

NE Talent Bridge Internship Programme

Guidance for Employers

This programme provides match-funded support for internships across all sectors and industries, exclusively for organisations operating in or with a registered presence in the Northeast. We are committed to expanding access to high-quality work experience, particularly for students from diverse backgrounds who may face barriers to securing internships. While the programme is open to all eligible businesses, we encourage applications from employers offering roles in sectors with strong student demand but limited opportunities, such as the creative industries, sustainability, consultancy, and nonprofits. By participating, your organisation will not only gain access to emerging talent but also contribute to a more equitable and inclusive regional workforce.

Benefits:

- **Harness the brightest minds for your business aspirations.**

As a partner in the NE Talent Bridge programme, you gain access to top-tier talent from Durham University, ranked 5th in the UK by the Sunday Times 2025 rankings. Our students, renowned for their academic excellence and diverse skillsets, are perfectly equipped to tackle real-industry challenges. Bringing a fresh perspective, new insights, and a willingness to learn and apply their skills, they will contribute vibrancy and innovation to any project.

- **Building your future workforce, one internship at a time.**

Our scheme offers a unique opportunity to cultivate your future talent pipeline. Many of our students who complete internships go on to join their host organisations as graduates. By participating, you not only contribute to their practical skill development and hands-on experience, but also forge valuable connections for building your future workforce.

- **Enhance your employer brand and build awareness of your exciting career opportunities.**

Benefit from free vacancy advertising and targeted promotion of your internship. We will craft engaging advertisements, direct emails, and social media posts, strategically reaching our expansive and diverse student body. By partnering with us, you also contribute to growing your organisation's network and profile within the university, building awareness of your business and potential employment opportunities.

- **Simplify your talent search with our recruitment and selection support.**

Our Internship Programme provides practical assistance with a carefully designed set of resources to help you identify the ideal candidate for your organisation. Benefit from expert guidance on crafting job descriptions, screening applications, and conducting effective interviews. Our streamlined recruitment process helps you attract top-tier talent efficiently, saving you time and resources.

Project Offer

Projects may vary across organisations, and while the NE Talent Bridge Programme is open to all sectors and industries, we especially encourage applications from organisations in fields where students face barriers to access. These include creative industries, sustainability, consultancy, and nonprofits—areas of high student interest with limited advertised or paid work experience opportunities. Projects might involve research, innovation, or small-scale initiatives that would not otherwise be pursued. Opportunities can include collaborative team efforts or more independent roles.

The programme will aim to welcome student applications from all disciplines, where eligibility is not restricted to specific degrees. However, if your project requires skills or knowledge from specific academic backgrounds, **please indicate this clearly in your application.**

Key Points:

- Simplified application process: We will assist with advertising, collecting and sharing student applications.
- Diverse talent pool: Open to all current students and graduating students this year.
- Flexible format: Virtual, in-person, or hybrid internships permitted.
- Internships must begin before or by **Friday 4th July 2024.**
- Bursary funding will be processed following completion of the interns first week.

Eligibility:

- Open to all organisations in the Northeast, regardless of size or sector. Your company must have a registered address or operational presence within the Northeast region.
- While we aim to support a diverse range of opportunities, we particularly welcome applications from sectors where students face barriers to access, including;
 - **Creative Industries** - Digital Marketing, Graphic Design, Content Creation (writing, video editing, social media) Film and Media Production

Barriers: Unpaid internships are common, and many roles require personal networks or freelance experience.

- **Sustainability and Environmental Roles** - Sustainability Consultancy, Environmental Policy and Planning, Corporate Social Responsibility (CSR)

Barriers: Limited advertised internships, with many opportunities arising through niche networks.

- **Consultancy** - Management Consultancy, Strategy and Operations

Barriers: Highly competitive sector with limited internships outside large firms; students without established networks may struggle to break in.

- **Publishing and Journalism** - Editorial Assistant, Copywriting and Content Strategy

Barriers: Roles are often unpaid or based in London, making them less accessible for regional students.

- **Nonprofits and Charities** - Fundraising and Development - Policy and Research Roles

Barriers: Small budgets limit paid internships, and hiring often happens through informal connections.

- **Technology** (Creative and Soft Skills-Based Roles) - UX/UI Design, Product Management, Digital Product Design (non-technical roles)

Barriers: Many opportunities require prior exposure or bootcamps that may be inaccessible due to cost.

- **Arts and Culture Management** - Museum and Gallery Curation, Events and Cultural Programming

Barriers: These roles often offer unpaid

- **Start-Ups** – Recent research highlights strong student interest in self-employment and entrepreneurship. Interning with a start-up can offer valuable, hands-on experience across multiple business functions, providing broad exposure to dynamic and fast-paced environments.

