

INTERNSHIP AGREEMENT

THIS AGREEMENT is made on _____
dd/mm/yyyy

BETWEEN:

(1) _____

whose address is at

("the Provider"); and

(2) **LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE**
(Company number 70527) whose principal place of business is at Houghton
Street, London, WC2A 2AE ("the School"); and

(3) Name _____

LSE ID number: _____

whose address is at

("The Intern")

(each a "party" and together the "parties").

IT IS AGREED AS FOLLOWS:

1. THE INTERNSHIP

- 1.1 The Provider agrees to provide the Intern with an Internship within its organisation ("**the Internship**").
- 1.2 The intention of the internship is to provide the Intern with an opportunity to apply their studies in a real-world workplace and to learn about the Provider's operations and business.
- 1.3 The School makes no representations to the Intern as to the nature or quality of the Internship or the Provider.

- 1.4 Annex 1 will address any additional terms that may be agreed. The parties agree that if there is any discrepancy in relation to these terms and conditions and Annex 1, then Annex1 will take precedence.
- 1.5 The Intern agrees:
 - 1.5.1 To comply with the Provider's reasonable instructions, policies and procedures during the Internship including but not limited to all reasonable Health and Safety requirements;
 - 1.5.2 To maintain full attendance for the duration of the Internship and to comply with the Provider's sickness and absence reporting procedures where appropriate;
 - 1.5.3 Not do anything, which may bring the School and/or the Provider into disrepute and treat others with dignity and respect.
 - 1.5.4 Notify the School and the Provider in advance of any matter, which is likely to affect the Intern and the undertaking of the Internship including any special health or medical requirements/arrangements.
 - 1.5.5 Take care of their own health and safety and that of their colleagues during the Internship.
 - 1.5.6 Not to divulge to any third party without the Provider's prior written consent any confidential information relating to the Provider's Business to which the Intern is party to during the Internship and which is not already in the public domain; and
 - 1.5.7 To hand over to the Provider on termination of the Internship and solely at their request all documents and other materials belonging to the Provider.
 - 1.5.8 To comply with all Immigration and visa requirements for the Internship, if applicable.
- 1.6 The Provider agrees:
 - 1.6.1 To offer the Intern such a learning experience as may reasonably be expected of the Internship in view of the nature of the Provider's Business and the Provider's reputation in the market;

1.6.1.1 The key duties and responsibilities of the intern during the internship are:

1.6.1.2 The person responsible for the intern in the Provider's Business is:

- 1.6.2 To provide the Intern with a safe working environment and to offer the Intern equivalent work facilities and amenities as those provided to the Provider's employees and to ensure that they comply with all U.K. Health and Safety legislation. This includes ensuring health and safety requirements/checks are in place for the Intern if they are working remotely.
- 1.6.3 Comply with UK Equality Act 2010, anti-discrimination laws and promote equal opportunities within the Provider.
- 1.6.4 Ensure that the Intern's line manager at the Provider is available to support the Intern during the Internship to deal with any concerns and/or enquiries that the Intern may have in respect to the Internship.
- 1.6.5 Take all reasonable steps to ensure that the Intern has adequate guidance and supervision during the Internship.
- 1.6.6 To offer reasonable guidance to the Intern on the application of local laws and immigration rules that may be applicable to the Internship.

2. DURATION OF THE INTERNSHIP

- 2.1 The Internship shall commence on _____ and shall terminate
dd/mm/yyyy

on _____ unless it is terminated early under clause 5.1 and 5.2 below.
dd/mm/yyyy
- 2.2 The internship will be _____ hours per week.

3. STATUS OF THE PARTIES

3.1 Unless it is a legal requirement that the Intern is employed/engaged as a worker under the laws and jurisdiction of the country the intern is carrying out the internship, the Parties agree that for the duration of the Internship the Intern shall not be engaged by the Provider as an employee of either the Provider or the School. The onus is on the Provider to ensure that the Internship is carried out in accordance with the relevant laws of the country it takes place in.

3.2 The Intern is/was on the following course of study:

The Intern's initial start date for their programme was _____
dd/mm/yyyy

and the date of the completion of their programme is expected to
be/was _____. Once the programme has completed the intern will
dd/mm/yyyy

no longer be enrolled on their programme of study at the School.

