

**PROFESSIONAL PATHWAYS INTERNSHIP AGREEMENT – LETTER OF EXPECTATION**

**INTERNSHIP DETAILS – PATHWAYS TO PROFESSIONAL SERVICES IN HIGHER EDUCATION**

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| **Student Employability and Academic Success (SEAS) address and main contact** | Employer Engagement and Student Employment, Career Zone Balcony, University of Exeter Forum, Stocker Road, Exeter, EX4 4SZMain contact: Bethan Hewitt-Bell – B.Hewitt-Bell@exeter.ac.uk or professionalpathways@exeter.ac.uk |
| **Faculty/Service Address****and Main Contact (including contact details)** |  |
| **Student’s name** | (“the **Student**”) |
| **Internship period (Dates)** | From: XXXXTo: XXXX**Please note that this cannot be extended past 05/07/2024** |
| **Place of work** | XXXX |
| **Normal working hours** | * 35 hours over the duration of the contract as agreed between the Student and the Host Line Manager.
* Usually Monday-Friday, but may include working on Saturday and Sunday subject to agreement between line manager and intern
* Take an unpaid break of at least 20mins every 6hrs of continuous work
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| **Job title of internship** | XXXX |
| **Line management of the student** | The line manager designated to supervise the activity during the internship period is XXXX (“**Host Line Manager**”).The Student’s contact in the Student Employability and Academic Success (SEAS) Team at the University, will be Bethan Hewitt-Bell (“**University Line Manager**”). The University Line Manager will be available should any issues arise during the internship and will also check in post-internship to review the student's experience. |
| **Services**(description of the job role the student is to undertake) | One week (or equivalent) Pathways to Professional Services in Higher Education Internship, as per internship brief. |
| **Holiday entitlement** | The Student will be paid equivalent pro rata holiday pay within their salary – see details in the Payment Details section below. Therefore the Student will not be entitled to take holiday leave during the Internship. |

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| **PAYMENT DETAILS** |
| **Payment of salary to the student** | £13.45 per hour before any tax or National Insurance deductions.The ‘per hour’ rate is inclusive of £1.45 holiday pay per hour.The University will make the appropriate deductions for tax and national insurance contributions.Payment will be made through the University’s Paid Time system and charged to the Professional Pathways Budget. |

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| **FACULTY/SERVICE ADDITIONAL OBLIGATIONS** |
| **The Faculty/Service will:**1. Ensure that the Student works a total of 35 hours during the internship period and does not exceed this.
2. Provide support and guidance to the student throughout the internship.
3. Adhere to relevant/applicable employment related and equality legislation and ensure that at all times the Student is treated with dignity and respect.
4. Where applicable, provide the Student with a full and clear induction to the Service/Faculty and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions, and the Service/Faculty policies on how to report abuse, discrimination and make a complaint.
5. Where applicable, undertake a risk assessment and equip the Student with all materials and support (including, but not limited to, laboratories, computers and other equipment) that are required for the performance of the internship, and to ensure that the Student is fully trained in the use of such materials and equipment, and adequate safety clothing or equipment is provided.
6. Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the Student, and take all reasonable steps to ensure that the supervisor is an appropriately trained and experienced member of staff.
7. Notify the Student of any information it considers to be confidential prior to the disclosure of such confidential information. Where the owner of the confidential information requires a non-disclosure agreement to be put in place, the Service/Faculty will ensure this is done
8. Inform SEAS of any changes to the scope of the internship as set out on the front page of this Agreement.
9. Monitor the Student’s attendance during the course of the internship and notify SEAS of any unreported absences.
10. Undertake any relevant appraisals of the Student’s work during the duration of the Internship as required for general monitoring of the work or as a requirement under University regulations.
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| **STUDENT ADDITIONAL OBLIGATIONS** |

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| **The Student will:**1. Provide evidence of their right to work before starting work with the University and comply with any visa restrictions.
2. Be responsible for the completion of their timesheet and meeting any deadlines in relation to the administration of the timesheet as required by the University.
3. Follow all instructions and abide by all rules regarding health and safety requirements, and other policies and procedures of the University.
4. Take responsibility for their work, and not do anything which may bring the University into disrepute.
5. Comply with the University policy for staff in relation to information governance and security of data as set out on the University website <https://www.exeter.ac.uk/ig/policy/>, including but not limited to the Privacy and Personal Data Protection Policy.
6. Notify SEAS in advance of starting the Internship of any matter which is likely to affect them during the Internship including but not limited to any special health or medical requirements.
7. Keep SEAS informed of any changes, issues or incidents which arise in connection with the internship.
8. To undertake any training as required by the Service/Faculty
9. Promptly inform the Service/Faculty if you are absent during work hours, as required by the Service/Faculty.
10. Any Intellectual Property which is generated by the Student in the course of the employment, shall vest in and be owned by the Service/Faculty (“Employment IP”).
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| **STUDENT EMPLOYABILITY AND ACADEMIC SUCCESS ADDITIONAL OBLIGATIONS** |
| **Student Employability and Academic Success will:**1. Ensure that the relevant ‘right to work’ documentation has been verified and forwarded to HR prior to the commencement of any work.
2. Provide the “Making the Most of Your Internship” guidance to students.
3. Provide support to both the Student and the Service/Faculty throughout the Internship, as requested.
4. Approve timesheets in the University’s Paid Time System.
5. The University agrees that all personal data relating to the Student is held securely in accordance with the General Data Protection Regulations (GDPR) and will not use or disclose such personal data for any purpose other than so far is necessary in connection with the employment of the Student.
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| **ALL PARTIES OBLIGATIONS** |
| **Data Protection** |

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| All parties to this Agreement acknowledge that they will need to disclose to each other personal data of the Student in order for the Student to be employed by the University.**Dispute resolution and termination of the Internship**1. The Student and the Service/Faculty will be entitled to terminate this Agreement at any time by giving 7 days written notice to the other party, subject to point 2 below. Termination in this instance will not incur penalty. The Service/Faculty will pay the Student up to the date of termination.
2. All parties acknowledge that the Internship is an opportunity for the Student and Service/Faculty to share knowledge and expertise for the benefit of both parties. Therefore should either party wish to terminate this Agreement other than in the circumstances in point 3 below, all parties including SEAS will meet in good faith and discuss the options available to enable the Student to continue the Internship prior to exercising their right of termination.
3. If any party is in breach of any of their obligations under this Agreement, an appropriate person from all parties will meet promptly and attempt to resolve the issue by negotiation. Where such a breach is remedial and is not remedied within 7 days of the party in breach receiving notice to remedy the same, the complaining party can terminate this Agreement with immediate effect. Any notice of termination pursuant to this clause must set out the reasons for such a termination.
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**In signing this agreement, SEAS/ The Faculty/ Service/ Student agree to comply with the terms and conditions contained above and within the Internship Agreement***.*

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| **University Signature** | **Student Signature** | **Faculty/Service Signature** |
| Signed by Bethan Hewitt-Bell, Graduate Scheme Coordinator, on behalf of the Professional Pathways Team:…………………………………Dated: | Signed by the Student:…………………………………Dated: | Signed by the Faculty/Service:…………………………………Dated: |