**UWE Bristol Equity Internship Agreement 2025**

**UWE Bristol Student Data Privacy Notice**

The data you provide will be used to process your UWE Bristol Equity Internship Agreement in line with the [**UWE Student Data Privacy Notice**](https://www1.uwe.ac.uk/about/corporateinformation/datamanagement/privacynotices.aspx).

The data controller is UWE Bristol.

**UWE Bristol External Partner Data Privacy Notice**

The data you provide will be used to process your UWE Bristol Undergraduate Internship Agreement in line with the [**External Partner Data Privacy Notice**](https://www1.uwe.ac.uk/about/corporateinformation/datamanagement/privacynotices.aspx).

The data controller is UWE Bristol.

**About this Internship Agreement.**

This Internship Agreement explains the role and responsibilities of the Student, the Employer and the University of the West of England in partaking in the UWE Bristol Internship Scheme.

Please read all of the terms and conditions of the internship carefully, paying particular attention to the clauses regarding sickness payment and holiday entitlement.

**It is a mandatory requirement that the Internship Agreement be completed by all parties prior to the start of the internship.**

Once agreed by all parties, a copy of the agreement will be emailed to you for future reference.

This Agreement is between:

1. University of the West of England, Bristol, (hereafter referred to as “UWE”)

a Higher Education Corporation whose administrative offices are at Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY

2. The Organisation named above (hereafter referred to as the “Host Company”)

3. The Student named above (hereafter referred to as the “Intern”).

Hereafter each will be known as a “Party” and collectively the “Parties”.

This Agreement will become effective when all parties have ticked the box on the agreement that says they have read and agree to comply with the agreement.

Background

(A) The Parties have agreed to participate in the UWE Bristol Equity Internship Scheme (“the Scheme”) to provide an opportunity for skilled Interns to work within businesses for a period of 185 (One hundred and eighty five hours) hours over 5 (five) weeks full time or up to a maximum of 10 (ten) weeks part time (‘Internship Period’).

(B) Under the Scheme an intern (“the Intern”) will be placed with a company (“the Host Company”) interested in sharing its knowledge and understanding, who can contribute creative and technical skills and knowledge. The Host Company agrees to include an element of training and/or mentoring for the Intern during the ‘Internship’. For the avoidance of doubt all Internships funded under the Scheme must have commenced by 21st July 2025 and conclude by 15th September 2025.

(C) The Parties agree that as the Intern will be an employee of the Host Company, in order to comply with current employment legislation the Internship will attract paid holiday on a pro rata basis according to the circumstances. This accumulated holiday entitlement is to be used within the Internship Period in accordance with the terms of this Agreement.

Operative Provisions

Obligations of the Host Company.

1.1 The Host Company shall:

1.1.1 Perform the role of temporary employer of the Intern, being responsible for all statutory and other employment law requirements as an employer

1.1.2 Provide the necessary resources to enable the Intern to contribute to the Project and to gain relevant and valuable experience working within the Host Company; and

1.1.3 Provide structured training, where required, and ongoing support for the Intern in co-operation with UWE for the Internship Period; and

1.1.4 Provide guidance for the intern to adopt a safe working environment remotely; ensure that all necessary insurances are in place and that all statutory regulations are met, in particular with regard to health and safety in the workplace; and

1.1.5 As far as reasonably possible follow the CIPD code of practice for internships https://www.cipd.org/uk/knowledge/guides/internships-guide/ for this Internship and to inform UWE immediately it becomes aware of any material deviation from this code; and

1.1.6 Allow the Intern the appropriate time to have contact with the individual appointed by UWE to monitor the Internship (“the Internship Coordinator”) as detailed in Clause 3.2. The Internship Coordinator nominated by UWE together with a relationship manager from one of UWE’s partners (such as, but not limited to Santander) shall be permitted, with reasonable advance notice to visit the Intern at the Host Company or other site to monitor and record progress of the Internship; and

1.1.7 The Host Company understands that the Internship Period cannot commence until all the relevant required documentation has been received and signed by all appropriate and necessary Parties; and

1.1.8 Retain all rights to the new material that is created as part of the Internship; and

1.1.9 Provide to UWE, sufficient information to enable UWE to provide evaluation research and reporting on the learning experience and outcomes as detailed in Clause 3.3; and

1.1.10 Pay the Intern a minimum pro-rata gross salary of £466.20 per 37 hour week (the Salary) over the course of the Internship Period subject to legally and properly deducted Income Tax and National Insurance; the actual sum payable per week will depend upon whether the Internship is full or part time

