

## University of Sussex COVID-19 Response Internships

### *Terms and Conditions*

#### **Introduction**

The University of Sussex offers a fully funded scheme to support internships of at least 4 weeks (150 hours) duration. These opportunities are co-funded by Santander Universities UK.

This scheme will enable current University of Sussex students and recent graduates to gain quality, paid work experience from all types of employers including charities, social enterprises, start-ups, public sector and profit-making organisations.

Organisations must:

- Demonstrate a clear response to the challenges of Coronavirus, for example undertaking vital research, making a tangible difference to social, economic, cultural and/or health & wellbeing recovery from the COVID crisis
- Provide a clear internship role with set objectives and outcomes
- Demonstrate how a student or graduate intern will benefit your organisation and make a positive contribution to your core activity at this time
- If successful, provide feedback and information to the University and to Santander Universities UK

This document sets out the terms and conditions of COVID-19 Response Internships, as agreed between the employer (internship provider) and the University of Sussex. This will clarify the processes and obligations of both parties to ensure that the employment of the intern is rewarding for all.

**The deadline for submitting an Expressions of Interest has been extended to:  
Monday 6 July at 9am**

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### 1. Employer criteria

The Employer must:

- be registered in the UK
- register promptly as a supplier with the University (*see 5. University procurement*)
- have a business bank account
- have a named supervisor for the intern, and a named contact to communicate with the University
- process salary payments via Pay As You Earn and pay a minimum of the Living Wage (*see 7. Salary*)
- have employer's liability insurance
- adhere to the terms and conditions outlined in this document, and not be in receipt of funding through Santander Universities UK during academic year 2019/2020

### 2. Internship criteria

The Internship must:

- be for a duration of **4, 6 or 8 weeks** (full time, 37.5 hours per week), subject to approval
- **part time will be considered but the minimum number of hours must be offered**
- commence in July or August 2020. Full time opportunities must be completed by mid-September 2020 at the latest (exact date to be agreed between the intern and the employer)
- offer a genuine work experience opportunity (*see 4. The internship*)
- adhere to the terms and conditions outlined in this document

### 3. Eligible students

The University of Sussex intern must be:

- a registered, current University of Sussex student, or a University of Sussex graduate from 2018, 2019 or 2020
- not taking part in any other type of funded University of Sussex internship programme

If you have any questions about an applicant's eligibility, please contact us.

### 4. The internship

The University is looking for meaningful and relevant projects which can be undertaken in either 4, 6 or 8 weeks. There are a minimum number of hours to be undertaken (*see 6. Funding*). The aim of the programme is to provide students with good quality work experience that will enhance their employability and expand their networks.

Internships will be stand-alone work experience opportunities and will not go towards accreditation of academic study at the University.

The internship should not be covering work otherwise undertaken by furloughed members of staff.

The internship should offer the intern the opportunity to develop their employability skills, for example:

- self-management
- team working
- business and customer awareness
- problem solving
- communication and literacy
- application of numeracy
- application of information technology
- an ability to demonstrate creativity, collaboration and an innovative approach

Any projects or tasks assigned should be structured and offer the intern personal and skills development. Learning outcomes should be identified, and a clear description of the roles and responsibilities outlined. The work undertaken by the intern will contribute to a positive response to the challenges of the Coronavirus, and / or make a tangible difference to social, economic, environmental, cultural and/or health and wellbeing recovery from the COVID crisis.

### 5. University procurement

All employers must be set up as a supplier on the University of Sussex finance system. If not already registered, you will need to provide the University with:

- full trading name and registered company name
- company registration number and registered address
- VAT registration number (if applicable)
- full contact details
- business bank account (personal bank accounts will not be accepted)
- organisational website

Employers are required to self-register their details on the University's online procurement system. Following successful registration, The Finance Division at the University will make contact separately to confirm your organisation's payment details. Please ensure you respond to any enquiries promptly as failure to do so may delay payment.

Following confirmation of a secured internship, a purchase order number will be raised and forwarded to the employer. This PO number should be quoted on an invoice (no VAT to be added) and submitted to the University.

## 6. Funding

These internships are made possible through funding provided by Santander Universities UK and the University of Sussex.

Funding for the intern's salary will be provided as a lump sum to the employer by the University of Sussex Finance Division. Payment will be made by BACS transfer to employers.

The University will provide one of the following sums, subject to approval:

4-week internship (or 150 hours) - £1500 funding to cover the £9.30<sup>1</sup> salary for the intern for a period of 4 weeks. For London based employers only - £1700 to cover the £10.75<sup>1</sup> per hour salary.

6-week internship (225 hours) - £2250 funding to cover the £9.30 salary for the intern for a period of 6 weeks. For London based employers only – £2600 to cover the £10.75 per hour salary

8-week internship (300 hours) - £3000 funding to cover the £9.30 per hour salary for the intern for a period of 8 weeks. For London-based employers only - £3,500 to cover the £10.75 per hour salary

Any additional costs, such as employer's National Insurance contributions will be met by the employer as appropriate.

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<sup>1</sup> <https://www.livingwage.org.uk>

Please note: our payment terms are 30 days from receipt of invoice. **If your intern's first wage payment is likely to fall before we have paid the invoice, you need to ensure that you have the funds to pay your intern.**

**We cannot guarantee that all advertising employers will receive funding.** (See 9. Advertising and selection.)

## 7. Salary

The salary for the Internship will be £9.30 per hour (the real Living Wage) for Sussex and the rest of the UK. London-based employers must meet the current London Living Wage of £10.75 per hour. Employers are welcome to offer a higher rate at their own cost.

**All employers must therefore agree to pay these hourly rates as a minimum, irrespective of any other human resource policies the organisation may have in place.**

The employer will pay the intern through their usual PAYE internal salary or wage processes and make these clear to the intern. Opportunities which are paid outside a PAYE system will not be accepted.

The University is not involved with the payment process between intern and employer.

## 8. Contract of employment

Interns must be treated as temporary employees and be based at a business address or working remotely with appropriate support. They should be provided with:

- a contract of employment, including dates of work, expected hours of work, sick pay arrangements, and holiday entitlement
- a named supervisor
- a full and clear induction to the organisation and its working practices, code of conduct, disciplinary and grievance procedures, and policies on confidentiality and data protection
- a safe working environment which conforms to applicable health and safety legislation – guidance is available <https://www.acas.org.uk/working-from-home>
- appropriate liability and insurance cover
- where possible, all equipment required to undertake the role should be provided, if this is not possible a discussion should be held with the intern

Further information and guidance can be viewed at [www.gov.uk/browse/employing-people](http://www.gov.uk/browse/employing-people) and [www.acas.org.uk/employment-contracts](http://www.acas.org.uk/employment-contracts).

*For information, holiday entitlement for a member of staff working full time for 8 weeks will be approximately 4.1 days.*

## 9. Advertising and selection

Employers will express interest by submitting internship vacancy details, via an online form, to the University of Sussex internship team, at the Careers and Employability Centre at the University of Sussex. We reserve the right to reject vacancies.

Once an expression of interest is received, the opportunity will be assessed, and where accepted, advertised to eligible students and recent graduates.

**Please note that advertising an opportunity through the University of Sussex COVID-19 Response Internships scheme does not guarantee recruitment. Whilst we will encourage students and graduates to apply, the recruitment process will be competitive and it must be anticipated that not all internship opportunities will attract applications, and not all recruitment processes will be successful.**

Organisations **should not** advertise positions in any other way, including company intranet sites, websites, social media channels or word of mouth. University of Sussex COVID-19 Response internships are only open to *eligible students* and recent graduates and no other candidates can be funded.

Application should be via CV, covering letter or company application form. Applications will be submitted via the Careers and Employability Centre so that we can track eligibility and activity. The employer should then conduct selection and/or interviews according to the usual recruitment processes of the organisation. The University will not match students.

Internship funding is limited and is allocated on a first-come first-served basis as employers let us know recruitment outcomes. **We cannot guarantee that all advertising employers will receive funding.** Employers **must** contact the University before inviting candidates to interview or making an offer of employment to check on the current funding status.

Offers of an internship should be made directly to the student, after the eligibility of the applicant is established and the University has been informed. Once the internship is agreed by both parties, employers must inform the Careers and Employability Centre Internships Programme team, (you will be provided with an online form).

## 10. Internship cancellation

The contract of employment is between the intern and the host organisation, and should contain information for both parties about procedures should the internship end early.

Should it become apparent that the intern fails to start the University of Sussex COVID-19 Response Internship, or fails to complete their internship, please notify the University of Sussex at the earliest convenience.

If the employer has already received the funding when the internship is cancelled, a decision will be made by the University of Sussex as to whether the funding needs to be repaid in part or fully. The University of Sussex will assess each case individually.

## 11. Monitoring and Feedback

Contact will be made by the Careers and Employability Centre during the internship, but employers are encouraged to raise any issues with the internship team at any time.

Employers will be required to provide feedback to the University (and subsequently Santander Universities UK) on the impact of the internship programme and may be asked for permission to use information provided for future marketing campaigns.

## 12. Important dates and deadlines

<b>June 2020 onwards</b>	We will start promoting suitable opportunities to eligible students. Employers are asked to set their own application closing date.
<b>6 July (9am)</b>	Deadline for submission of Expressions of Interest (internships) by Employers. No internships will be accepted for advertisement after this date.
<b>July 2020</b>	Internships will start from July.
<b>20 July (5pm)</b>	All recruitment and selection must be decided (offer made to student, accepted and University notified).

## 15. Contact us

If you have any questions that are not answered in this document, please contact the internships team at the Careers and Employability Centre, University of Sussex:  
[internships@sussex.ac.uk](mailto:internships@sussex.ac.uk)

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