Programmes with completion dates in June will receive results in mid-July. Programmes with an expected completion date in September will receive results in mid-November. If the intern successfully completes their programme, they will be invited to attend a graduation ceremony which will be planned to take place in either July, for nine month Masters and Undergraduate degrees or December for twelve month Masters programmes.

3.3 As such, for the duration of the Internship, provided the Intern is still enrolled at the School, the Intern shall remain subject to the School's applicable conditions, regulations, policies and procedures including (but not limited to) the conditions relating to the Student's programme of study. If the Intern is registered at the School, then the Provider will inform the School of any disciplinary matter that may have arisen in relation to the Intern. If the Intern is no longer registered with the School and/or if the Intern is employed by the Provider, then the Provider will have to apply their own policies and procedures including disciplinary procedures, if required and as set out within any Agreement provided to the Intern by the Provider.

3.4 Nothing in this Agreement is to be construed as creating a contract of employment, agency, joint venture or partnership between any of the Parties.

4. FINANCIAL ARRANGEMENTS

The Parties agree that the School shall not be liable to pay any sum to any party in respect of the Internship. Details of the Provider's additional Financial Arrangements with the Intern, if any, are outlined in Annex 1.

5. TERMINATION

5.1 The Agreement shall terminate automatically:

5.1.1 At the end of the Internship Period; or

5.1.2 if the Provider should enter into liquidation, administration, and/or administrative receivership; or

5.1.3 if the Intern's employment contract (if applicable) should be terminated early by the Provider following the Provider's normal policies and procedures. The Provider may acting reasonably terminate the Internship for professional, academic, disciplinary or health reasons.

5.1.4 With the prior written agreement of the Provider, the Intern may terminate the Internship on health grounds or for any other exceptional or compassionate reason.

5.2 Wherever reasonably possible the Party terminating the Internship shall give sufficient and reasonable notice to the other Parties before terminating.

5.3 If a Party is in material breach of its obligations under this Agreement ("the **Defaulting Party**"), another Party shall be entitled to terminate this Internship Agreement at any time on giving notice in writing to the Defaulting Party, if such breach is (if capable) not remedied or an agreed remedial action plan put in place within the timescales of the notice periods as set out above, of the Defaulting Party receiving written notice of the breach. Any notice of termination pursuant to this clause must set out the reasons for such termination.

5.4 **Force Majeure.** Neither Party will be liable to the other for the consequences of any delays or failures of its performance which are caused by any event beyond the first party's reasonable control, including, without limitation, acts of God, war, fire, flood, pandemic, epidemic, accident, terrorism, national emergencies, strike and riots. The Party unable to perform their obligations for these reasons must inform the other parties as soon as is reasonably practicable and in these circumstances, the parties may decide to suspend

or postpone the Internship to a time when it is able to be performed or terminate the Agreement.

- 5.5 In the event of termination for any reason set out in this clause 5, any outstanding payments to the Intern for work already carried out and/or non-refundable work expenses, or charges already incurred shall remain payable by the Provider.

6. INSURANCE AND LIABILITY

- 6.1 The Provider agrees to maintain adequate insurance appropriate to the Provider's Business (including but not limited to employers' liability and personal liability or their equivalent) in respect of its liabilities arising under this Agreement in relation to the Internship. In particular, the Provider will insure their legal liability to pay damages to the Intern (or authorised representative if applicable) for death, bodily injury or damage to property arising from the negligence of the Provider on the Provider's premises and/or during a business activity or work trip.
- 6.2 The School shall not be liable to the Provider, Intern or any third party for any damage or loss, costs, expenses or other claims for compensation which arise out of the Intern's or Provider's participation in the Internship, including, without limitation, any liability for the provision of adequate health and safety instruction, equipment and supervision, except where such a claim arises directly as a result of the School's negligent action or omission.
- 6.3 The School will not be liable for the Intern's breach of the contract of employment with the Provider, or the Intern's breach of this Agreement.
- 6.4 The School shall have no liability for any loss however arising in connection with the Internship or this Agreement except where such loss is caused by the School's negligence or the negligence of the School's employees.
- 6.5 Nothing in this Agreement shall be construed to limit or exclude any Party's liability for death or personal injury caused by its or its employees' negligence or for fraud.
- 6.6 The Provider will indemnify the Intern against all losses, claims, damages, costs, and expenses and any other liabilities arising as a result of or in connection with any negligent act or omission of the Provider, its servants and agents, or the Intern whilst under the guidance and supervision of the Provider.