1.2 The Host Company agrees that the Intern will accumulate paid holiday at a pro rata equivalent of 20 hours and 20 minutes (twenty hours and twenty minutes) which are inclusive of Bank Holidays and are an integral part of the total Internship Period. For the avoidance of doubt, and as an example, a full- time 5 weeks (185 hour) Internship will comprise of 164 hours and 40 minutes (one-hundred and sixty four hours and forty minutes) paid working hours and 20 hours and 20 minutes (twenty hours and twenty minutes) paid absence for holiday or Bank Holidays only. The number of hours of paid holiday entitlement will be reduced if the Internship terminates early. For the avoidance of doubt there will be no additional payment to the Intern in lieu of holiday hours not taken in the 5 (five) week period and such holiday hours must be taken within the planned 5 (five) week period. The Intern will accumulate paid holiday hours on a pro rata basis if the Internship is arranged on a part time basis.

1.3 The Intern is required to obtain written approval in advance from the Host Company of requested holiday absence. The Host Company agrees to not unreasonably withhold permission for holiday requests having in mind the number of Bank Holidays scheduled to fall within the Internship Period.

1.4 The Host Company agrees that its statutory obligations in respect of its relationship to the Intern will be complied with. This includes, but is not limited to, safeguarding requiring DBS checks, Data Protection Legislation and National Minimum and/or Living Wage requirements.

1.5 The Host Company, with exception to a registered charity, confirms that that the Intern has not engaged in any paid or unpaid work for the Host Company previous to this Internship.

1.6 The Host Company remains entirely legally liable for ensuring that the Intern satisfies all the requirements of the Scheme and that they have the ‘right to work’ in the UK for the period of the Internship.

1.7 Terms and conditions plus any Host Company policies and procedures relevant to the employment of the Intern will be set out in the Host Company’s terms and conditions and/or employment handbook which is to be provided to the Intern and the UWE Internship Coordinator prior to the commencement of the Internship Period.

2. Obligations of the Intern

2.1 The intern will work with the Host Company as a member of the Host Company’s staff and will adhere to the Host Company’s relevant rules and regulations.

2.2 Terms and conditions plus any Host Company policies and procedures relating to the employment will be set out in the Host Company’s terms and conditions and/or employment handbook. The Intern shall ensure that a copy of this is received prior to commencement of any duties relating to the Internship by the Intern.

2.3 The Intern confirms and shall provide all necessary documents to evidence that they meet all the requirements of the Scheme and that they have the ‘right to work’ in the UK for the period of the Internship.

2.4 The Intern will meet virtually - where necessary - with the Internship Coordinator nominated by UWE Bristol to monitor and document progress.

2.5 The Intern agrees to reasonably provide sufficient information for UWE to be able to provide evaluation research and reporting on the learning experience and outcomes as detailed in Clause 3.1.2.

2.6 The Intern will receive a minimum pro-rata gross weekly salary of £466.20 (calculated on the basis of a 37 hour working week) to be paid directly by the Host Company which will be subject to the deduction of Income Tax and National Insurance, if any is legally required to be deducted. The actual salary paid will be calculated upon the number of hours actually worked and is inclusive of any holiday of Bank Holiday pay entitlement. Sickness or other absence pay will not normally be met by the Host Company.

2.7 The Intern agrees to obtain advance written approval from the Host Company for any paid holiday as detailed in clause 1.3. The Intern understands that they are entitled to 20 hours and 20 minutes (twenty hours and twenty minutes) paid holiday or Bank Holiday entitlement over a full 185 (one hundred and eighty five) hour Internship. Such holiday allowance must be taken within the Internship Period or be lost save in the circumstances arising under Clause 5.1 or 5.3 where the Internship is terminated early by either of the Host Company or UWE and alternative arrangements are made. Entitlement to paid leave will be calculated on a pro-rata basis where the Internship terminates early for any reason. For the avoidance of doubt, save as above, there will be no additional payment to the Intern in lieu of holiday days not taken within the full Internship Period.

2.8 The Intern agrees that the Host Company will retain all rights to the material that is created by the Intern as part of the Project. Any material which either the Intern or UWE owned or had created prior to the Internship remains the sole property of that Party.

3. Obligations of UWE

3.1 For the avoidance of doubt UWE’s obligations are limited to the following and UWE has no other obligations to the Intern or the Host Company:

3.1.1 The UWE Internship Team will act as the point of contact for both the Intern and the Host Company; and

3.1.2 UWE will provide evaluation research and reporting on the learning experience and outcomes as required by the Scheme; and

3.1.3 UWE will provide coordination and administration for the Scheme; and

3.1.4 WE shall pay the Host Company the maximum total sum of £2,331.00 (two thousand three hundred and thirty one

3.2 The UWE Payment includes a pro-rata payment for 20 hours and 20 minutes (twenty hours and twenty minutes) paid holiday/bank holiday per internship as detailed in clauses1.3 and 2.7 above.