Barriers: Limited resources to afford paid internships, time constraints, and lack of knowledge or budgets for recruitment and promotion.

These areas represent sectors of high interest to students but where opportunities, especially paid or advertised position, are often limited. Our goal is to provide a diverse range of internships that provide Durham students from all backgrounds with valuable and accessible work experience.

Funding Model:

- Employers can apply for **50% matched funding**, for a **7-week** summer internship.
- The funding model is based on a **35hr working week**, using the **NMW for 21+ of £12.21 per hr**.
- Interns must be paid a minimum total of **£2,991.45**
- The university will provide **£1,495.73 maximum** for each internship.

You Must:

- Ensure a full and fair application process which includes allowing the role to be advertised on the Durham University vacancy portal (CareersConnect) and also the Santander Academy. We will upload and manage the advertisement and applications will be collated for you and shared with you following the deadline. If you have identified candidates you would like to apply, they must do so through this process.
- Be able to manage the recruitment and selection processes internally.
- Employ the student in accordance with UK employment legislation, offering them an employment contract for the full duration of the internship.
- Provide adequate line management to lead, advise, and support your intern in their role for the full duration.
- Ensure that the scope of work for your internship proposal meets the criteria set out in the Project Requirements.
- Pay the Intern at the agreed pro-rata salary, with your 50% matched contribution and funding provided by the university.
- Adhere to the programme schedule set out in the Application Process and Key Dates below.
- Provide adequate evidence of third-party liability insurance, employers insurance, Health and Safety policy and an Equal opportunities policy.

Considerations for Internship Proposals

Project Requirements:

- The Internship proposal must clearly outline the induction and ongoing support put in place to guide and mentor the student during their internship.
- The project/scope of work must have recognisable and deliverable outputs with a clear focus and is achievable within the duration of the internship.
- The student must be recruited into their internship and ready to start by no later than **4th July 2025**.
- You must be able to Invoice Careers & Enterprise for the full allocation of awarded funds by **11th July 2025** to enable a swift payment process in-line with university deadlines.
- You must retain and send to us the necessary financial paperwork e.g. payslips so that we can provide the finance department with evidence that the intern's salary has been paid.
- You will be required to complete a project evaluation form at the end of the internship so we can measure and analyse the impact of this programme.

Employment Status and Responsibilities

As part of this programme, you will be required to formally employ the student for the full duration of the internship, in compliance with UK employment legislation. This includes providing a contract of employment, adhering to minimum wage requirements, and fulfilling employer responsibilities such as paying National Insurance and holiday pay. Ensuring a formal employment arrangement protects both the student and your organisation while promoting a positive and legally compliant work experience.

Working Hours, Internship Pay and Duration of Internship

Internship proposals should have a minimum duration of 7 weeks, based on a 35-hour working week. While projects and working hours may extend beyond this, the grant amount will remain fixed at **£1,495.73**. Any additional hours worked beyond the standard duration must be compensated at least at the National Living Wage, with the host organisation responsible for covering the associated costs.

We welcome proposals that go beyond the standard framework, offering greater flexibility and enhanced opportunities for students. If your proposal includes working hours exceeding 35 hours per week, a duration longer than 7 weeks, or a salary above the minimum rate, please clearly specify these details in your application form.

Holiday Pay

As an employee of your organisation, interns will be entitled to paid holiday. You can use [gov.uk](https://www.gov.uk) to calculate the statutory holiday entitlement for employees.

Working Arrangements

Please be aware that our students spend their summers across a wide geographical spread. Students will have to consider their accommodation, access, and travel needs. Hybrid or virtual offers maybe more favourable and or accessible.

Internships Documentation

If your application is successful, the following documentation will be required:

- ❖ Employer Health & Safety Agreement
- ❖ Public Liability Insurance Certificate
- ❖ Employer Liability Insurance Certificate
- ❖ Employer Health and Safety Policy

Participation in the programme will only be confirmed once all required documents have been received and reviewed.

Additionally, before your intern can begin, you will be required to complete the **Durham Internship Agreement**, which must also be reviewed and signed by your intern. We strongly encourage you to review the agreement (included in the appendix) prior to submitting your application. By applying, you acknowledge and agree to the terms outlined, which formalise the partnership between your organisation and Durham University.