- 6.7 The Provider will indemnify the School against all damages, losses, costs and expenses for which the School may be liable as a result of death/bodily injury to the Intern or any other person and/or damage to property arising out of any negligent act or omission of the Provider, its servants and agents.

7. DATA PROTECTION

- 7.1 The Intern explicitly consents to their relevant personal information being shared with the Provider solely for the fulfilment of the internship. Both the School and the Provider agree to fully comply with The Data Protection Act 2018 and UK GDPR/The General Data Protection Regulation (GDPR) in processing any personal data.
- 7.2 The School and the Provider agree all Personal Data relating to the Intern is held securely in accordance with the General Data Protection Regulations (GDPR) ("**Data Protection Legislation**") and will not use or disclose such Personal Data for any purpose other than so far is necessary in connection with the Internship.

8. INTELLECTUAL PROPERTY

- 8.1 Any intellectual property which is generated by the Intern shall vest in and be owned by the Provider or as otherwise agreed in writing between the Intern and the Provider ("Internship IP").
- 8.2 All intellectual property introduced to the Internship that existed prior to the Internship or is developed by a Party outside the Internship ("Background IP") will remain vested in the Party introducing it, and each Party hereby licenses the others a non-exclusive, royalty free right (without the right to sub-licence) to use such Background IP solely for the Internship.
- 8.3 The Provider will not:
- 8.3.1 make use of the names "London School of Economics & Political Science", "LSE" or any other trade names and/or trademarks of LSE in soliciting work for the Provider or for any marketing activity whatsoever or for any other purpose either during its membership of the Scheme or at any time thereafter, in each case without the prior written consent of LSE; or
 - 8.3.2 misrepresent in any way the nature of the Provider's relationship with LSE.

9. CONFIDENTIALITY

- 9.1 Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs of the other Party for any other purpose other than to perform its obligations under this Agreement.
- 9.2 Each party may disclose the other Party's confidential information:
- 9.2.1 To its employees, officers, representatives or advisers who need to know such information, for the purposes of carrying out the party's obligations under this Agreement. Each party shall ensure that its employees, officers, representatives or advisers to whom it discloses the other Party's confidential information.
- 9.2.2 As may be required by law, court order or any governmental or regulatory authority.

10. ENTIRE AGREEMENT

Except for the obligations between the Intern and the Provider as set out in any employment contract (if applicable), this Agreement and Annex 1 constitutes the entire agreement and understanding between the Parties with respect to the subject matter hereof and supersedes any prior agreement, understanding or arrangement between the Parties, whether oral or in writing.

11. COMPLIANCE WITH LAWS

- 11.1 The Parties shall comply with all applicable laws, statutes, regulations and codes including but not limited to those relating to anti-bribery and anti-corruption as set out under the Bribery Act 2010, The Equality Act 2010, Safeguarding and Modern Slavery Act 2015 and any other relevant legislation.
- 11.2 For the avoidance of doubt, this Agreement does not replace or substitute any obligations and duties the Provider may have in relation to the Intern as set out under the local jurisdiction of where the Internship is carried out. It is the responsibility of the Provider to ensure that they comply with these local laws in relation to the Intern.

12. VARIATION

A variation of this Agreement shall be in writing and signed for or on behalf of each party to this Agreement.

13. GOVERNING LAW

This Agreement shall be governed by the laws of England and Wales and the Parties submit to the exclusive jurisdiction of the English Courts over any dispute arising in connection with this Agreement.

Signatures removed as draft

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ANNEX 1 – ADDITIONAL TERMS

Financial Arrangements

4.1 The Provider shall not be liable to pay any sum to the Intern in respect of the Internship except for:

4.1.1 reasonable travel expenses incurred by the Intern which the Provider agrees to pay on receipt of satisfactory evidence;

4.1.2 other costs, expenses or remuneration (as required by local law of where the Intern is carrying out their Internship) expressly agreed in writing between the Parties and the Intern. (*Please detail these below*)