Terms of Engagement with UCL Summer Internships Scheme

- Acceptance of this form does not mean that you will be participating in this scheme. There are limited funds available to subsidise these internships and it is highly likely that the scheme will be over-subscribed. Although funding may be reserved for your application, the funding will not be confirmed until a suitable candidate has been secured via the scheme and all required documentation has been received by us.
- You agree to notify UCL Careers immediately if you withdraw the opportunity or the position is filled through another source.
- Organisations can submit one proposal to the scheme unless invited to submit a further one should more funding become available.
- The organisation agrees that the internship opportunity will be exclusive to UCL candidates and the organisation is not using other channels to recruit. UCL Careers will promote the opportunity through a variety of channels and send you a shortlist of candidates. There will be no charge to the organisation for this. The shortlist will comprise of CVs and cover letters of those who applied and appear to be the most suitable candidates for the internship described, however UCL Careers cannot guarantee the suitability of the candidate for the organisation.
- You will be expected to arrange and conduct interviews and select your candidate from the shortlist sent by UCL Careers within one month of receiving the shortlist of candidates from UCL Careers. You will be expected to have informed the candidate and UCL Careers about your selection within two days of the interviews. If your chosen candidate does not take up the offer you can make the offer to another candidate via the scheme, if you wish, providing this is before any deadline that UCL Careers gives you. After this date, the reserved funding will be released to another SME. Please note, there is no obligation to appoint from should you not find a suitable candidate.
- The organisation will not select a UCL candidate who has ever been a paid employee/intern in your organisation, a shareholder of the organisation and/or a relative to the owner(s)/director(s) of the organisation.
- The organisation will offer an internship of 35 hours per week which consists of a specific project or a series of projects that will provide a meaningful, developmental learning opportunity for the intern.
- The organisation guarantees that the intern will be working at a registered office space (co-working environments are fine) in London/UK for the duration of the internship and that Intern will be provided with all materials and support (including, but not limited to, a desk, computers and other equipment) that are required for the performance of the internship.
- The organisation agrees to assign a supervisor/line manager to the intern who will be in regular contact throughout the duration of the internship to provide the intern with feedback and guidance.
- The organisation will pay London Living Wage in respect to the Intern's training allowance via the organisation’s payroll system. Santander will contribute £150 per week towards the total cost of the Intern's training allowance. The Organisation will provide information for UCL to set them up as a supplier and will issue an invoice to University College London (UCL) in order to receive the Santander contribution.
- The organisation has both public and employer’s liability insurance in place with an indemnity of at least £2,000,000 to cover the intern for the duration of the internship.
- You will be asked to complete and sign declarations about sharing contact details and information from the proposal form with Santander. You will also be asked to sign declarations about Health & Safety, insurance and will be provided with an agreement document once you have chosen your intern. We reserve the right to release any reserved funding to another SME if you do not interview and select your candidate within the deadline, you fail to supply documentation to us on time, or if information provided is not sufficient for us to believe you are able to support the intern properly.
- The organisation agrees to provide training and support where appropriate to ensure the intern is learning new skills and gaining valuable new experiences.
- The organisation agrees to encourage the intern to complete a reflective learning log during their internship, and complete an evaluation form at the end of the internship a) to feed back to inform the improvement of the programme and b) to help the intern learn from their experience.
- UCL Careers will be in touch with the organisation and the intern during the internship, to ensure it is running smoothly.
- The organisation will not take on more than five interns through the Santander scheme (from any university) in the current allocation. Should you exceed this amount Santander will exclude you from taking any interns in future allocations.