Application Process

Applications will open for employers on **Wednesday 5th February 2025**, with a deadline for all submissions by **Sunday 2nd March 2025**. As the number of internships are limited, we may close the application window early if we receive a significant number of applications. The deadline is set to facilitate a prompt assessment by the Evaluation Panel which will take place in the following week. You will be notified of your application outcome by **Friday 7th March 2024**

Each application and will be assessed on its quality and feasibility. The panel will be particularly interested in internships that will:

- Improve the prospects of both your business and the intern (short and long term).
- Provide the intern with a valuable framework of guidance and mentoring that will ensure positive learning outcomes.

- Offer flexible working arrangements – for reasons outlined above.
- Provide the intern with opportunities to utilise and enhance their skills, knowledge, and experience.

To apply please complete this [application form](#) and confirm submission via e-mail to work.experience@durham.ac.uk the receipt of your submission will be confirmed.

Please note that you will need to provide a job description and person specification in this application, which will be used to advertise the role on our internal career's portal. While you will have an opportunity to review and amend these before final publication, there is limited time between your application deadline and the launch of internships to students. Therefore, providing these documents in as much detail as possible at this application stage will help avoid delays and ensure we can promote your opportunity promptly.

Application Guidance

Job/ Project Detail: Ensure your description thoroughly outlines the tasks you expect your intern to undertake. A comprehensive project description is crucial for the Evaluation Panel to assess the quality, feasibility, and potential skills development of the project. Inadequate information may hinder a thorough evaluation and pose a risk of project rejection. We will need an estimated start date to advertise to students – please let us know if this is flexible.

Skills Development: Provide a detailed account of the skills you anticipate your Intern to develop during the project. This includes both technical and non-technical skills such as communication, critical thinking, time management, decision-making, writing, commercial awareness, teamwork, negotiation, problem-solving, organisation, perseverance, and the ability to work under pressure. Comprehensive information helps to align expectations and maximise skill development.

Intern Specification: Consider the academic background you expect from applicants. Define minimum and preferred requirements, keeping the list concise. Note that PhD students beyond their first year and master's students may have course commitments, making them less likely candidates. Additionally, bear in mind that this Internship Programme aims to provide students with work experience, and therefore, hosts should ideally not necessitate applicants to possess prior work experience.

Advertising and Recruitment

Internships will be actively promoted through various channels including our vacancy portal (Careers Connect) and the Santander Academy as well as through social media platforms, events, college, and departmental contacts, until the student application deadline on **13th April 2025**. Careers & Enterprise will offer students the opportunity for guidance on applications and interviews.

Application documents will be promptly compiled and forwarded to your designated contact for shortlisting, arranging interviews, and making final selections. Please ensure you provide the contact details of the individual responsible for candidate selection in your application.

Selection/Interviewing and Making Offers

Durham University is proud of its increasingly diverse student body and is committed to improving access to work experience for all students, regardless of their social background or personal characteristics. To help employers

maximise the potential of student candidates during recruitment and selection, we have developed resources designed to support fair and effective hiring practices. These resources focus on assessing candidates for potential rather than relying solely on existing work experience or levels of refinement.

Shortlisting applications and invitations to interview

Please update us with your application shortlist and ensure you communicate outcomes to all applicants. By doing so, Careers & Enterprise can provide interview support to help students prepare and improve their chances of success. We can also support unsuccessful applicants with their next steps in seeking opportunities.

Interviews

In line with the programme schedule, your interviews will need to take place between **21st April and 2nd May 2025** (2-week window). They can take place in person at your office, online, or in a space at the university. If you need us to facilitate an appropriate space to undertake interviews at the university, then please let us know as soon as possible.

Employers should focus on assessing candidates based on the competencies required for the role and the organisation's published values, rather than criteria unrelated to the job description or person specification. This approach promotes fair recruitment practices and fosters a more diverse pool of applicants with varied backgrounds and skill sets.

Additionally, it is important to evaluate whether the recruitment process effectively measures a candidate's capability and potential to succeed in the role, rather than placing undue emphasis on prior work experience, extracurricular activities, or subjective qualities like 'polish'.

Examples of good practice for recruiting interns and work experience roles are to use 'competency framework' questions which do not require prior experience of a sector. 'Strength' and 'motivation' questions aim to identify potential by focussing on the candidates' strengths and interests. You could consider sharing interview questions with candidates in advance, to support students with their interview preparation.

Interviews may include other components such as presentations or tests, to assess specific knowledge, skills and abilities.

