To take part in the Programme, the internship provider must agree to abide by the processes and obligations set out below.

**Internship provider criteria**

To qualify for the 4 week Internship Programme, the provider should meet the following criteria:

- Fewer than 250 employees
- Annual turnover of £50m or less
- Have a named Supervisor for the intern who shall also be the contact within the organisation for communications with the University
- Registered and based in the UK. Eligible organisations include companies, sole traders, partnerships and charities. Priority will be given to those based in Sussex

Participating organisations can recruit a maximum of one student through each cycle of the Programme. An evaluation form must be completed and submitted to the University of Sussex before the end of each internship.

**Intern criteria**

To be eligible to participate in the programme, the intern is required to meet the following criteria:

- Current student at the University of Sussex
- Available to work full-time, during the whole 4-week period of the internship (periods of absence for holidays are allowed on the basis the end date of the internship is extended to ensure the intern has worked 4 weeks full time)

Students are eligible for one Santander Universities SME 4 week internship.

**Duration**

The Santander programme provides for the student to be employed for 4 weeks, so this would be the duration of the internship. The 4 week internship should be allocated by 31 July 2016 and start no later than 30 September 2016.
Internships must make place in the summer vacation period. For students this can begin as soon as they have completed all their academic commitments for the year.

**Payment**

The funding for the 4 week internship is £1000 and this is provided by Santander. The funds are held by the University of Sussex on Santander’s behalf and the University will administer this payment directly to the student at the end of the internship. The internship provider may pay additional expenses but this is discretionary.

**Relationship with Santander UK**

All organisations taking part in the scheme may be contacted by Santander with a view to setting up an informal meeting to discuss business needs. This initial contact is not pursued unless both parties agree.

**Recruitment process**

Organisations should apply to participate in this programme by filling out the registration form found here: [http://www.sussex.ac.uk/careers/aboutus/employers/Santander](http://www.sussex.ac.uk/careers/aboutus/employers/Santander)

An internship must offer meaningful work experience and help to develop the student’s employability skills. The Santander Universities Ambassador, based at the Careers & Employability Centre at the University of Sussex, will decide which internships should be accepted. The Ambassador will liaise with the host organisation to validate the intern vacancy and ensure that the role is suitable.

Organisations can carry out their usual recruitment process to select the successful intern but the Careers & Employability Centre will be happy to offer advice and suggestions on how best to shortlist and find the right person.

The University of Sussex will promote the 4 week internship opportunity to relevant applicants using our communication channels.

Organisations need to make contact with the University as soon as the intern is recruited, providing the name, year of study and degree programme of the candidate. The Careers and Employability Centre will confirm the eligibility of the intern and coordinate payment.

Organisations are **strongly advised** to check the eligibility of the intern, for funding through this programme, **before** making an offer of employment. The University reserves the right to refuse funding for candidates who do not meet the intern criteria.
Before the Intern starts

The intern should be provided with a written description of the work to be undertaken during the 4 week internship, a named supervisor, dates of work and expected hours of work.

Organisations should provide the University with a copy of their health and safety policy or complete a risk assessment for each intern prior to their start date. Arrangements should be made for an induction as soon as the internship commences, and a programme of supervision put in place.

Procedures in the event that an internship finishes early

Should it become apparent that the intern is unlikely to complete their internship, then please notify the University of Sussex at the earliest opportunity.

The University of Sussex will assess each case on an individual basis and will discuss options available.

Feedback

As part of feedback and assessment processes, the host provider and intern may be contacted to provide feedback on the internship. Organisations and interns must complete an evaluation before the end of the internship.

Any questions?

Please contact Simon Topham, Placements and Work Experience Officer, at: 
internships@sussex.ac.uk / 01273 877566