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Loughborough University

Loughborough Talent Match ‘Student Internship’ Funding Agreement

**This is an agreement between:**

**Company:** (the “employing organisation”)

**Address:**

**Contact Name and Position:**

**Name of Line Manager/Supervisor/Mentor:**

**Tel:**

**Email:**

and Loughborough University, Epinal Way, Loughborough, Leicestershire, LE11 3TU

**Name of University staff who will oversee and administer the arrangement:**

Will Freestone – Work and Opportunities Coordinator [W.Freestone@lboro.ac.uk](mailto:W.Freestone@lboro.ac.uk)

Susan Boon – International Work and Opportunities Coordinator [s.boon@lboro.ac.uk](mailto:s.boon@lboro.ac.uk)

Jenny Noakes – Work and Opportunities Project Officer [j.m.noakes@lboro.ac.uk](mailto:j.m.noakes@lboro.ac.uk)

Chris Cole – Work and Opportunities Manager [c.cole2@lboro.ac.uk](mailto:c.cole2@lboro.ac.uk)

**Details of Internship**

This agreement covers the following Loughborough University (LU) [LU student/ LU student] in the following role:

**LU Student name:**

**Job title:**

**Nature of LU Internship**

The employing organisation will offer a ‘Student Internship’ based on a 100 hours of work. The LU student may be asked to undertake one or several tasks or projects.

**Start date of internship: End date of internship:**

**Eligibility of Organisations (including University Start-Ups connected to Loughborough Enterprise Network)**

(a) Organisations must be registered and based in the UK.

(b) Eligible organisations include limited companies, sole traders, partnerships.

(c) Funding is eligible for organisations to benefit from a fully-paid student or student to do a Student Internship within the business.

(d) The Student Internship can be completed virtually or in-person (at the business’ discretion in line with the UK Governments Covid-19 guidelines)

**Financial Arrangements for SMEs**

The student will be paid £1,000 for 100 hours of work at the organisation named. Funding for this internship is provided by Loughborough University.

In order to release funding, the employing organisation will invoice Loughborough University for payment of £1,000 (one thousand pounds only). **Any further funding/wages will be the responsibility of the employing organisation** .The employing organisation is entitled to provide more than the minimum matched-funded element towards the LU students salary over the agreed period if they choose to do so.

Please indicate level of funding required: **£1,000.**

**LU student Remuneration**

The LU student shall be employed by the employing organisation and paid the national [minimum wage.](https://www.gov.uk/national-minimum-wage-rates)

**Severance**

In the event of a termination, payment to the employing organisation from Loughborough University shall be made on a pro-rata basis, according to the number of weeks completed. Any pre-payment by Loughborough University shall be refunded on a pro-rata basis in the event of early termination.

**Disputes**

The parties to this agreement shall endeavour to reasonably resolve any disputes arising between them. In the event of an unexpected issue/occurrence that cannot be settled through negotiation, either party shall be able to terminate this agreement on the giving to the other of seven day’s notice in writing.

**Liability**

Loughborough University’s liability under this agreement shall be limited to the sums due and payable under this agreement as at the date of the event giving rise to liability.

As a provider of a Internship opportunity for a LU student, the employing organisation:

1. accepts responsibility for the LU student under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions.
2. should the LU student be expected to work with machinery, equipment, or substances hazardous to health, that safety precautions will have been taken, first aid facilities made available and training, supervision, appropriate instruction, risk assessments and any necessary personal protective clothing will be provided.
3. confirms it has in place Employer’s Liability and/or Public Liability insurances and that the LU student is deemed to be an employee and/or visitor for the purposes of those insurance policies.
4. confirms it will advise its insurers of the proposed working arrangement, if required.
5. in the UK, Employers’ Liability insurance will normally cover a LU student during the Internship period. However, where insurance is not in place to cover the LU student for their working activities, e.g. exemption permissible under the Employer’s Liability (Compulsory Insurance) Act 1969, the employing organisation will notify Loughborough University at the earliest opportunity and will confirm it has access to funds to pay for any liability dispute and compensation awarded.
6. will advise Loughborough University immediately of any absence due to accident or ill-health of the LU student. The employing organisation will keep the University informed of any subsequent developments and/or the conclusion of any investigation(s) into such incidents.
7. as part of this agreement, agrees to provide feedback on the progress the LU student has made during the course of their Internship.
8. on the first day of the Internship, provide the LU student with a full and clear induction to the organisation and its working practices, including regulations and policies, including health and safety arrangements, fire precautions, emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions.
9. will nominate a supervisor who will conduct or make arrangements for the day-to-day supervision of the LU Student.
10. acknowledges that the LU student is not an employee [or registered student] of the University and is no way under the control, influence or direction of Loughborough University.

**Data Protection Statement**

Loughborough University respects your privacy and is committed to protecting your personal data. The contact details you provide will be recorded securely on the Loughborough University Database. We use your data to communicate by post, email and telephone about University news and update, employer events.  We may analyse data using a range of factors including demographic, geographic and employment opportunities. Our legal basis for holding and using your data for the activities detailed in this arrangement is as part of a contractual arrangement between Loughborough University and [insert the “employing organisation”] for the purposes of administering the Loughborough Talent Internship Programme.

As part of joining Loughborough Talent Match, we will ask you to provide your contact details to the Talent Match Co-ordinator. This is how the data that you submit will be used:

Your contact details will be used to contact you in order to offer recruitment support in relation to the Lboro Talent Match internship program. This data will be stored securely for up to three years. We may also recontact you in the future to get your views on the support you have received and use the information you provide to inform and develop our support for you the employer as well as future students. As required under the Data Protection Act 2018, you retain the right to request erasure following the termination of this agreement and/or prior to the end of the three year retention period post the completion of the Lboro Talent Match Internship.

Loughborough University will use your personal information to assess your application for Lboro Talent Match.

This privacy policy explains how and why we use your personal data The parties will comply with the Data Protection Act 2018

**Law and Jurisdiction**

The parties agree that this agreement will be subject to the laws of England and any disputes shall be subject to the exclusive jurisdiction of the Courts of England.

**Signed for Loughborough University Signed for the employing organisation**

Name Charlie Wheeldon Name . . . . . . . . . . . . . . . . . . . . . . . .

Position Head of Student Development & Student Outcomes

Position . . . . . . . . . . . . . . . . . . . . . . .

Signature . . . . . . . . . . . . . . . . . . . . . . . . Signature . . . . . . . . . . . . . . . . . . . . .

Date . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . . . .

Please complete and sign, before returning a copy to: Will Freestone / Susan Boon / Jenny Noakes / Chris Cole, Loughborough University Careers Network, Bridgeman Building, Loughborough, Leicestershire. LE11 3TU to the relevant contact above. These details can also be used for submitting invoices at the appropriate times.