Interview resources we can provide include:

- **Interview invitation templates.**
- **Interview question types and scoring matrix.**
- **Presentations in interviews.**

Reasonable Adjustments

Employers must make [reasonable adjustments](#) to ensure that any workers with disabilities, or physical or mental health conditions, are not disadvantaged in the recruitment process or when doing their jobs. This includes making changes to your recruitment process, to enable candidates to have the best chance of success. It is therefore good practice to invite candidates to advise you about any adjustments they may require at all stages of the recruitment process and when starting an internship role in your company.

To support our commitment to equality of opportunity, Durham University has a partnership with EmployAbility, who can provide advice and support for students in all aspects of a recruitment process and starting work.

EmployAbility also have [helpful FAQ resources for employers](#). Please don't hesitate to let us know if you have any questions about supporting students, we are happy to help.

Visas and International Student Recruitment

By hiring an international student, you can tap into a diverse and multi-talented workforce for your business to succeed and operate locally, nationally and at a global level. Many of our international students want to work in the UK after completing their studies.

International Student Working Hours

International students can provide employers with a 'share code' that outlines their right to work in the UK and restrictions of their individual visa. This can vary by the circumstances of the individual student but in many cases, this is:

- **Undergraduate students:** Maximum of 20 hours of employment per week during term; full time employment can be undertaken during vacation periods and as a compulsory part of an academic programme (e.g, a placement year)
- **Postgraduate students:** Maximum of 20 hours of employment per week during term. There is no official vacation period for postgraduates, so full time work experience may only be undertaken as a compulsory part of an academic programme.

The hiring manager should inform the employer's HR department of the intern's international status; HR processes may require a review of the intern's status every 6 months. If your HR department requires a letter to confirm an intern's term dates, it can be requested by emailing student.registry@durham.ac.uk. An intern's student status can be verified by following instructions at [Verification Request - Durham University](#).

International Graduate Recruitment

Candidates can apply for graduate roles while completing their studies and if on a Student Visa, employers can consider them alongside UK and EU applicants with pre-settled or settled status (no work visa is required).

On successful completion of a degree programme, international graduates can apply to the [Graduate Visa](#) themselves, without any employer involvement. Graduate visas allow graduates to seek opportunities and work in the UK in any role at any skill level for 24 months (36 months if a PhD graduate). For longer term employment, employers may consider appointing international graduates on the [Skilled Worker route](#).

UKCISA provides guidance for employers [recruiting international graduates](#).

UKVI requires all employers in the UK to check their employee's right to work. Further guidance can on how to carry out right to work checks be found on the Government website: [Gov.uk](https://www.gov.uk)

Managing Internships

The section below summarises key considerations for managing a student/graduate intern, as well as touch points for support from the Careers & Enterprise Team. Our employer resources contain a more extensive guide on managing an internship.

Before the Internship Begins

Identify suitable projects that a student/ graduate could work on. Alternatively, an intern's time in the business could be spread across departments, giving an insight into how all teams within the company contribute to the overall business objectives.

Establish if the intern has any specific support needs or if any reasonable adjustments are required in order to enable the intern to undertake their role.

What relevant training can you offer? This can be both formalised training and work shadowing members of your team – establish meetings and include these within the plan. Identify a mentor in the business that the intern can meet with to discuss questions and concerns.

Induction and Start Dates

Internships must have **commenced by 4th July 2025** to ensure compliance with our finance processes and receive your funding. We recommend that organisations take the time to offer an appropriate **induction plan, ensuring** that the intern understands company policies and procedures, and any key contacts (e.g. emergency and health and safety). Also including an overview of their specific role, organisation, and where appropriate a tour of the work location.

Establish a clear **work plan** of SMART objectives to be achieved at specific points within the internship. Allow for the fact that the intern will need to get to know key people.

During the internship

The work plan does not need to last the length of the internship; you could create monthly plans and continually review them to include new objectives for the intern in line with the organisation's aims/changing priorities.

Interns are there to learn while they are working – keep them engaged by reviewing their progress regularly to move both your organisation and their career forward.

Check-ins and getting support

The Careers & Enterprise team is here to support both the intern and the employer throughout the internship. We will check in at key points during the internship—typically at the start (Day 1 or Week 1), mid-point, and at the end. These check-ins provide an opportunity to review progress and address any questions.

If you have any queries or encounter challenges at any time during the internship, please feel free to reach out to us for support outside of these scheduled check-ins. It is the responsibility of both the employer and the intern to communicate any questions or concerns with the Careers & Enterprise team as they arise, so we can provide timely assistance.

End of the Internship

Exit Meetings - When the internship is coming to an end hold an **exit interview** to make sure you can get feedback from the intern and where possible offer any advice and guidance on next steps in their career. This could include helping the intern to update their CV, sharing advice, and considering relevant contacts from your own network that may help the intern to progress their long and short-term career aspirations.