3.3 Unless otherwise agreed, UWE will normally pay the Host Company within 30 days of the date of a correctly rendered invoice to be delivered to UWE at the end of the Internship and no later than Friday 24th October 2025. In the event that the Host Company fails to procure the delivery of its invoice to UWE on or before Friday 24th October 2025, UWE reserves the right to withdraw the UWE Payment towards the Scheme and may reallocate the same as it may deem fit. The Host Company must email the invoice to the Accounts Payable Department at accounts.payable@uwe.ac.uk and UWEinternships@uwe.ac.uk must quote the full UWE Purchase Order number. The Host Company should contact the Scheme’s administrative team by email on UWEinternships@uwe.ac.uk if the UWE Purchase Order number has not been issued.

4. Disputes Involving the Intern

If a dispute arises between the Host Company and the Intern, they will attempt to reach a resolution through good-faith negotiation. In the event that the Host Company and the Intern fail to reach agreement within five days of the dispute arising they will refer the dispute to UWE via the Internship Coordinator. The decision of UWE with regard to any such dispute shall be binding upon both the Intern and the Host Company. This clause is not intended to override any statutory or other legal right to recourse or redress via the courts that the Intern or the Host Company may have in relation to the dispute.

5. Termination of the Internship

5.1 If the Host Company wishes to terminate the Internship prematurely for any reason, it must give the Intern and UWE a minimum of 7 (seven) days’ notice of its intention to do so, clearly setting out clearly the intended end date of the Internship ‘Effective Date of Termination’. Within 30 days of the effective termination date and on a pro rata basis, the Host Company shall:

a) repay any payments made by UWE to the Host Company under clause 3.1.4 for any period not completed under the Internship following the effective date of termination; and

b) pay any remaining sums due to the Intern to include any accrued holiday pay to which the Intern would have been entitled during the actual term of the Internship and which has not been used. Alternatively, an arrangement may be made for the Intern to take any accrued holiday entitlement during any period between the date upon which notice of termination is served by the Host Company and Effective Date of Termination.

5.2 If the Intern wishes to terminate the Internship prematurely for any reason, the Intern must give the Host Company and UWE a minimum of 7 (seven) days’ notice of their intention to do so, agreeing with the Host Company and UWE the intended Effective Date of Termination. Within 30 days of the Effective Date of Termination and on a pro rata basis, the Host Company shall:

a) repay any payments made by UWE to the Host Company under clause 3.1.4 for any period not completed under the Internship following the Effective Date of Termination; and

b) pay any remaining sums due to the Intern to include any accrued holiday pay to which the Intern would have been entitled during the actual term of the Internship and which has not been used. Alternatively, an arrangement may be made for the Intern to take any accrued holiday entitlement during any period between the date upon which notice of termination is served by the Intern and the Effective Date of Termination.

5.3 UWE reserves the right to terminate the Internship with 7 (seven) days’ notice if, in its view the Host Company and/or the Intern do not properly observe the terms of the Agreement. Within 30 days of the Effective Date of Termination and on a pro-rata basis, the Host Company shall:

a) repay any payments made by UWE to the Host Company under clause 3.1.4 for any period not completed under the Internship following the Effective Date of Termination; and

b) pay any remaining sums due to the Intern to include any accrued holiday pay to which the Intern would have been entitled during the actual term of the Internship and which has not been used. Alternatively, an arrangement may be made for the Intern to take any accrued holiday entitlement during any period between the date upon which notice of termination is served by the Intern and the Effective Date of Termination.

6. Relationship of the Parties and Assignment

6.1 Nothing in this Agreement shall be deemed to constitute a partnership or joint venture between UWE and the Host Company. The Intern shall be a temporary employee of the Host Company for the Internship Period.

6.2 This Agreement is specific to the Intern and neither of UWE or the Host Company shall be obliged to enter into any further such agreement as part of the Scheme or any other scheme for internship placements run by UWE.

6.3 The Intern may not assign any part of this Agreement in whole or in part to any third party. Neither of UWE or the Host Company may assign this Agreement in whole or in part to a third party without the written consent of the other, such consent not to be unreasonably withheld or delayed. The consent of the Intern is not required for any such assignment by UWE or the Host Company but the Intern will be consulted and notified of any such assignment as affects them.

