

# GLOBAL INTERNSHIPS PROGRAMME

## TERMS OF ENGAGEMENT 2021

UCL's Global Internships Programme is a scheme dedicated to helping connect UCL students with host organisations based outside of the UK. Internships advertised via the programme are expected to provide a meaningful, developmental learning opportunity for the intern and have a positive impact on the organisation. These Terms of Engagement are in addition to UCL's usual [advertising policy and guidance](#).

### UCL Careers will:

- Provide advice on making your internship suitable for UCL students.
- Market the internship via the myUCLCareers portal, social media and targeted emails to relevant students.
- Collect and review applications from interested students and match these against your selection criteria to form a shortlist of suitable candidates.
- Send you the shortlisted applications, including the name, address, education, employment records and CVs (**Shared Data**) to be used only in connection with the Global Internships Programme.
- Seek case studies from organisations that successfully host an intern as part of the programme.

### UCL Careers will not:

- Advertise internships that do not comply with labour legislation in the host country.
- Advertise internships that require a particular nationality (unless they are exempt from discrimination provisions under the Equality Act or relevant international legislation).
- Shortlist on criteria that indicates, or could reasonably indicate, an intention to discriminate against the UK's [protected characteristics](#).
- Arrange or conduct interviews on your behalf, or assess candidates' competencies for the role.
- Manage the legal requirements of recruiting, such as checking immigration and/or visa status of the candidate, or conduct recruitment services such as pre-employment checks or payroll.
- Guarantee the successful selection of a candidate or be held responsible for the performance of students during the internship.
- Sign any agreements with the Host Organisation as all internships are undertaken optionally by the student and are not for course accreditation.

### The Host Organisation will:

- Ensure the internship complies with UCL's and [The Careers Group's standard advertising guidelines](#).
- Ensure the internship has been approved by your organisation (e.g. by HR and/or senior managers).
- Ensure compliance with the host country's labour legislation at all stages of the recruitment process, including checking candidates' eligibility to work.
- Hold appropriate employer's liability insurance to cover the intern at the workplace.
- Complete a Health & Safety checklist prior to having their internship approved and advertised.
- Provide full details of the internship, including duties, necessary skills, languages and/or experience (to be used to target and shortlist candidates), expected outcomes and the interview process.
- Provide a registered address for the internship to take place with suitable and safe facilities to enable the student to undertake their work.

- Provide some form of financial compensation, such as a salary (in line with local legislation) or other subsistence / benefits (e.g. accommodation and flights).
- Inform UCL Careers of the outcome of the recruitment process, at shortlist, interview and selection stage.
- Provide feedback about candidates, particularly those that are unsuccessful in the process.
- Agree to have a direct contract with the candidate, which outlines both employer and student responsibilities as well as terms and conditions such as pay, holiday allowance, sick leave and termination.
- Support the successful student with their visa application (if required), particularly if it requires an invitation letter from the host organisation.
- Assign a supervisor to support the intern during their internship, including giving feedback on performance.
- Acknowledge that UCL does not guarantee that any suitable candidates for the role will be found.
- Acknowledge that UCL will not have any liability to you (save in respect of liability that cannot be limited or excluded at law) in particular but without limitation, if it emerges that any student shortlisted by UCL is not suitable for the role.
- Acknowledge that the internship is undertaken optionally by the student and not for course credit.
- Comply with the Data Protection Requirements set out below.

## Data Protection Requirements

### To be reviewed alongside signing UCL Standard Clauses for data being controlled/processed outside of the UK

The following terms have the following meanings:

- (i) **Controller** means a person which, alone or jointly with others, determines the purposes and means of the Processing of Personal Data;
  - (ii) **Data Protection Laws** means all applicable statutes and regulations in any jurisdiction pertaining to the processing of Personal Data, including but not limited to the privacy and security of Personal Data;
  - (iii) **Data Subject** means the individual to whom the Personal Data relates;
  - (iv) **Personal Data** means any information relating to an identified or identifiable living individual;
  - (v) **Processing** means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, and Process, Processes and Processed shall be construed accordingly; and
  - (vi) **Personal Data Breach** means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data transmitted, stored or otherwise processed.
- (a) The parties may need to share Personal Data with each other in order to facilitate this service. The parties acknowledge and agree that in respect of the Personal Data disclosed by one party to the other in connection with this Agreement:
- i. UCL is a Controller in respect of the Personal Data it Processes;
  - ii. the Organisation is a Controller in respect of the Personal Data it Processes;
  - iii. the parties are not joint Controllers; and
  - iv. neither party Processes any Personal Data on behalf of the other party as a Processor.

- (b) In respect of the Personal Data a party Processes the party shall:

- (i) comply at all times with its obligations under the Data Protection Laws;
  - (ii) provide each Data Subject with a privacy notice under Data Protection Laws;
  - (iii) ensure that it has in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of and/or accidental loss, destruction or damage to the Personal Data;
  - (iv) notify the other party without undue delay after becoming aware of a Personal Data Breach; and
  - (v) assist and co-operate fully with the other party to enable the other party to comply with their obligations under Data Protection Law, including but not limited to in respect of keeping Personal Data secure, dealing with Personal Data Breaches, complying with the rights of Data Subjects and carrying out data protection impact assessments.
- (c) The parties shall work together to ensure that each of them is able to Process the Personal Data it Processes under or in connection with this Agreement for the purposes contemplated by this Agreement lawfully, fairly and in a transparent manner and in compliance with the Data Protection Laws. This shall include but not be limited to entering into such other written agreements as may be required from time to time to enable each party to comply with the Data Protection Laws.