Santander Universities SME Internship Programme Terms and Conditions 2017-2018

1. Eligibility

1.1 Eligibility of Universities

Only universities who are recognised as a partner of Santander Universities (a division of Santander UK plc) are eligible to participate in the Santander Universities SME Internship Programme ("the Programme").

1.2 Eligibility of Students & Graduates

(a) Candidates must be current students or graduates from one of our partner universities.

(b) Once a student or graduate has completed an internship with an SME, they cannot apply for another part or fully funded internship with the same SME.

1.3 Eligibility of SMEs

(a) This Programme is open to organisations with 250 employees or less which have an annual turnover of fifty million pounds or less ("SMEs"). They must be registered and based in the UK.

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

(c) Participating SME’s can recruit a maximum of 2 interns through each cycle of the programme.

(d) SME’s cannot apply for further Santander UK plc funding to either extend an intern contract or employ the same student or graduate after the internship has completed.

2. Management of the Programme

2.1 Once the SME has shortlisted candidates for an internship position, it will be its responsibility to interview candidates and manage all aspects of the recruitment process.

2.2 Once the internship has been allocated, the partner university’s nominated Programme manager must match the student with the SME, where already registered or alternatively upload their details on the Santander Internships Portal (the “Portal”).
2.3 The nominated Programme manager at each partner university will be responsible for any queries relating to the internship positions at each partner university.

2.4 The Programme manager at each university has to:

(a) Ensure the Programme is advertised adequately at each partner university

(b) Ensure internships are allocated by 30th September 2018 and start no later than the 1st November 2018.

(c) Determine which internship roles are eligible and which candidates should be shortlisted to continue with the recruitment process.

3. Allocation and Programme management

3.1 The internships will be for a duration of between 1 and 10 weeks with the intern working on a full-time or part-time basis. Full time positions are based on a 35 hour week. Any extension of internships past the agreed term (maximum of 10 weeks) must be funded by the partner university and/or the SME.

3.2 Santander Universities disclaims all liability for breaches of employment laws and regulations by partner universities and SMEs. Each participating partner university and SME agree to operate the internship scheme in accordance with all employment laws and regulations and to indemnify Santander Universities in relation to all loss or damage it may suffer as a result of their failures to comply with such laws or regulations.

4. Funding and payment

4.1 Each intern under the Programme shall be paid a minimum of £300 per week based on a 35 hour week.

(a) Santander Universities will contribute up to a maximum of £1,500 (one thousand five hundred pounds). For internships between 1-2 weeks Santander will fund £300 per week. Internships between 3 and 10 weeks will be part-funded by Santander at a rate of £150 per week to a maximum of £1,500, to be matched by the SME or University, these internships will not be fully funded by Santander at any point. The table below illustrates the contribution from Santander and the SME or another source (where applicable)

<table>
<thead>
<tr>
<th>Internship Length</th>
<th>1 Week</th>
<th>2 Weeks</th>
<th>3 Weeks</th>
<th>4 Weeks</th>
<th>5 Weeks</th>
<th>6 Weeks</th>
<th>7 Weeks</th>
<th>8 Weeks</th>
<th>9 Weeks</th>
<th>10 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Santander Funding</td>
<td>£300</td>
<td>£600</td>
<td>£450</td>
<td>£600</td>
<td>£750</td>
<td>£900</td>
<td>£1,050</td>
<td>£1,200</td>
<td>£1,350</td>
<td>£1,500</td>
</tr>
<tr>
<td>SME/Other Contribution</td>
<td>£0</td>
<td>£0</td>
<td>£450</td>
<td>£600</td>
<td>£750</td>
<td>£900</td>
<td>£1,050</td>
<td>£1,200</td>
<td>£1,350</td>
<td>£1,500</td>
</tr>
</tbody>
</table>
(b) The partner university in receipt of such grant shall ensure that this amount is forwarded to the allocated intern or SME.

(c) The SME will pay the remaining matched funded element where applicable (or other higher sum that the SME has agreed to pay the intern). The SME is entitled to provide more than minimum matched funded element towards the intern’s salary over the agreed period if they choose to do so. The partner universities and the particular SMEs’ shall determine how payment is to be made and agree this with the intern prior to commencement of the internship.

(d) The partner university can provide the funding on behalf of the SME if they choose to do so.

4.2 Santander Universities will not be responsible for any late payment to the intern by the partner university or the SME.

5. Data Protection

5.1 The processing of any personal data of interns or students, in relation to the Programme (or otherwise pursuant to these terms), will be in accordance with the data protection obligations set out in clause 14 of the Scholarship Donation and Co-operation Agreement between the Santander Universities and the partner university.

7. Future changes to terms and conditions

Santander reserves the right to amend the above criteria without prior notification.