

# INTERNSHIP AGREEMENT

## 1. Parties to the Agreement

This agreement governs relations among:

1. The University Court of the University of Glasgow, incorporated under the Universities (Scotland) Act 1889, a Scottish registered charity (Charity No. SC004401) having its principal office at University Avenue, Glasgow, G12 8QQ, Scotland (**University**);
2. .... (Full Name of Intern) ..... (Matric. No)  
studying ..... (Course title) (**Intern**); and
3. .... (Company Name), a company incorporated under  
the laws of ..... (Country of incorporation) (with Company No.  
..... (Company number)) and having its principal place of business at  
..... (Company address), (**Company**),

with respect to the provision of an internship by the Company to the Intern.

## 2. Objectives of the Internship

The aim of the internship is to ensure the practical application of the theoretical knowledge of the Intern.

The Company will entrust the Intern with tasks and responsibilities directly related to the qualifications and skills of the Intern with the aim of fulfilling the following objectives:

### **3. Location and duration of the internship**

The location of the internship shall be:

..... (location).

The internship will take place from ..... (start date) to ..... (end date), both dates inclusive.

### **4. The Intern's student status and duties**

For the duration of the internship, the Intern will, subject to compliance with all applicable University rules and regulations, retain their status as a fully registered student of the University.

During the internship, the Intern will adhere to any reasonable and lawful workplace policies and procedures which have been notified to the Intern by the Company and shall comply with any reasonable and lawful directions given to the Intern by the Company in relation to the internship.

### **5. Costs**

The amount of any salary or gratuity to be paid by the Company to the Intern (if any) shall be agreed and recorded in writing between them. Any costs or expenses ensuing as part of the Intern's activities for the Company (including, without limitation, any training costs) shall be payable by the Company. Unless otherwise agreed between the Company and the Intern, the costs of travel, accommodation and other subsistence costs will be borne by the Intern.

### **6. Insurance and Liability**

#### **6.1. Responsibility of the Intern**

The Intern is responsible for ensuring that they have obtained appropriate insurance prior to commencing the internship where such insurance is not to be covered by the Company including, without limitation, any insurance that may be required in respect of any travel, vehicular use, medical cover, personal liability, and any activities that may be undertaken by the Intern outside the scope of the internship.

#### **6.2. Responsibility of the Company**

Unless the Company has expressly notified the Intern in writing prior to the Company's execution of this agreement, the Company shall ensure that the Intern is covered by its accident at work and employer's liability insurance. Where the Company makes a vehicle available to the Intern, it shall be the Company's responsibility to ensure that the vehicle's insurance policy covers its use by the Intern.

The Company shall inform the University of any accident involving the Intern but the University shall not be liable for any resulting costs of the accident.

### 6.3. Responsibility of the University

The University's sole obligation under this agreement is to confirm the Intern's status as a registered student of the University as at the date hereof. **EACH OF THE INTERN AND THE COMPANY ACKNOWLEDGE AND AGREE THAT THE UNIVERSITY SHALL NOT BE LIABLE IN ANY WAY FOR THE ACTS, ERRORS OR OMISSIONS OF THE INTERN OR THE COMPANY DURING OR WITH RESPECT TO THE INTERNSHIP.**

### 7. Report

If requested by either the University or the Company, the Intern will prepare and deliver a written report consisting of the work completed and the achievement of the objectives set out at paragraph 2 above.

### 8. Termination

In the event of gross misconduct on the part of the Intern or any breach of this agreement by the Intern which, if capable of remedy, is not remedied within five (5) business days of a written request to do so, the Company may terminate the internship upon written notice to each of the Intern and the University.

The Intern may end the internship for whatever reason and without cause upon written notice to each of the Company and the University.

This agreement will automatically terminate on completion or earlier termination of the internship. Paragraph 5.3 above shall survive termination of this agreement.

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| Signed for and on behalf of the University Court of the University of Glasgow: | Signed for and on behalf of the Company: | Signed by the Intern: |
| (signature)  | (signature)                              | (signature)           |
| (print name)   | (print name)                             | (print name)          |
| Date:  | Date:                                    | Date:                 |