7. Notices

7.1 Legal notices including notices of termination shall be sent by email to UWEInternships@uwe.ac.uk. Day-to-day communications on the operation of the Internship shall also be sent by email to UWEinternships@uwe.ac.uk

7.2 For the Intern: the address given at the head of this Agreement.

8. Entire Agreement and Variation

8.1 This Agreement (together with any documents referred to within it which are hereby incorporated by way of reference) constitutes the entire agreement between the Parties in relation to the transactions referred to and supersedes any previous agreement between the Parties in relation to such transactions.

8.2 If the Host Company is required as part of its employment processes to issue any further terms and conditions of engagement to the Intern, those terms shall not override any of the terms and conditions within this Agreement, the terms and conditions of which shall take precedence in the event of any conflict.

8.3 No variation of this Agreement shall be made unless made in writing and signed by or on behalf of each of the Parties hereto.

9. Mediation, Law and jurisdiction

9.1 If any dispute arises out of this Agreement between the Host Company and UWE, those Parties will attempt to settle it by good faith negotiation between senior managers of each business.

9.2 If UWE and the Host Company are unable to settle any dispute by negotiation within twenty one days those Parties will attempt to settle it by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure.

9.3 To initiate a mediation a Party must give notice in writing (“ADR Notice”) to the other Party to the dispute requesting a mediation in accordance with this clause 13.

9.4 A Party may not serve an ADR Notice or commence court proceedings until twenty one days after it has made a written offer to the other Party to negotiate a settlement to the dispute.

9.5 Nothing in this Clause 9 shall prevent any Party from having recourse to a court of competent jurisdiction to resolve any dispute in question.

10. Third Party Rights

10.1 Unless expressly provided in this Agreement no term of this Agreement is enforceable pursuant to the Contracts (Rights of Third Parties) Act 1999 by any person who is not a Party to it.

11. Severability

11.1 If any term of this Agreement is invalid or unenforceable under any statute, regulation, executive order or other rule of law, such term shall be deemed reformed or deleted, but only to the extent necessary to comply with such statute, regulation, ordinance, order or rules, and the remaining provisions of this Agreement shall remain in full force and effect.

12. Confidentiality

12.1 UWE, the Intern and the Host Company shall keep confidential all information relating to the trade, business or other activities which they may learn as a result of having entered into this Agreement

The obligations in this clause 12 shall not apply to information which:

12.1.1 at the time of disclosure was in the public domain; or

12.1.2 after its disclosure hereunder, enters the public domain by lawful and proper publication or other than by the default of UWE, the Intern or the Host Company; or

12.1.3 UWE, the Intern or the Host Company can establish by reasonable proof was in its possession or was known to it at time of disclosure hereunder or was subsequently developed by UWE, the Intern or the Host Company without utilisation of information; or

12.1.4 UWE, the Intern or the Host Company receives from any third party legally in possession of the Information not owing an obligation of confidence to the Parties and without any restriction on its disclosure; or

12.1.5 is approved for release or use by the prior written authorisation of the Parties; or

12.1.6 UWE, the Intern or the Host Company is required by law to disclose.

13. Data Protection

For the purposes of the following sub-clauses and Schedule 1, Data Protection Legislation means (a) any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction (as amended, consolidated or re-enacted from time to time) which relates to the protection of individuals with regard to the processing of Personal Data to which a Party is subject, including the Data Protection Act 2018 (“DPA”), the UK General Data Protection Regulation (“UK GDPR”) from 1 January 2021 and EU General Data Protection Regulation (“EU GDPR”) to the extent that the Parties are subject to it; and (b) any code of practice or guidance published by the supervisory authorities (including the ICO) from time to time;the terms "Processor", "Controller", ”sub-processor” "process" and "Data Subject" shall have any meaning given to them in the Data Protection Legislation..

The parties agree that:

13. 1 they will fully respect and abide by all Data Protection Legislation as it applies to their activity;

13.2 to the extent that each party is deemed a Controller of any Personal Data collected/exchanged as part of the Internship, the Data Sharing terms at Schedule 1 shall apply.

14. Modern Day Slavery

14.1 In accordance with the requirements of the Modern Slavery Act 2015 UWE is committed to ensuring that there is no slavery or human trafficking in its supply chains or in any part of its business.

14.2 The Host Company shall ensure that (where relevant) it complies with the provisions of the Modern Slavery Act 2015.

15. Bribery

The Host Company shall:

15.1 comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010;

15.2 not engage in any activity, practice or conduct which would constitute an offence under sections 1, 2 or 6 of the Bribery Act 2010 if such activity, practice or conduct had been carried out in the UK.

