

## Document C: Completing your Internship Agreement Form/Convention de Stage Form

*If your employer is happy for you to use the standard QMUL Internship Agreement, AND PART OR ALL OF YOUR INTERNSHIP TAKES PLACES AFTER YOU HAVE GRADUATED FROM QMUL, please read the instructions below for how to complete your documentation.*

- 1) Print and fill out this Internship Agreement form with your personal details, the name of the company, the internship dates and your signature.
  
- 2) Visit the Student Enquiry Centre (Queens Building, Ground floor room CB05), and get a print out of either a 'Certificate of Study Letter' (for current students) or an 'Awards Letter' (if you have already graduated).
  
- 3) Bring your Internship Agreement form & the Certificate of Study or Awards Letter, along with either the Internship confirmation letter or email from your employer (this must contain the start & end dates), into the Careers & Enterprise Centre. One of the managers will check your documents and if everything is correct they will sign this agreement on behalf of the university.

If you are overseas and therefore unable to bring the documentation to us in person then we are able to process and sign your documentation via email. Please email your completed form along with the correspondence from your employer to [careers@qmul.ac.uk](mailto:careers@qmul.ac.uk).

Once your employer has signed your form please email us a copy of the agreement with all signatories. Email to [careers@qmul.ac.uk](mailto:careers@qmul.ac.uk)

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 placement, covering medical and associated expenses, personal accident, and possessions.

If you have any further queries please contact our Front Desk on [careers@qmul.ac.uk](mailto:careers@qmul.ac.uk) or call 020 7882 8533.

## 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  
name]

\_\_\_\_\_

[Name of

[Job

Company

\_\_\_\_\_

\_\_\_\_\_

Email address and phone

\_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_

The intern is/was a fully enrolled student at QMUL from \_\_\_\_\_ until \_\_\_\_\_. If the intern is still enrolled at QMUL for part of the internship, s/he must comply with all the teaching and examinations regulations of QMUL.

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 the 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:

Signed for and on behalf of the company

Name:

Date:

Signed by the intern

Name:

Date: