

# University of Sussex Graduate Internship Programme 2017/18

## Terms and Conditions

### Introduction

This document sets out the terms and conditions 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 Sussex Graduate Intern is rewarding for all parties. The Sussex Graduate Internship Programme is administered by the Careers and Employability Centre

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### 1. Employer criteria

The employer must:

- be registered in the UK (eligible organisations include companies, sole traders, partnerships and charities)
- register as a supplier with the University (*see 6. University procurement*)
- have a named supervisor for the intern and named contact within the organisation for communications with the University
- process salary payments via Pay As You Earn (PAYE)
- have employer's liability insurance
- adhere to our general terms and conditions for advertising vacancies  
[https://careerhub.sussex.ac.uk/Employers/Terms\\_and\\_conditions.chpx](https://careerhub.sussex.ac.uk/Employers/Terms_and_conditions.chpx)

## 2. Eligible graduates

To enhance the employability of the class of 2017 graduate leavers, the University of Sussex is funding internships for this group only. Graduates must have completed their undergraduate degree at the University of Sussex in the summer of 2017\*. No other students or graduates are eligible for this funding stream.

The University of Sussex will take all reasonable measures to ensure that the University of Sussex Graduate Internship Programme is only promoted to eligible individuals. However the onus is on the employer to confirm the eligibility of any applicant, with the University, before making an offer of internship.

Graduates are from all subject areas – you can find a list of courses taught at the University of Sussex here <http://www.sussex.ac.uk/study/undergraduate>

## 3. Internship criteria

The Internship must:

- start no earlier than **13 November 2017** and no later than **8 January 2018**
- include **10 January 2018**
- offer work at a graduate level (*see 4. The internship*)
- be 10 weeks in length at 37.5 hours per week
- adhere to the terms and conditions outlined in this document.

Organisations who have not previously hosted University of Sussex funded internships are limited to one internship in their first year.

Organisations who have previously successfully hosted University of Sussex funded internships may recruit up to two graduates. (Any additional internships awarded at the discretion of the University.)

## 4. The internship

The internship should offer graduate-level work projects which can be undertaken in the 10 week period. The aim of the internship is to provide graduates with high level work experience; this will enhance their employability and improve their chance of securing future graduate employment. If there is a possibility of the internship becoming a full-time role please indicate this on the internship expression of interest form.

\*eligible graduates are determined by the University of Sussex

The internship must be based at a business address. Any equipment needed to undertake the internship (for example computer equipment) must be provided by the employer.

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

Graduate roles generally have the following characteristics:

- project, process and/or resource management
- self-management and time management
- team working
- business and customer awareness
- problem solving
- application of information technology
- communication and literacy
- application of graduate attributes such as innovative and critical thinking, creativity, collaboration and a positive attitude to work

Graduate roles occasionally include:

- leadership and/or decision-making responsibility
- application of numeracy and/or technical skills (depending on the role)

The University will assess the level of the role by its job title and description. When submitting your expression of interest, please ensure that you provide detailed information so that we can make an informed analysis. We will advise you if any changes need to be made to meet the criteria.

We cannot accept roles described as 'assistant', 'administrator' or 'intern'.

The University will not advertise any opportunities that do not meet the minimum criteria as set out above. University of Sussex staff will work with organisations to adapt job descriptions which might require some work to comply with these terms. However, job descriptions that do not meet any of these criteria will be rejected without notice.

### **Advice for social media and digital marketing opportunities**

The most popular internship roles for companies to submit are in the fields of social media and digital marketing. We strongly advise employers to be mindful of the following advice in order to make their advert stand out:

- are there any other duties that the role can encompass? Other areas that can be popular with recent graduates are research projects, community engagement and corporate social responsibility
- be explicit about the training, development and/or mentoring that is available within the organisation. Graduates are more likely to make applications where they can clearly see how they will develop their skills and enhance their experience
- when completing the organisation description in the expression of interest, be as detailed as possible, to maximise your chances of standing out. Graduates are keen

to understand the company, its areas of work, customers, ethos and culture

### 5. Funding

Funding for the intern's salary will be provided as a one-off payment by the University of Sussex finance division. This payment is then used by the employer to pay the intern's wages.

The Careers & Employability Centre (CEC) will send details of the payment process as soon as the Internship is confirmed.

The University will provide £3500 (three thousand five hundred pounds) funding to cover the £8.45 per hour salary<sup>1</sup> for the internship for a period of 10 weeks.

Internships based in London will be funded at £4000 (four thousand pounds) to cover the £9.75 per hour salary<sup>2</sup>. Please note that the national living wage increase will be announced in November 2017 however the hourly figures quoted will apply for this internship programme.

**Important: 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.**

Any additional costs – including the supply of equipment - are to be met by the employer.

*For information, holiday entitlement for a member of staff working full time for 10 weeks will be approximately 5 days.*

### 6. University procurement

All employers must be set up as a supplier on the University of Sussex finance system. You will need to supply:

- full trading name
- company registration number
- VAT registration number
- full contact details
- business bank account.

If you are a new supplier to the University, you will be asked to submit the above information at the point of advertising the opportunity. Internships cannot be advertised until this information has been provided and verified by the University's finance division.

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<sup>1</sup> <http://livingwagebrighton.co.uk/>

<sup>2</sup> <http://www.livingwage.org.uk/>

Upon successful appointment of an intern a Purchase Order number will be provided. This PO number should be quoted on an invoice (no VAT to be added) and submitted to the University. Our payment terms are 30 days from receipt of invoice. See *Deadlines*.

### 7. Salary

The salary for the Sussex Graduate Internship will be £8.45 per hour (the Living Wage) for Sussex and the rest of the UK. London based employers must meet the current London Living Wage of £9.75 per hour. (Employers are welcome to offer a higher rate at their own cost). Any additional costs are to be met by the employer.

**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 Sussex Graduate Intern. We will not accept opportunities which are paid outside a PAYE system.

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

### 8. Submission and advertising

Employers will express interest by submitting internship vacancy details, via an online form ([https://careerhub.sussex.ac.uk/Employers/Funded\\_Internships/Sussex\\_Graduate\\_Internships.chpx](https://careerhub.sussex.ac.uk/Employers/Funded_Internships/Sussex_Graduate_Internships.chpx)), to the Sussex Graduate Internship Programme team at the Careers & Employability Centre.

Once the team receives the online form, the opportunity will be assessed, and where accepted, advertised to 2017 University of Sussex graduates (from early October 2017).

**Please note that advertising an opportunity through the University of Sussex Graduate Internship Programme 2017 does not guarantee recruitment. Whilst we take extensive steps to encourage 2017 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.**

The funding is available exclusively to University of Sussex graduates, and the Careers and Employability Centre undertakes an extensive marketing campaign to encourage applications. We advertise hundreds of internships and we are unable to single out particular vacancies for special promotion.

Employers are not permitted to advertise the vacancy on any other channels, including their company website and social media. The University reserves the right to remove adverts for organisations who disregard this condition.

Application should be via CV or company application form. Recruiting managers will receive an email alert when a new application is submitted, which will contain the candidate's application documents.

Graduate applications are processed via the Careers & Employability Centre for monitoring purposes only.

The employer should then contact applicants directly to conduct selection and/or interviews, using the organisation's usual recruitment processes. Prior to interview we recommend that employers confirm eligibility of the graduate with the University.

Offers of an internship should be made directly to the 2017 Sussex graduate, after the eligibility of the applicant is established. Once the internship is agreed by both parties, employers must inform the Careers and Employability Centre, Sussex Graduate Internships Programme team immediately [via this link](#). See *Deadlines*.

### 9. Contracts

The intern should be treated as a temporary employee, and as such should be provided with a contract of employment, including dates of work, expected hours of work, sick pay arrangements, holiday entitlement and information about disciplinary and grievance procedures.

The employer should make arrangements for an induction as soon as the internship commences, and put in place a programme of full supervision.

### 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 Sussex Graduate Internship Programme or fails to complete their internship, please notify the University of Sussex at the earliest convenience. The University of Sussex will assess each case individually.

### 11. Monitoring

Contact will be made by the Careers and Employability Centre at the beginning of the internship and again at a mid-way point but employers are encouraged to raise any issues with the Sussex Graduate Internship Programme team at any time.

The University will ask employers to submit a short piece of feedback to the University and may be asked for permission to use information provided for future marketing campaigns. Submission of feedback is mandatory. Organisations that do not submit feedback may be prevented from participating in future funded programmes.

## 12. Important dates

<b>Early October 2017</b>	We will start promoting opportunities to eligible graduates
<b>13 November 2017</b>	Earliest date the internship can start
<b>08 January 2018</b>	Latest date the internship can start
<b>10 January 2018</b>	The intern must be working on this date

## 13. Deadlines

<b>11 December 2017</b>	All recruitment and selection completed (offer made to graduate, accepted and University notified)
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## 14. Questions and contact

Please contact the Sussex Graduate Internship Programme team at the Careers and Employability Centre, University of Sussex

Tel: 01273 877528  
 Email: [internships@sussex.ac.uk](mailto:internships@sussex.ac.uk)

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