Internship Evaluation and Case Studies - The Careers & Enterprise team will contact employers to request the completion of a short **internship evaluation form**. This provides the employer with an opportunity to provide feedback to the University about your experiences during the programme, about the intern and support received from Careers & Enterprise. Whilst this helps us to monitor the impact of internships for businesses, it also provides valuable evidence for future funding bids, allowing us to continue with our partnerships with businesses, providing work experience opportunities for students.

We require that all student interns complete a case study, to be used for the purpose of sharing their experiences and the benefits of work experience with other students. Please encourage your intern to complete this and return it to the Careers & Enterprise team.

We also kindly request that employers consider completing a case study about their experiences of recruiting Durham University interns, for the purpose of future student and employer marketing.

Finance Process – Claiming your Funding

1. **Internship funding offer** – If your application is successful, you may be required to complete our onboarding process as a new vendor. Please ensure we have confirmation of the correct name, email address & telephone number of the contact who will complete a new supplier form, if required.
2. **Quotation** – To enable us to raise the required Purchase Order number for your invoice we will require you to submit a quote for the internship funding. This could be an email, a word doc, pdf etc and will reduce the need to write an invoice & then edit and resubmit once the PO is ready.
3. **Purchase Order No for Invoice** – When your Quote/ PO request has been submitted and approved by finance, a PO document will be generated and automatically sent to you. When your Intern has completed their first week and our checks have been carried out, we will require you to submit your invoice with the required PO number included. This must be received no later than the **11th of July**.
4. **Finance release payment** – Payment transaction will be completed when your invoice has been received and PO receipted on our systems. We anticipate that you will then receive payment within 7 days of this date.
5. **The total amount stated in the agreement is the full amount the University will pay, with employers being responsible for any applicable costs, taxes, or liabilities associated with the internship.**

Key Dates

- Applications from businesses must be submitted via this [Microsoft form](#) by **11:59 PM on Sunday, 2nd March**.
- All applications will be reviewed and assessed during a panel evaluation which will take place week commencing **3rd March**. The outcome of this panel will be communicated by the end of this week.
- All internship roles should be advertised and promoted by **14th March** based on the information you provide in your application form.
- Application deadline for students and graduates applying to all internship roles will be **13th April**.
- Student application documents will be prepared and sent to you by close of play **14th April**.
- Employers will shortlist and send out invites to interviews by no later than close of play on **18th April**. To allow time for applicants to prepare, please allow a minimum of 5 days' notice for interview date.
- We require interviews to be held between **21st April - 9th May**. Completed before the exam period starting on the 12th May.
- It is expected that interviews and selections made will be completed by the **9th of May**. The Internship must have started at the very latest by **4th July**.
- Your invoice must be received by no later than Friday **11th July**.

If you have any questions or would like to discuss this further, please contact: work.experience@durham.ac.uk

We hope this guidance covers what you need to apply to the programme and manage a Durham University internship from start to finish. If you have any questions, please don't hesitate to contact us.

Appendix can be found on the next page.

Appendix

Internship Facilitation Agreement

NE Talent Bridge Internship Programme:

INTERNSHIP FACILITATION AGREEMENT

THIS AGREEMENT dated 2025 is made BETWEEN:

- (1) **UNIVERSITY OF DURHAM**, whose address is at The Palatine Centre, Stockton Road, Durham, DH1 3LE (the “University”); and
- (2) **[Name of business]**, whose address is at **[registered address]** (the “Role Provider”)

hereinafter referred to collectively as the “Parties” and each of them being a “Party”

AND IS ACKNOWLEDGED BY

The intern appointed to the Role (the “Intern”) as detailed in the Acknowledgement Form attached at Schedule 1.

WHEREAS

- (A) The University recognises that internships can play an important role in advancing an individual’s future opportunities beyond their studies. Internships can enhance an individual’s career prospects; help build professional relationships beyond those formed through study at the University and gives individuals the opportunity to experience a real industry working environment.
- (B) The University has set-up the NE Talent Bridge Internship Programme, designed to provide career development opportunities to students and recent graduates from the University. By breaking down barriers to career entry through positive action, the University aims to help enable students to identify and apply for work experience opportunities that align with their personal and professional career goals.
- (C) The Role Provider acknowledges that offering internships to students and recent graduates enables them to play a vital role in the future workforce learning experience, enhances their profile, and can aid in attracting future staff with values and aims aligned with that of their organisation.
- (D) The Parties acknowledge that the terms of this Agreement are to clarify: (i) the roles and responsibilities of the University in facilitating the internship, and (ii) the roles and responsibilities of the Role Provider in relation to the provision of the internship.

