

Document B: Completing your Internship Agreement form/Convention de Stage form

If your employer refuses to use the standard QMUL Internship Agreement, please follow the instructions below for how to complete your documentation.

- 1) If the Internship Agreement is in a foreign language you need to arrange for your employer to send a translated version of it to careers@qmul.ac.uk. If your employer is unable to provide you with a translation, we will accept a translation from you but the employer must send an email to careers@qmul.ac.uk stating they are happy with the translation.
- 2) Complete the original agreement and translated Agreement with your personal details, the name of the company, the internship dates and your signature.
- 3) Visit the Student Enquiry Centre (iQ East Court building, ground floor), and get a print out of either a 'Certificate of Study Letter' (for current students) or an 'Awards Letter' (if you have graduated). You can also download this on the [SEC website](#).
- 4) Bring or send the agreement (plus translation where relevant) and certificate of study or awards letter into the Careers & Enterprise Centre. One of the managers will sign the cover sheet.

If needed, they will arrange for the QMUL Insurance Manager to check the agreement on behalf of the University. They will email you when the Agreements are ready to collect. Please be aware that this step of the process can take some time, so please start as early as you can.

If you are overseas and therefore unable to bring the documentation to us in person then we are able to complete your documentation via email. Please follow steps (1) and (2) and then email us the translated Agreement, letting us know that you need to complete the rest of the process by email.

Once your employer has signed the Agreement, please return a copy of the signed Agreement by email to careers@qmul.ac.uk

Please note:

QMUL doesn't cover your insurance, so we strongly recommend you 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 are not a registered student for the full period of your internship then we will need to edit the documentation to reflect this.

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

If you have any further queries please contact our Information Desk on careers@qmul.ac.uk or call 020 7882 8533.