



# Guidance Document

## The University of Nottingham Internship Agreement (for overseas internships)

If you have secured an internship outside of the UK, the host employer may require you and The University of Nottingham to complete an 'Internship Agreement' sometimes known as a 'Convention de Stage' (France) or 'Convenio de Colaboracion' (Spain) document.

Where an internship does not form part of your course requirements The University of Nottingham is unable to sign an agreement provided by the host employer. We are however able to provide a University approved form which is available on this webpage, you can also request a copy of the agreement by emailing [internships@nottingham.ac.uk](mailto:internships@nottingham.ac.uk). The University is unable to sign any other agreement, please ensure you check with the host employer that they are happy to use The University of Nottingham Internship Agreement form.

**The University can only sign this agreement if you are a current registered student for the full duration of the internship period.** If you are a graduate or if you are not a current registered student for the full duration of the internship period, this agreement cannot be used. In this scenario please email [internships@nottingham.ac.uk](mailto:internships@nottingham.ac.uk) and a member of the team will contact you to discuss possible alternative solutions (although a successful outcome cannot be guaranteed). In advance of this you can check your student registration status by contacting Student Services; <http://www.nottingham.ac.uk/studentservices/contact-us/>.

If the host employer will not accept The University of Nottingham Internship Agreement, insisting that their own version is completed, you should be aware that there may be a significant delay in the University reviewing and making a decision on whether or not a document provided by the host employer can be signed as legal advice will need to be sought. This procedure is in place to protect you and the University from any adverse liabilities.

The University of Nottingham Internship Agreement does not cover your insurance. It is your responsibility to check and ensure that you are appropriately insured for the



duration of the internship. You should take out your own Travel Insurance to cover items such as medical expenses, repatriation costs, personal possessions, money cancellation/curtailment or re-arrangement of the trip and your own Personal Liability whilst abroad on the Placement. If you do not take out your own Travel Insurance then these items will not be covered.

You must also check that both you and the host employer have suitable cover in place for your internship activities. The types of insurance which provides this cover are called Employers Liability and Public Liability insurance in the UK. However they are called many different things in overseas countries including Workers Compensation, Civil Liability, General Liability etc. It is often best asking for evidence that insurance is in place to cover the 2 scenarios below rather than asking specifically for evidence of Employers and / or Public Liability insurance.

You must check with your placement provider whether they have insurance cover in place, in both the following scenarios:

- Provides cover for the host against claims for injury or damage caused to the Student whilst on the internship and arising from the negligence of the host (e.g. due to faulty equipment, unsafe working practices or failure of supervision etc.)
- Provides cover for the Student against claims for injury or damage to property accidentally caused by the Student whilst undertaking “work” activities for the host

You are fully responsible for checking any visa requirements for the country you are undertaking your internship in, and you are fully responsible for ensuring you adhere to these.

Contact for queries: [placements@nottingham.ac.uk](mailto:placements@nottingham.ac.uk)