1. DEFINITIONS

- 1.1 “Acknowledgement Form” means the acknowledgment of agreement form attached at Schedule 1.
- 1.2 “Arising Intellectual Property” means all Intellectual Property Rights generated by the Intern in their performance of the Role;
- 1.3 “Confidential Information” means all information designated as such in writing together with all other information which relates to the business, affairs, developments, personnel of either Party or information which may be reasonably regarded as the Confidential Information of the Disclosing Party;
- 1.4 “Data Protection Laws” means the Data Protection Act 2018, and all applicable laws and regulations relating to processing of personal data and privacy including where applicable the guidance and codes of practice issued by the Information Commissioner.
- 1.5 “Disclosing Party” means a Party who discloses Confidential Information to another Party;
- 1.6 “Effective Date” means the date of signature of the last Party to sign this Agreement;

- 1.7 “Intellectual Property Right” means any patent, registered design, copyright, database right, design right, trademark, application to register any of the aforementioned rights, trade secret, right in unpatented know-how, right of confidence and any other intellectual or industrial property right of any nature whatsoever in any part of the world;
- 1.8 “Receiving Party” means a Party who receives Confidential Information from another Party;
- 1.9 “Role” means the internship offered by the Role Provider as detailed in Schedule 2;
- 1.10 “Role End Date” means the date the Role ends as specified in Schedule 2;
- 1.11 “Role Provider Contact(s)” means the individual(s)/team identified in Schedule 2, or their successor(s) as communicated to the University;
- 1.12 “Role Start Date” means the date the Role starts as specified in Schedule 2;
- 1.13 “University Contact(s)” means the individual(s)/team identified in Schedule 2, or their successor(s) as communicated to the Role Provider;
- 1.14 “University Payment Contribution” means the payment contribution to be made by the University to the Role Provider towards the Intern’s salary, as detailed in Schedule 2.

2. ROLE PROVIDER OBLIGATIONS

- 2.1 The Role Provider shall provide the Role to the Intern in line with the details set out in Schedule 2.
- 2.2 The Role Provider will treat the Intern as they would one of their employees with regard to the Intern’s health, safety and welfare. They will fulfil the obligations of any applicable health & safety law. The Intern will be covered under the Role Provider’s employee and public liability insurances for the duration of the Role.
- 2.3 The Role Provider will provide the Intern with an induction in the workplace health and safety arrangements, including but not limited to arrangements in the event of a fire; in the event of an accident or incident and with regard to the specific hazards that may be encountered in the workplace and the health and safety precautions. Where the Role Provider requires the Intern to work with third parties or at a location other than the Role Provider’s place(s) of work, the Role Provider will carry out appropriate checks in respect of such third parties and locations to ensure the safety of the Intern, including ensuring appropriate health and safety arrangements are in place.
- 2.4 The Role Provider will ensure the Intern has a Role Provider Contact within the work environment and that the Intern knows who to contact in the workplace regarding any health, safety, and welfare issues.
- 2.5 The Role Provider will include the Intern in the risk assessment process for the activities they are involved in and ensure they are aware of the risk and control measures associated, taking into consideration that the Intern may lack experience in the activity.
- 2.6 The Role Provider will have a system for recording and investigating accidents and incidents.
- 2.7 The Role Provider will promptly notify the University Contact of any accidents and incidents or welfare issues involving the Intern.
- 2.8 Where the Intern will be working with vulnerable adults or children/young people the Role Provider will ensure the Intern receives the appropriate training and they are recruited in accordance with local safeguarding policies and rules.
- 2.9 The Role Provider will be responsible for undertaking any pre-employment checks prior to the Role and these will apply to the Intern in the same way that they would for an employee of the Role Provider. These may include, right to work in the UK, criminal record checks (DBS) and health checks.
- 2.10 The Role Provider will have effective liability insurance(s) in place for the period of the Role, including employee and public liability insurance, and these will apply to the Intern in the same way that they would for an employee of the Role Provider. The insurance cover will provide an indemnity in respect of damages awarded to an Intern for personal injury, loss or damage sustained by the Intern.

