



UCD INTERNSHIP AGREEMENT University College Dublin, Belfield, Dublin 4, Ireland **THIS AGREEMENT** is made on [] (date) between:

1. **UNIVERSITY COLLEGE DUBLIN**, National University of Ireland, Dublin, of Belfield, Dublin 4 ("**UCD**") and
2. [] (host name) with an address at [] (host location) (the "**Host**").

IT IS AGREED AS FOLLOWS:

1. This Agreement shall apply to any internships, including those which may be conducted, in part or entirely, remotely (the "Internship").
2. This Agreement shall apply to any internships of any UCD student(s) ("Students") at the Host, including but not limited to any student identified in the associated Statement of Internship. Any subsequent Statements of Internship covering other Students shall also form part of this Agreement. The statement of Internship includes student details/start and finish dates and learning objectives.
3. The Host agrees to provide an Internship to the Students during such periods (and hours) and at such locations, as specified in any Statement of Internship.
4. The Host shall facilitate the Students in achieving the learning objectives of the Internship set out in a Statement of Internship. The Host confirms that it can and will provide the necessary expertise, supervision and work experience to assist in this regard, even if the Internship, in whole or in part, is carried out remotely.
5. In order to allow assessment and evaluation of the Students, the Host will provide UCD with such feedback, information and co-operation as UCD may reasonably request. On giving reasonable notice to the Host, UCD may visit the location of any Internship to monitor the Students' progress and to conduct a Student assessment.
6. The Host is mindful that the Students remains registered with the University whilst on Internship and in the event that the Students breach or are alleged to have breached any disciplinary code or procedure of the Host or are otherwise alleged to have been engaged in misconduct of any kind, this shall be promptly brought to the attention of UCD. Disciplinary matters will be dealt with in accordance with relevant UCD and Host policies. The Host will provide copies of all applicable company policy (such as internet usage policy or social media policy) to the Student prior to the commencement of the Internship.
7. Any intellectual property created by the Students in the course of carrying out Internship activities at the Host shall belong to the Host. Where a Student is working on a particular project, at either Party's request, a separate Intellectual Property Agreement shall be agreed between UCD, the Host and the Student.
8. The Host will be responsible for directing and supervising the Students whilst on Internship, even if the Internship, in whole or in part, is carried out remotely. The Host will ensure the safety, health and welfare of the Students at all times during the Internship. In compliance with the Health Safety and Welfare at Work Act 2005 (or the equivalent legislation in a foreign jurisdiction), the Host will provide the necessary health and safety training, instruction and equipment to the Students. The Host will bring to the attention of the Students, all safety procedures and safety statements relating to the Internship in a timely manner.
9. The Host will ensure they provide the student Intern with relevant training and guidance to ensure that the Internship is carried out in line with health and safety practices. The Host shall comply with the Health and Safety Authority's Guidance on Working from Home for Employers and Employees, available on the HSA website, if the Internship is being carried out, in whole or in part, remotely.
10. The Host shall have and maintain public liability and employer's liability insurance (or the equivalent in non-Irish jurisdictions) which provides cover for their hosting of the Students. Upon request, the Host shall provide to UCD, evidence of such insurance cover.
11. The Host will comply with all applicable laws, including, but not limited to any relevant employment, health and safety and data protection laws.
12. This Agreement may be terminated by agreement between UCD and the Host. Furthermore, in the event of an incident of gross misconduct by either UCD, the Host or the Students, this agreement may be terminated by either UCD or the Host with immediate effect.
13. The Host will not enter into any contract with a Student which is inconsistent or conflicts with this Agreement or the Statement of Internship unless the Host is required to do so by law. The Host also acknowledges that Students are not an agent of UCD and do not have the authority to sign any documentation on behalf of UCD.
14. Should any issues arise during the term of this Agreement, these will be dealt with by the representatives of both parties, who are named in the "Contact Details" section in the Statement of Internship (or their replacements).
15. This Agreement and the Statement of Internship will be governed by the law of Ireland and the exclusive jurisdiction of the Irish Courts.

SIGNATURES

These signatures cover the Internship Agreement, the Statement of Work and the Learning Objectives as outlined in the statement of internship.

IN WITNESS whereof this Agreement has been entered into by UCD and the Host

Signed for and on behalf of the Host by:

(Authorised Signatory)

(Print Name)

Date of Signature

Signed for and on behalf of the College of Arts & Humanities and UCD by:

(Authorised Signatory)

(Print Name)

Dr Alexander Thein (Associate Dean)

Date of Signature

17.01.2025