

## Document C: Completing your Internship Agreement Form/Convention de Stage Form

*If your employer is happy for you to use the standard QMUL Internship Agreement, AND PART OR ALL OF YOUR INTERNSHIP TAKES PLACES AFTER YOU HAVE GRADUATED FROM QMUL, please read the instructions below for how to complete your documentation.*

- 1) Fill out the Internship Agreement form with your personal details, the name of the company, the internship dates and your signature.
  
- 2) Bring your Internship Agreement form, an email from your employer confirming your internship and the cover sheet into Careers & Enterprise. A member of our team will sign the cover sheet.
  
- 3) Take the cover sheet and your Internship Agreement form to the Student Enquiry Centre, Queens' Building. They will add the dates you were a student with QMUL, and sign and stamp your form on behalf of the University. They will take a copy of the form and return the original to you.

If you are overseas and therefore unable to bring the documentation to us in person then we are able to process and sign your documentation via email. Please email your completed form along with correspondence from your employer (see step 2) to [careers@qmul.ac.uk](mailto:careers@qmul.ac.uk).

Once your employer has signed your form please email us a copy of the agreement with the all signatories. Email to [studentenquiry@qmul.ac.uk](mailto:studentenquiry@qmul.ac.uk)

Please note:

QMUL doesn't cover your insurance, so you need to take out fully comprehensive insurance for the whole period spent abroad on your placement, covering medical and associated expenses, personal accident, and possessions.

If you have any further queries please contact our Front Desk on [careers@qmul.ac.uk](mailto:careers@qmul.ac.uk) or call 020 7882 8533.

## Cover Sheet for Internship Agreement/Convention de Stage

*Please note, this document is for internal use only and should not be sent to your prospective employer.*

Queen Mary University of London endorses:

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for their stage/internship with the following company:

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The dates to be covered by the stage documentation are:

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Student disclaimer (to be signed if the internship takes place before end of exam term): I declare that I have completed the assessments required for my course this term and if not, that I take full responsibility for completing outstanding assessments whilst completing my internship.

Signed by: \_\_\_\_\_ Name \_\_\_\_\_

**Signature (Careers & Enterprise)**

**Name**

**Date**

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*Careers & Enterprise confirms that this internship/convention de stage relates to a legitimate internship according to evidence presented by the student.*

### Internship Agreement/Convention de Stage

This agreement governs relations between:

1. Queen Mary University of London (QMUL), Mile End Road, London, E1 4NS,  
represented by:

\_\_\_\_\_

[name of individual]

\_\_\_\_\_

[job title]

Email address and phone number:

\_\_\_\_\_

2. the intern:

\_\_\_\_\_

[name of intern]

\_\_\_\_\_

[course title]

3. the company:

\_\_\_\_\_

[company name]

represented by:

\_\_\_\_\_

[name of individual]

\_\_\_\_\_

[job title]

Company address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email address and phone number:

\_\_\_\_\_

The agreement commences on \_\_\_\_\_ [start date] and ends on \_\_\_\_\_  
[end date inclusive]. This agreement shall not exceed twelve months in duration. If the  
workplace location of the intern is different to the address given above please detail it here:

\_\_\_\_\_  
\_\_\_\_\_

The intern is/was a fully enrolled student at QMUL from \_\_\_\_\_  
until \_\_\_\_\_. If the intern is still enrolled at QMUL for part of the  
internship, s/he must comply with all the teaching and examinations regulations of QMUL.

During the internship, the intern is obliged to respect all of the company's local regulations  
particularly in regard to discipline, health and safety and the working schedule.

The company must comply with its internal rules of risk management, non-discrimination and  
performance evaluation with respect to the 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 QMUL.

The intern may break the internship agreement, after having communicated the decision to  
the named company representative and the named contact for QMUL.

Any costs ensuing as a part of the intern's activities for the company shall be payable by the  
company, including any possible training costs required by the internship. The costs of board,  
lodging and food shall be payable by the intern.

If the internship extends over two months, the intern shall receive a gratuity.

The intern shall obtain the health and liability insurance prior to the placement. The intern  
should be insured against the risk of sickness and maternity, disability and accidents at work.  
QMUL shall not be liable for any accident involving the intern or costs arising from this, or  
provide any form of insurance for the intern.

Both the company and the intern shall obtain liability insurance with an insurance provider of  
their choice. QMUL shall not be liable for any actions, errors or omissions of the intern.

Signed for and on behalf of QMUL

Name:

Date:

Signed for and on behalf of the company

Name:

Date:

Signed by the intern

Name:

Date: