

## UCL Careers Extra Summer Internship Scheme 2023-24 Terms of Engagement

By submitting a proposal form for the scheme, you agree to the following terms of engagement for the UCL Careers Extra Summer Internship Scheme:

- Acceptance of this form does not mean that you will be participating in this scheme. There are limited funds available for 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 the position is no longer available.
- Organisations can submit one proposal to the scheme; you may wish to submit one proposal requesting for up to two interns. We will try to allocate funding for all proposals however funding is limited and so you may only receive funding for one intern.
- The organisation agrees that the internship opportunity will be exclusive to UCL Careers Extra candidates, and the organisation is not using other channels to recruit. UCL Careers will promote the opportunity to Careers Extra students and send you a shortlist of potentially suitable individuals (**Candidates**). There will be no charge to the organisation for UCL Careers shortlisting service, however UCL cannot guarantee the suitability of the candidate for the organisation.
- You will be expected to arrange and conduct interviews and select your candidate within one month of the closing date for student applications. UCL Careers should be notified of your selected candidate by **5pm Monday 22<sup>nd</sup> April**.
- 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. Please note, there is no obligation to appoint a candidate from the shortlist should you not find a suitable candidate. After this date, the reserved funding will be released to another organisation.
- **You are expected to interview all shortlisted candidates and inform them of the outcome of their interviews.**
- 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.
- Please note, the intern needs to be eligible to work in the UK during the period of the internship. Although UCL Careers will endeavour to send through candidate applications that meet eligibility requirements, it is the host organisation's responsibility to check their intern's eligibility to work in the UK taking into account the above regulations.
- Each student will be completing a work project or projects of 140 hours (maximum of 35 max hours per week).
- The allocated working hours can be spread across a number of weeks, however the funded hours of the internship must take place between June 2024 and September 2024 with interns completing their internships no later than 20 September 2024.

- Each student will be paid the current London Living Wage for the 140 hours of the internship. This will be fully funded by UCL for charities and social enterprises (CIC). For SMEs 50% of the cost will be funded by UCL. Any extension of the work project past the above maximum or agreed hours must be funded by your organisation.
- The internship should consist of a specific project or 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 in London/UK for the duration of the internship and that the 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. Where parts of the internship will take place virtually, the organisation must ensure the intern has the appropriate resources listed above.
- 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 provide information for UCL to complete payment at the end of the internship project. Organisations new to the scheme will need to be set up as a supplier (a completed Supplier Information Form and the following accompanying documents will be required: bank details on company letter-headed paper; completed health & safety checklist; copy of insurance certificates; copy of Modern Slavery Statement; copy of Sustainability Statement). You will issue an invoice to University College London (UCL) in order to receive the 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. The organisation will also need to have insurance for remote working where the internship will be taking place virtually.
- You will 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 charity or 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 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. The organisation agrees to provide time for an evaluation meeting with UCL towards the end of the internship.
- UCL Careers may be in touch with the organisation and the intern during the internship, to ensure it is running smoothly.
- You must comply with the Data Protection Requirements as will be set out in any agreement letter between UCL and yourself in the event of you securing an intern via this scheme.