**SAMPLE INTERNSHIP AGREEMENT**

This Internship Agreement (“Agreement”) dated \_\_\_\_\_\_\_\_\_\_\_ 2019, is between:

1. **The Provost, Fellows, Foundation Scholars, and the other members of Board, of the College of the Holy and Undivided Trinity of Queen Elizabeth near Dublin** (“**Trinity**”), with a principal address at College Green, Dublin 2, Ireland; and
2. [●] (the “**Host**”), a company incorporated in [●] under registration number [●], whose registered office is at [●].

**WHEREAS**

1. The “**Student**” is a registered student at Trinity in the School of \*\*\*;
2. The Student wishes to undertake an internship (“**Internship**”) with the Host; and
3. The parties are amenable to such an Internship under the terms and conditions set out in this Agreement.

**It is agreed as follows:**

1. The Host is reputable organisation which is known to Trinity or which Trinity has established the bone fides of.

Travel advice notices from the Department of Foreign Affairs should be taken into consideration when assessing the suitability of international internship opportunities.

1. The Host agrees to provide an Internship to the Student during such period (and hours) and at such location, as specified in the Learning Agreement.
2. The Host is mindful that the Student remains registered with Trinity whilst undertaking the Internship.
3. The Host shall facilitate the Student in achieving the learning objectives of the Internship as set out in the Learning Agreement. The Host confirms that it can and will provide the necessary expertise, supervision and work experience to assist in this regard.
4. In order to allow an assessment and evaluation of the Student, the Host will provide Trinity with such feedback, information and co-operation as Trinity may reasonably request. On giving reasonable notice to the Host, Trinity, acting through the Supervisor or a designated person, may visit the location of the Internship to monitor the Student’s progress and to conduct an assessment.
5. In the event that the Student breaches or is alleged to have breached any disciplinary code or procedure of the Host or is otherwise alleged to have been engaged in misconduct of any kind, this shall be promptly brought to the attention of the Student’s Trinity Supervisor.

Disciplinary matters will be dealt with in accordance with the University and/or Host relevant policies as agreed by the two parties. The Host will provide copies of all applicable company policies (such as internet usage policy or social media policy) to the Student prior to the commencement of the Internship.

1. Any intellectual property created by the Student 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 the parties.
2. It is understood and agreed that the Student shall be assessed in compliance with the Student’s programme. In the event that confidential information of the Host is contained in this assessment and prior to the assessment being examined by the Trinity Supervisor, the Host may, by giving thirty (30) days’ written notice, request a separate Confidentiality Disclosure Agreement between the University and the Host to govern such examination.
3. The Host will be responsible for directing and supervising the Student for the duration of the Internship and shall ensure the safety, health and welfare of the Student at all times during the Internship. The Host will provide the necessary health and safety training, instruction and equipment to the Student in a timely manner.
4. 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 Student. Upon request, the Host shall provide the University evidence of such insurance cover which should include as a minimum:

(a) Employer’s liability insurance for any one claim in the amount of €13,000,000; and

(b) Public liability insurance for any one claim in the amount of €6,500,000

In the case of an international internship where the host site does not have relevant insurance cover, the School will make students aware of the need to have their own personal travel insurance in place which clearly states that it includes cover for work experience, and that they must register with their home Department of Foreign Affairs prior to travel.

1. Trinity and the Host will make the Student aware of the following where relevant:

* Cultural or language difficulties or any differences in attitudes to women or to a person’s sexual orientation
* Climate and environmental conditions, e.g. drinking water, sanitary facilities, weather conditions
* The need to locate accommodation in a safe and secure building in a safe area that has adequate transport links

1. The Host shall comply with all applicable laws in their host jurisdiction, including, but not limited to any relevant employment, health and safety and data protection laws.
2. This Agreement may be terminated by agreement between the parties. Furthermore, in the event of an incident of gross misconduct by either Trinity, the Host or the Student, this Agreement may be terminated by either party with immediate effect.
3. The Host also acknowledges that the Student is not an agent of Trinity and does not have authority to sign any documentation on behalf of Trinity.
4. Should any issues arise during the term of this Agreement, such issues will be dealt with by the representatives of both parties, who are named in the Learning Agreement (or their replacements).
5. This Agreement shall be governed by the laws of Ireland and the parties agree to submit to the exclusive jurisdiction of the Irish courts.

**Agreed by the parties through their authorised signatories:**

**Trinity** **Host**

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| For and on behalf of | For and on behalf of |
| **Trinity** | [**Internship Host Site**] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed |
| Name: | Name: |
| Title: | Title: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |