

Document A: For use by current students.

If your employer is satisfied with using the standard QMUL Internship Agreement, please read the instructions below for how to complete your documentation.

- 1) Print and complete /or directly edit the below sections of this agreement:
 - Page two, sections 2 and 3
 - Page three, complete all relevant sections
 - Page four, sign the last box as the intern
- 2) Download a copy of your student status letter from Registry services website, [click here](#).
- 3) Provide a copy of the offer letter or an official email correspondence sent to you from the employer confirming the internship, this must include the start and end dates of the internship.

Please send us copies of the above by logging an enquiry on [AskQM](#).

One of the careers team managers will check your documents and sign the agreement on behalf of the university and email it back to you.

Once your employer has signed your agreement please send us a copy of the agreement with all signatories for our records.

Please note:

QMUL doesn't cover your insurance, so you need to take out fully comprehensive insurance for the whole period spent abroad on your internship, covering medical and associated expenses, personal accident, and possessions.

Internship Agreement/Convention de Stage

This agreement governs relations between:

1. Queen Mary University of London (QMUL), Mile End Road, London, E1 4NS, represented by:

[Name of individual (Careers & Enterprise)]

[Job title]

Email address and phone number:

2. the intern:

[name of intern]

[course title]

3. the company:

[company name]

represented by:

[name of individual]

[job title]

Company address:

Email address & phone number:

The agreement commences on _____[start date] and ends on _____[End date inclusive].

This agreement shall not exceed twelve months in duration. If the workplace location of the intern is different to the address given above please detail it here:

Throughout the internship period the intern remains a fully enrolled student of QMUL. S/he must comply with all the teaching and examinations regulations of QMUL. This agreement does not cover individuals who have already graduated from QMUL.

Student Disclaimer (to be signed if the internship takes place before end of exams):

I declare that I have completed the assessments required for my course this term and if not, that I take full responsibility for completing any assessments whilst completing my Internship.

Signed by:

Name:

During the internship, the intern is obliged to respect all of the company's local regulations particularly in regard to discipline, health and safety and the working schedule.

The company must comply with its internal rules of risk management, non-discrimination and performance evaluation with respect to the intern.

In the event of any breach of discipline, the company reserves the right to terminate the internship after informing the contact named on this document for QMUL.

The intern may break the internship agreement, after having communicated the decision to the named company representative and the named contact for QMUL.

Any costs ensuing as a part of the intern's activities for the company shall be payable by the company, including any possible training costs required by the internship. The costs of board, lodging and food shall be payable by the intern.

If the internship extends over two months, the intern shall receive a gratuity.

The intern shall obtain health and liability insurance prior to the placement. The intern should be insured against the risk of sickness and maternity, disability and accidents at work. QMUL shall not be liable for any accident involving the intern or costs arising from this, or provide any form of insurance for the intern.

Both the company and the intern shall obtain liability insurance with an insurance provider of their choice. QMUL shall not be liable for any actions, errors or omissions of the intern.

If a visa is required to work, the intern and not the university will be responsible for procuring a work visa.

Signed for and on behalf of QMUL*

Name

Date

**This signatory takes the place of a university stamp*

Signed for and on behalf of the company

Name

Date

Signed by the intern

Name

Date