Terms of Engagement with UCL Careers Summer Internships Scheme 2018-19

- 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 oversubscribed. 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 potentially suitable individuals (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.
- Please note, the intern needs to be eligible to work in the UK during the period of the internship. If they are on a visa, their visa must cover the full duration of the internship. UCL Tier 4 Postgraduate (Taught and Research) students are only permitted to work up to 20 hours per week for the full duration of their academic programme. This includes Christmas, Easter and the Summer vacation period and therefore they will not be able to take up full-time internship positions. UCL is unable to issue a visa for the Summer Internship Programme. 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.
- The organisation will offer an internship – either full-time (35 hours per week) or part-time (20 hours per week) which consists 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 (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 £178.50 per week for a full-time internship (pro rata for part-time) towards the total cost of the Intern’s training allowance. The Organisation will provide information for UCL to set them up as a supplier (a completed Supplier Form and confirmation of your bank details (as a supplier) on Company Letter-Headed paper). You 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 two 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. UCL Careers will enable an SME to recruit one intern initially. Dependent on spaces, we can review this on a case by case basis.
• You must comply with the Data Protection Requirements set out below.

Data Protection Requirements
• You shall:
  o comply with all the obligations imposed on a controller under (i) the Data Protection Act 1998, until the effective date of its repeal (ii) the General Data Protection Regulation ((EU) 2016/679) (GDPR) and any national implementing laws, regulations and secondary legislation, for so long as the GDPR is effective in the UK, and (iii) any successor legislation to the Data Protection Act 1998 and the GDPR, in particular the Data Protection Bill 2017-2019, once it becomes law (Data Protection Legislation).
  o only use the Shared Data for the purposes of the selection and recruitment of individuals for the required role, including payment to the Candidate and management of the pre-employment relationship between you and the Candidate (Purposes).
  o give full information to any data subject whose personal data may be processed under this agreement of the nature such processing including giving notice that, on the termination of this agreement, personal data relating to them may be retained by you;
  o process the Shared Data only for the Purposes;
  o not disclose or allow access to the Shared Data to any third party;
  o ensure that your employees, agents, contractors and representatives processing the Shared Data are subject to written contractual obligations concerning the Shared Data (including obligations of confidentiality) which are no less onerous than those imposed by this agreement;
  o ensure that you have in place appropriate technical and organisational measures to protect against unauthorised or unlawful processing of and/or accidental loss, destruction or damage to personal data, including the Shared Data.
  o not transfer any Shared Data outside the EEA unless the Organisation complies with the provisions of Articles 26 of the GDPR (in the event the third party is a joint controller); and ensures that (i) the transfer is to a country approved by the European Commission as providing adequate protection pursuant to Article 45 GDPR; (ii) there are appropriate safeguards in place pursuant to Article 46 GDPR; or (iii) one of the derogations for specific situations in Article 49 GDPR applies to the transfer;
  o at the written direction of UCL, delete Shared Data and copies on termination of this agreement unless required by law to store the Shared Data;
  o maintain complete and accurate records and information to demonstrate your compliance with these Data Protection Requirements and allow for audits by UCL or its designated auditor.
• We will both:
  o consult with each other about any notices given to data subjects in relation to the Shared Data;
  o promptly inform the other about the receipt of any data subject access request, provide the other party with reasonable assistance in complying with any data subject access request and not disclose or release any Shared Data in response to a data subject access request without first consulting the other party wherever possible;
  o assist the other, at the requesting party’s cost, in responding to any request from a data subject and in ensuring compliance with its obligations under the Data Protection Legislation with respect to security, breach notifications, impact assessments and consultations with supervisory authorities or regulators;
  o notify the other without undue delay on becoming aware of any breach of the Data Protection Legislation in relation to the Shared Data.