



University of
Nottingham
UK | CHINA | MALAYSIA

Careers and
Employability Service

The University of Nottingham Internship Agreement

(for overseas internships)



Agreement

This agreement governs the relations between:

- 1. The University of Nottingham (UK), Nottingham, NG7 2RD, represented by;**
 Name of individual.....
 Job title.....
 Email address.....
 Phone number.....

- 2. The intern:**
 Name of intern.....
 Course title.....
 Date due to graduate.....

- 3. The company (host employer):**
 Company name.....
 Represented by
 Name of individual.....
 Job title.....
 Email address.....
 Phone number.....

The agreement commences on [insert start date] and ends on [end date inclusive]. This agreement shall not exceed twelve months in duration.

The workplace location of the intern (where different to the above address) shall be [location of internship].

Length & duration of internship

The internship will take place from [insert start date] to [end date inclusive].

Intern duties

For the duration of the internship, the intern [name of intern] remains a fully registered student of The University of Nottingham and agrees to abide by all of the University’s Ordinance, Regulations and Rules as set out in the University Calendar. In addition [he/she] is obliged to respect all of the [company name]’s local regulations, particularly in regard to discipline, health and safety and the working schedule. The University of Nottingham shall not be liable in any way for the acts, errors, or omissions of intern

In the event of any breach of discipline, the company reserves the right to terminate the internship after informing the contact named on this document for The University of Nottingham. The intern may break the internship agreement, after having communicated the decision to the named company representative and the named contact for The University of Nottingham.



Various costs

Following a preliminary agreement between [company name] and [name of intern] any costs ensuing as part of the intern’s activities for the company shall be payable by the company including any possible training costs required by the course. The costs of board, lodging and food will be payable by the intern.

Insurance

..... [name of intern] shall obtain the appropriate insurance policy prior to commencing the internship where such insurance is not to be covered by the organisation providing the internship. The University of Nottingham shall not be liable for any actions, errors or omissions of the intern. The company shall inform The University of Nottingham of any accident involving the intern but the University shall not be liable for any resulting costs of the accident.

Signed for and on behalf of The University of Nottingham

Signature.....

Print name and job title.....

Date.....

Signed for and on behalf of [company name].....

Signature.....

Print name and job title.....

Date.....

Signed by the intern:

Signature.....

Print name.....

Date.....

If you have any queries regarding this agreement please contact Chris Colegate, Careers and Employability Placement Consultant, The University of Nottingham, placements@nottingham.ac.uk