INTERNSHIP AGREEMENT

# Parties to the Agreement

This agreement governs relations among:

1. The University of Newcastle upon Tyne, a charitable organisation established under the Universities of Durham and Newcastle upon Tyne Act 1963, a statute of England, whose address for service is King’s Gate, Newcastle upon Tyne, NE1 7RU (“**University”**); and
2. Insert full name of Intern, Insert student number studying Insert Course Title and normally resident at insert home address (“**Intern”**); and
3. Insert Host Name, and having its principal place of business at Insert address, (“**Host”**)

with respect to the provision of an internship by the Host to the Intern.

# Objectives of the Internship

The aim of the internship is to ensure the practical application of the theoretical knowledge of the Intern. The Host will entrust the Intern with tasks and responsibilities directly related to the qualifications and skills of the Intern with the aim of fulfilling the following:

|  |
| --- |
| * Insert Objectives/Description of activities to be undertaken |

# Location and duration of the internship

The location of the internship shall be: Insert address.

The internship will take place from Insert start date to Insert end date. The total of hours per week will be insert hours per week.

# The Intern’s student status and duties

For the duration of the internship, the Intern will, subject to compliance with all applicable University rules and regulations, retain their status as a fully registered student of the University.

During the internship, the Intern will adhere to any reasonable and lawful workplace policies and procedures which have been notified to the Intern by the Host and shall comply with any reasonable and lawful directions given to the Intern by the Host in relation to the internship.

# Costs

The amount of any salary or gratuity to be paid by the Host to the Intern (if any) shall be agreed and recorded in writing between them. Any costs or expenses ensuing as part of the Intern’s activities for the Host (including, without limitation, any training costs) shall be payable by the Host. Unless otherwise agreed between the Host and the Intern, the costs of travel, accommodation and other subsistence costs will be borne by the Intern.

# 6. Insurance and Liability

## 6.1. Responsibility of the Intern

The Intern is responsible for ensuring that they have obtained appropriate insurance prior to commencing the internship where such insurance is not to be covered by the Host including, without limitation, any insurance that may be required in respect of any travel, vehicular use, medical cover, personal liability, and any activities that may be undertaken by the Intern outside the scope of the internship.

## 6.2. Responsibility of the Host

Unless the Host has expressly notified the Intern in writing prior to the Host’s execution of this agreement, the Host shall ensure that the Intern is covered by its accident at work and employer’s liability insurance. Where the Host makes a vehicle available to the Intern, it shall be the Host’s responsibility to ensure that the vehicle’s insurance policy covers its use by the Intern.

The Host shall inform the University of any accident involving the Intern but the University shall not be liable for any resulting costs of the accident.

6.3. **Responsibility of the University**

The University’s sole obligation under this agreement is to confirm the Intern’s status as a registered student of the University as at the date hereof. The Intern and the Host acknowledge and agree that the University shall not be liable in any way for the acts, errors or omissions of the Intern or the Host during or with respect to the internship.

## Report

If requested by either the University or the Host, the Intern will prepare and deliver a written report consisting of the work completed and the achievement of the objectives set out at paragraph 2 above.

## Termination

In the event of gross misconduct on the part of the Intern or any breach of this agreement by the Intern which, if capable of remedy, is not remedied within five (5) business days of a written request to do so, the Host may terminate the internship upon written notice to each of the Intern and the University.

The Intern may end the internship for whatever reason and without cause upon written notice to each of the Host and the University. This agreement will automatically terminate on completion or earlier termination of the internship. Paragraph 6.3 above shall survive termination of this agreement.

SIGNATURE SHEET TO FOLLOW:

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| --- | --- | --- |
| Signed for and on behalf of the University of Newcastle upon Tyne: | Signed for and on behalf of the Host: | Signed by the Intern: |
|  |  |  |
| Name: Click or tap here to enter text. | Name: Click or tap here to enter text. | Name: Click or tap here to enter text. |
| Date: Click or tap here to enter text. | Date: Click or tap here to enter text. | Date: Click or tap here to enter text. |