Career Lab UK Summer Internship Programme 2023

In this document the following terms apply:

Intern means a current University of Sussex student identified by the University as meeting the eligibility requirements in clause 3.

Employer means an employer who has satisfied the terms and conditions in clauses 1 and 2 and has been confirmed by the University as accepted onto the Programme.

University means the University of Sussex.

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1. Employer criteria

To be accepted as an Employer on the Programme, the Employer must:

- be registered in the UK
- provide a business address, website, company registration number and email address with company domain
- register promptly as a supplier with the University (see dause 5. University procurement)
- have a business bank account
- have a named supervisor for the Intern, and a named contact to communicate with the University
- process salary payments via Pay As You Earn and pay a minimum of the Living Wage (see clause 7. Salary)

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7. Salary

The salary for the internship will be £10.90 per hour (the real Living Wage) for Sussex and the rest of the UK London-based employers muf1 G(b)-4(as)10(ed)-6()6(emp)-7(loye)8(rs)-3(muf1 <math>G(b)-4(as)10(ed)-6()6(emp)-7(loye)8(rs)-3(muf1 <math>G(b)-4(as)10(ed)-6()6(emp)-7(loye)8(rs)-3(emp)-4(emp

9. Contract of employment

Interns must be treated as temporary employees of the Employer and be based at a business address or working remotely with appropriate support. They should be provided with:

- a contract of employment, including dates of work, expected hours of work, sick pay arrangements, and holiday entitlement
- a named supervisor

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12. Important dates and deadlines

14 December 2022 3	Expressions of Interest open to Employers. No internships
March 2023	will be accepted for advertisement after 3 March 2023.

14. Process flow

