

## IMMUNOCORE - INTERNSHIPS

### General Information

Immunocore is prepared to offer a limited number of internships each year to students enrolled on courses of higher education, whether in Britain or abroad, and who are interested in embarking on a career in science once they have achieved their qualifications; the internships will be based at the company's premises on Milton Park, Oxfordshire.

Each internship will be for a minimum of 4 weeks and a maximum of one year, depending on the preferences of the applicant and the expected time-span of the chosen project, and will begin either in January or in August each year.

During the chosen period, Immunocore undertakes to provide Interns with appropriate training in laboratory procedures and techniques and to enable them to gain a deeper understanding of the work carried out by biotech companies.

All Interns will be assigned a specific project to be undertaken in conjunction with one of the company's main scientific groups (Cell Biology, Protein Science, Target Validation, Development) and will be in put into the charge of a specific manager, who will act as supervisor and mentor during the months of internship. Regular reports will be produced documenting the Interns' progress and the Interns themselves will be asked to prepare a final report on the work carried out during their time with the company, to be presented to a general meeting of staff before they leave.

On leaving, Interns will be given an Immunocore Certificate of Internship, signed by the company's senior managers.

### Basic Terms and Conditions

- Interns will be expected to work a full working week of 37.5 hours, with a break (unpaid) of 45 minutes for lunch. The working day usually begins at 9.00 a.m. but variations in the exact times to be worked may be made by agreement with the manager.
- Interns will receive payment of £ 8.50 per each hour; they will also receive 25 days' paid holiday per year, calculated pro rata. Payments are liable for tax and National Insurance contributions and the net amount due will be paid at the end of each month directly into individual bank accounts.
- Interns will not receive sick pay.
- Interns will not be eligible for company benefits but will be offered membership of the local gym (on Milton Park) for the duration of their internship.
- Internships may be terminated by either party with a minimum notice period of 2 weeks or less, if circumstances so dictate.

- Immunocore will undertake to assist with finding accommodation for Interns arriving from abroad.
- Immunocore will provide lab coats and safety glasses for work in the labs.

## Applications

There is a strict selection process for the awarding of internships. Applications are to be made in writing.

Applications will only be accepted during the following periods:

**1<sup>st</sup> December – 31<sup>st</sup> January:** for internships beginning in the summer,

**1<sup>st</sup> July – 31<sup>st</sup> August-** for internships beginning in the New Year.

Unfortunately, any applications sent outside of the stated months, will not be reviewed.

A shortlist of candidates will be drawn up and we will be making contact to arrange interviews. Successful applicants will be notified after the interview and asked to sign an Internship Agreement, confirming the conditions agreed upon, together with the company's Confidentiality Agreement.

All those wishing to apply for an internship at Immunocore should send a covering letter, giving full details of requested dates and areas of particular scientific interest, and a copy of their current Curriculum Vitae to the Human Resources Department at Immunocore, Building 101, Milton Park, Oxfordshire, OX14 4RY, or e-mail to : [Recruitment@immunocore.com](mailto:Recruitment@immunocore.com)

**Please note that we receive many more requests for internships than there are places available and we are very sorry not to be able to offer more than a limited number of internships.**