- 2.11 The Role Provider will comply with all applicable employment law in connection with the Role, including without limitation in respect of holiday entitlement. In the event the Intern does not use any holidays to which they are entitled during the Role, the Role Provider shall pay the Intern for such untaken holiday entitlement.
- 2.12 The Role Provider must invoice the University for the full University Payment Contribution by no later than 11th July 2025. Invoices sent to the University shall be addressed in accordance with the details set out in Schedule 2.
- 2.13 Within ONE (1) month of the Role End Date, the Role Provider must provide the University with appropriate evidence that the Role Provider has paid the Intern's salary. Such evidence must include any documentary evidence reasonably requested by the University. In the event sufficient evidence of payment is not provided to the University in accordance with the timescale set out above, the University shall be entitled to immediate reimbursement of the University Payment Contribution.
- 2.14 Within ONE (1) month of the Role End Date, the Role Provider will provide the University with a report detailing the success/outcomes of the Role, together with an impact statement on completion of the Role. The University will be entitled to request further information and seek clarifications from the Role Provider in connection with the report and/or impact statement, and the Role Provider will promptly provide the University with any such further information and/or clarifications where reasonably requested.

3. UNIVERSITY'S OBLIGATIONS

- 3.1 The University will provide reasonable assistance to the Intern to prepare them for the Role; it should be noted that any such assistance and/or advice provided by the University is only general in nature and will not cover any of the specific information needed for any particular job or workplace.
- 3.2 The University shall be entitled to raise queries and receive prompt answers and clarifications from the Role Provider regarding the Role Provider's workplace health and safety arrangements, including those of any third parties with whom the Intern will be required to engage with and/or visit in the course of the Role.
- 3.3 The University will provide the opportunity for the Intern to feedback to the University any problems they have encountered or concerns they have prior to, during or following a Role with regard to health, safety and welfare.
- 3.4 Following receipt of a valid and agreed invoice from the Role Provider for the University Payment Contribution, the University will pay the Role Provider the said contribution.

4. CONFIDENTIALITY

- 4.1 No Party shall disclose to any other person or use for any purpose except as provided by this Agreement, any Confidential Information belonging to another Party, unless expressly agreed between the Parties.
- 4.2 The obligation under clause 4.1 shall not apply with respect to:
- (a) Confidential Information the Receiving Party can demonstrate is at the time of disclosure already known to the Receiving Party other than from the Disclosing Party and the Receiving Party so informs the Disclosing Party of the same in writing;
 - (b) Confidential Information which becomes known to the Receiving Party from a third party lawfully entitled to disclose the same and the Receiving Party so informs the Disclosing Party in writing;
 - (c) Confidential Information which is approved for release from the provisions of this Agreement by prior written authorisation from the Disclosing Party;
 - (d) Confidential Information which was at the time of disclosure by the Disclosing Party in the public domain or subsequently becomes the subject of public knowledge through no fault of the Receiving Party;
 - (e) Confidential Information which is independently developed by the Receiving Party;
 - (f) Confidential Information which is specifically ordered to be disclosed pursuant to an order of a court of competent jurisdiction; or
 - (g) Confidential Information which is required to be disclosed by operation of law;

4.3 The provisions of this Clause 4 will survive for five (5) years from the termination or expiration of this Agreement.

5. DATA PROTECTION

5.1 Each Party shall comply at all times with the Data Protection Laws for the purposes of performing its obligations and exercising its rights under this Agreement and shall not perform its obligations under this Agreement in such a way as to cause the other Party to breach any of its obligations under the Data Protection Laws.

6. INTELLECTUAL PROPERTY

6.1 Nothing in this Agreement shall affect the ownership of any background intellectual property (being any Intellectual Property Rights owned or controlled by a Party prior to the Intern's commencement of the Role or generated by a Party outside the scope of the Role) used in the implementation of the Role.

6.2 The University acknowledges and accepts that it shall have no claim to Arising Intellectual Property.

7. INDEMNITY AND LIMITATION OF LIABILITY

7.1 The University shall not be liable to the Role Provider, Intern, or any third party for any damage or loss, costs, expenses or other claims for compensation which arise out of or in connection with the Intern's appointment to, or performance of the Role, or the Role Provider's provision of the Role, including without limitation any liability for the provision of adequate health and safety instruction, equipment and supervision.

7.2 No warranty condition or representation of any kind is made, given, or to be implied as to the sufficiency, accuracy, or fitness for purpose of any information or materials that the University contributes in connection with the Role or to any information or material created by the Intern during the Role. The Role Provider will be entirely responsible for the use to which it puts such information and materials.

7.3 If the Intern shall cease to participate in the Role (for whatever reason), the University shall not be required to provide a replacement or reimburse the Role Provider for any loss, costs, or expenses incurred by the Role Provider or any third party.

