Santander Universities and the University of Sussex
SME 12-week Internship Programme – Terms and Conditions
(2015/2016)

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

Employer criteria

To qualify for partial funding by Santander, the employer 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 two interns 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:

- Final year student at the University of Sussex (graduating in 2016 for participation in the Programme in summer 2016) or graduate of the University of Sussex who completed their studies in 2014 or 2015
- International (overseas) students are eligible, but it is the employer’s responsibility to ensure that these applicants have the right to work in the UK for the duration of the internship
- Available to work full-time, during the whole 12-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 12 weeks full time)

Students are eligible for one Santander Universities part-funded SME internship. Once they have completed the initial three month period, they cannot apply for another part-funded SME internship through the Programme.
Duration

An internship is a temporary period of work experience offering the opportunity of graduate level employment. The Santander programme provides for the graduate intern to be employed for three months, so this would be the duration of the internship. Employers are welcomed and encouraged to extend the internship beyond this duration but no additional funding will be available. The internship should be allocated by 31 July 2016 and start no later than 30 September 2016.

Payment

The salary for the internship must be at least £3000 for three months (£1000 per month). Santander UK will provide £1500 with the employer committing to at least match this amount (employers can offer additional remuneration as deemed appropriate). The £1500 ‘Santander’ funds are held by the University of Sussex on Santander’s behalf. Once a role has been filled, the employer will invoice the University of Sussex for £1500 (VAT not applicable). Employers will be asked to provide banking details prior to the commencement of the internship in order to process this payment.

Employers should be aware of the University payment terms and ensure that adequate funds are in place to pay the intern.

The employer will pay the intern via their payroll and make deductions to the salary via PAYE. See the HMRC website for further information [www.gov.uk/topic/business-tax/paye](http://www.gov.uk/topic/business-tax/paye)

The University is not involved with the payment process between intern and employer. Any additional costs, such as holiday and sick pay, will be met by the employer as appropriate.

Relationship with Santander UK

All employers 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

Employers 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 graduate level work experience. The Santander Universities Ambassador, based at the Careers & Employability Centre at the University of Sussex, will decide which internships should be allocated a grant. The Ambassador will liaise with you to validate the intern vacancy and ensure that the role is suitable.

Employers 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 internship opportunity to relevant applicants using our communication channels.

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

Employers 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 work**

The intern should be treated as a temporary employee and 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.

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

**Procedures in the event that an internship finishes early**

The contract of employment is between the intern and the host company, and should contain information for both parties about procedures should the internship end 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 employer and intern may be contacted to provide feedback on the internship. Employers 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