**STUDENT CAMPUS PARTNERSHIP**

**TERMS AND CONDITIONS**

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| **COLLEGE/SERVICE ADDITIONAL OBLIGATIONS**  |
| **The Service/College will:**1. Ensure that the Undergraduate Student does not work more than 15 hours per week during term time. Or that the full-time Postgraduate Student does not work more than 6 hours per week all year round.
2. The Service/College will ensure that the relevant ‘right to work’ documentation has been verified and forwarded to HR prior to the commencement of any work
3. Approve timesheets in eclaims.
4. Provide support and guidance to the student throughout the internship.
5. Adhere to relevant/applicable employment related and equality legislation and ensure that at all times the Student is treated with dignity and respect.
6. Provide the Student with a full and clear induction to the Service/College and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, how to report accidents, incidents and unsafe conditions, and the Service/College policies on how to report abuse, discrimination and make a complaint.
7. Undertake a risk assessment and equip the Student with all materials and support (including, but not limited to, laboratories, computers and other equipment) that are required for the performance of the internship, and to ensure that the Student is fully trained in the use of such materials and equipment, and adequate safety clothing or equipment is provided.
8. Nominate a supervisor who will conduct or make arrangements for day-to-day supervision of the Student, and take all reasonable steps to ensure that the supervisor is an appropriately trained and experienced member of staff.
9. Notify the Student of any information it considers to be confidential prior to the disclosure of such confidential information. Where the owner of the confidential information requires a non-disclosure agreement to be put in place, the Service/College will ensure this is done
10. Inform SEAS of any changes to the scope of the placement as set out on the front page of this Agreement.
11. Monitor the Student’s attendance during the course of the placement and notify SEAS of any unreported absences.
12. Undertake any relevant appraisals of the Student’s work during the duration of the placement as required for general monitoring of the work or as a requirement under University regulations.
13. Acknowledge that where the Student is undertaking research activities as part of the placement, the Student will own all the Intellectual Property that the Student creates as a result of the placement, unless agreed otherwise in writing between the University and the Student under a separate agreement.
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| **STUDENT ADDITIONAL OBLIGATIONS**  |
| **The Student will:** 1. Provide evidence of their right to work before starting work with the University and comply with any visa restrictions.
2. Be responsible for the completion of their eclaims timesheet and meeting any deadlines in relation to the administration of the timesheet as required by the University
3. Follow all instructions and abide by all rules regarding health and safety requirements, and other policies and procedures of the University.
4. Take responsibility for his/her work, and not do anything which may bring the University into disrepute.
5. Comply with confidentiality obligations, and maintain such confidentiality after the placement finishes.
6. Notify SEAS in advance of starting the placement of any matter which is likely to affect him/her during the placement including but not limited to any special health or medical requirements.
7. Keep SEAS informed of any changes, issues or incidents which arise in connection with the internship.
8. To undertake any training as required by the Service/College
9. Promptly inform the Service/College if you are absent during work hours, as required by the Service/College.
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| **STUDENT EMPLOYABILITY AND ACADEMIC SUCCESS ADDITIONAL OBLIGATIONS**  |
| **Student Employability and Academic Success will:**1. Provide support to both the Student and the Service/College throughout the placement, as requested.
2. Provide the “How to Make the Most of your Internship” guidance to students.
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| **ALL PARTIES OBLIGATIONS**  |
| **Data Protection**All parties to this Agreement appreciate that they will need to disclose to each other personal data relating to the Student and the Student hereby confirms his/her consent to such disclosure. Both the University and SEAS further agree that all personal data relating to the Student is held securely in accordance with the data Protection Act 2008, and will not use or disclose such data for any purpose other than so far is necessary in connection with the administration of the placement.**Dispute resolution and termination of the placement**1. The Student and the Service/College will be entitled to terminate this Agreement at any time by giving 7 days written notice to the other party, subject to point 2 below. Termination in this instance will not incur penalty. The Service/College will pay the Student up to the date of termination.
2. All parties acknowledge that the placement is an opportunity for the Student and Service/College to share knowledge and expertise for the benefit of both parties. Therefore should either party wish to terminate this Agreement other than in the circumstances in point 3 below, all parties including SEAS will meet in good faith and discuss the options available to enable the Student to continue the placement prior to exercising their right of termination.
3. If any party is in breach of any of their obligations under this Agreement, an appropriate person from all parties will meet promptly and attempt to resolve the issue by negotiation. Where such a breach is remedial and is not remedied within 7 days of the party in breach receiving notice to remedy the same, the complaining party can terminate this Agreement with immediate effect. Any notice of termination pursuant to this clause must set out the reasons for such a termination.
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