7.4 Nothing in this Agreement limits or excludes any Party's liability for death or personal injury, fraud or any other liability that, by law, cannot be limited or excluded.

7.5 The Role Provider shall indemnify and hold harmless the University, its employees, agents, officers, or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Role Provider in relation to the Role, including without limitation the non-fulfilment of obligations of the Role Provider under this Agreement.

8. TERM AND TERMINATION

8.1 This Agreement shall commence on the Effective Date and shall continue in force and effect until the expiry of THREE (3) months from the Role End Date, unless terminated earlier under the provisions of this Agreement.

8.2 This Agreement may be terminated by either Party due to breach by the Intern involving gross negligence or wilful misconduct.

8.3 This Agreement shall automatically terminate with immediate effect without liability to the Role Provider on the part of the Intern or the University, in the event the Intern withdraws voluntarily from the Role.

8.4 If the Intern shall cease to participate in the Role (for whatever reason), the University shall not be required to provide a replacement.

8.5 In the event the Role or this Agreement is terminated prior to the Role End Date, the Role Provider shall within ONE (1) month of the said termination provide the University with a pro rata reimbursement of the University Payment Contribution. Such reimbursement representing the element of the Intern's salary not paid to the Intern due to the early termination.

8.6 Any provisions of this Agreement that by their nature extend beyond the termination or expiration of this Agreement, will survive and remain in effect. For the avoidance of doubt, in the event any of the foregoing provisions explicitly state that they last for a set duration following termination or expiration of this Agreement, the relevant provision(s) shall survive for the duration stipulated.

9. GENERAL

9.1 The Parties agree to adhere to all applicable equality law including, but not limited to, the Equality Act 2010.

9.2 The Parties shall procure that in carrying out their obligations under this Agreement, they will comply with all applicable laws, regulations, and statutes, including those relating to modern slavery and anti-bribery.

9.3 Nothing in this Agreement shall create, imply, or evidence any partnership or joint venture between the Parties or the relationship between them of principal and agent or employers and employee.

9.4 This Agreement and its Schedules (which are incorporated into and made a part of this Agreement) constitute the entire agreement between the Parties in connection with the Role. Any variation to this Agreement shall be in writing and signed by an authorised signatory for each Party.

9.5 This Agreement shall be governed by English Law. The English Courts shall have exclusive jurisdiction to deal with any dispute which may arise out of or in connection with this Agreement.

9.6 This Agreement may be executed in any number of counterparts, each of which when executed will constitute an original of this Agreement, but all counterparts will together constitute the same agreement. No counterpart will be effective until each Party has executed at least one counterpart. A signed copy of this Agreement delivered by e-mailed portable document format file or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

Agreed by the Parties through their authorised signatories:

Signed on behalf of UNIVERSITY OF DURHAM:

Signed Name
Position Date:

Signed on behalf of [Role Provider Name]:

Signed Name
Position Date:

SCHEDULE 1: INTERN ACKNOWLEDGEMENT OF AGREEMENT FORM

Name of Intern: _____

I hereby acknowledge that I understand the provisions of this Agreement between the University and the Role Provider including in particular the provisions relating to confidentiality and intellectual property. I also agree to use all reasonable endeavours to comply with the Memorandum of Expectation detailed below, and to enable the University and the Role Provider to comply with their obligations under this Agreement.

Signed: _____

Date : _____

MEMORANDUM OF EXPECTATION

The Intern shall use all reasonable endeavours to:

- (a) Follow the policies, rules, and procedures operated by the Role Provider as communicated to the Intern during the performance of the Role;
- (b) Not do anything, which may bring the University and/or the Role Provider into disrepute;
- (c) Keep the University Contact(s) and the Role Provider Contact informed of any issues and/or concerns regarding health, safety, and welfare in connection with the Role;
- (d) Will not use, except for the purpose for which it was intended, any Confidential Information which comes into their possession, custody or control, concerning the Role Provider;

Schedule 2: The Role

Role Description:

Role Start Date:

Role End Date:

Remuneration:

£2,991.45 for a 7-week period of employment, based on a 35-hour working week.

Holiday Entitlement:

In refence to point 2.11 above, please state here the interns calculated holiday entitlement.

UNIVERSITY PAYMENT CONTRIBUTION

Agreed University Payment Contribution: **£1,495.73**

KEY CONTACTS

University Contact(s):

Natalie Craig work.experience@durham.ac.uk

Invoices sent to the University shall be sent to:

Durham University, Careers and Enterprise, The Palatine Centre, Stockton Road, DH1 3LE

Role Provider Contact(s)

Name:

E-mail:

Tel: