2026