16. Survival of clauses:

Clauses 7, 9, 10, 11, 12, 13, 14, 15, 16 and 17 shall survive termination or expiry of this Agreement, howsoever occurring.

17. Governing Law and Jurisdiction

17.1 This Agreement shall be governed, construed, and enforced in accordance with the laws of England and Wales, without regard to its conflict of laws rules.

17.2 Subject to the mediation provisions contained in Clause 9 above, the Parties shall submit all their disputes arising out of or in connection with this Agreement to the exclusive jurisdiction of the courts of England and Wales.

17.3 The Parties shall comply and ensure that where applicable their subcontractors, agents and personnel comply with any relevant and applicable laws, regulations and or directives relating to the Scheme.

Schedule 1

CONTROLLER TO CONTROLLER DATA SHARING TERMS

Where each Party individually determines the purpose of the Processing in respect of any Personal Data which it Processes in the course of or for the purpose of the Project, the provisions of this Schedule will apply:

1. Each of the Parties will be a Controller in relation to the Personal Data and it will comply with the following in relation to any Personal Data which it Processes in connection with the Project.

Each Controller will:

1.1 Process Personal Data in accordance with the Data Protection Legislation, affording to Data Subjects such rights and protections as they have under the Data Protection Legislation;

1.2 Process Personal Data only for the purpose of carrying out the Project;

1.3 Take such technical and organisational measures as may be appropriate to ensure the security of that Personal Data and the reliability of its employees, staff, officers and agents who may have access to, or be involved in, the Processing of the Personal Data. Without prejudice to the generality of the foregoing, it will keep that Personal Data secure from any unauthorised or accidental use, access, disclosure, damage, loss or destruction;

1.4 Give the other Controller such information and assistance as it reasonably requires in order to enable the other Controller to meet its obligations to Data Subjects, in particular complying with Data Subjects’ requests for access to, information about, and the rectification of their Personal Data;

1.5 Notify the other Controller immediately should it receive any request or enquiry from any Data Subject in relation to the Personal Data being Processed for the purpose of the Project, give the other Controller such assistance in dealing with that request or enquiry as it may reasonably request;

1.6 Notify the other Controller immediately of any actual or suspected breach of security which involves that Personal Data or breach of this paragraph 1; and

1.7 Not transfer Personal Data which it has received from the other Controller outside the European Economic Area without first obtaining the disclosing Controller’s written consent.

2. Each Controller will allow the other Controller at all reasonable times to inspect and review the steps being taken by it to comply with paragraph 1 above, and will give the other Controller any assistance which it reasonably requires with that inspection and review.

3. All expressions in Paragraphs 1, 2, 4, 5 or 6 of this Schedule beginning with a capital letter (and not defined elsewhere in this Agreement) have the meaning given to them in the Data Protection Legislation.

4. The Parties will agree to any reasonable amendment to this Schedule to bring it into line with any amendment to or re-enactment of any further Data Protection legislation or enactment enforceable in the United Kingdom, or to allow each of the Controllers to comply with any requirement or recommendation of the Information Commissioner or any other data protection or supervisory authority in relation to the Processing of Personal Data.

5. Paragraphs 1 – 4 above (both paragraphs inclusive) will continue in full force and effect for so long as a Party is a Controller or shares any Personal Data with the other Controller, notwithstanding the termination of this Agreement or the completion of the Project.

6. INDEMNITY

6.1 Subject to legal liability being proven], each Controller (“Indemnifying Controller”) shall indemnify and keep indemnified the other Controller (“Indemnified Controller”) from and against all and any losses that are sustained, suffered or incurred by, awarded against or agreed to be paid by the Indemnified Controller to the extent arising from the Indemnifying Controller’s breach of its obligations under this Schedule B and/or failure to comply with the Data Protection Legislation, including, in particular all losses resulting from:

6.1.1 the costs of any investigative, corrective or compensatory action required by the ICO, or the defence of any proposed or actual enforcement taken by the ICO which relates to the act or omission of the Indemnifying Controller;

6.1.2 any losses suffered or incurred by, awarded against, or agreed to be paid by the Indemnified Controller pursuant to a claim, action or challenge made by a third party to or against that Party (including by a Data Subject) save for any ex gratia payments; and

6.1.3 except to the extent covered by the above Paragraphs 6.1.1 or 6.1.2 any losses suffered or incurred, awarded against or agreed to be paid by the Indemnified Controller save for any ex-gratia payments.

6.2 For the avoidance of doubt, neither Controller shall be liable to indemnify the other Controller for any fine or penalty levied by the ICO or any other competent regulatory authority upon the Controller seeking indemnity following a full investigation by that regulatory body.