

# The UNIVERSITY *of* EDINBURGH

## Internship Agreement

(Convention de Stage / Convenio de Colaboración document)

**Due to the unprecedented circumstances surrounding COVID-19, we have been advised by Edinburgh Global and Legal Services that internships can only proceed if they can be carried out remotely.**

1. Agreement between the three parties:

1. Represented by Steve Norman (Careers Service)

2. ....(Name of intern).....(matric number)  
studying.....(course  
title)

3. ....  
.....(Company name and address), represented  
by.....(contact person)

The agreement commences on .....(start date) and shall not exceed twelve months in duration. For the duration of the internship, the intern will be working remotely.

## 2. Length and duration of the internship

The internship will take place from.....(insert date) to.....(insert date) included.

## 3. The intern's duties

For the duration of the internship, the intern remains a fully enrolled student at the University of Edinburgh and agrees to abide by all of the University's Ordinances, Regulations and Rules. In addition (he or she) is obliged to respect all of the company's local regulations. The University of Edinburgh shall not be liable in any way for the acts, errors or omissions of the intern.

In the event of any breach of discipline the company reserves the right to terminate the internship after having informed The Academic Registrar of the University of Edinburgh.

The intern may break the internship agreement after having communicated the decision to the company and the Academic Registrar of the University of Edinburgh

## 4. Various costs

Following a preliminary agreement between the company and the 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.

## 5. Insurance

The intern shall obtain the appropriate insurance policy prior to commencing the placement where such insurance is not to be covered by the organisation providing the placement. The company shall inform the University of Edinburgh of any accident involving the intern but the University shall not be liable for any resulting costs of the accident.

| Intern | Company | Careers Service |
|--------|---------|-----------------|
|        |         |                 |