**INTERNSHIP AGREEMENT**

This Internship Agreement (“Agreement”) dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 \_\_\_\_\_\_\_\_\_\_\_\_ (**Country**) under

registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_, whose registered office is at \_\_\_\_\_ (**Company**

**address**).

**WHEREAS**

1. ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the “**Student**”) is a registered Undergrad Student within Trinity in the School of Computer Science and Statistics under the supervision of Prof. Donal O’Mahony (“**Supervisor**”);
2. The Student wishes to undertake an internship (“**Internship**”) within the Host as further outlined in Appendix I; and
3. The parties are amenable to such Internship under terms and conditions as set out in this Agreement.

**It is agreed as follows:**

1. The Host agrees to provide an Internship to the Student during such period (and hours) and at such location, as specified in Appendix I.
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 Appendix I. 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 Supervisor. Disciplinary matters will be dealt with in accordance with the relevant University and Host policies. 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.
6. 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.
7. It is understood and agreed that the Student shall produce a technical report (“Report”) to the Supervisor for the purposes of the Supervisor examining and marking such Report in compliance with the Student’s course. In the event that confidential information of the Host is contained in the Report and prior to the Report being examined by the 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.
8. 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. 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 Student. The Host will bring to the attention of the Student, all safety procedures and safety statements relating to the Internship in a timely manner.
9. 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.
10. The Host shall comply with all applicable laws, including, but not limited to any relevant employment, health and safety and data protection laws.
11. 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.
12. 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.
13. 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 “Contact Details” section in the Appendix I (or their replacements).
14. This Agreement shall be governed by the laws of Ireland and the parties agree to submit to the exclusive jurisdiction of the Irish courts.

[SIGNATURE PAGE TO FOLLOW]

Agreed by the parties through their authorised signatories:

*Trinity*  *Host*

|  |  |
| --- | --- |
| For and on behalf of | For and on behalf of |
| **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** | [●] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed |
| Name: | Name: |
| Title: | Title: |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |

*Student*

|  |
| --- |
| Acknowledged and agreed by |
| [●] |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed |
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**Appendix I**

**Student**

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| --- | --- |
| Name of Student |  |
| Student number |  |
| Programme (Computer Science, Computer Engineering, Electronic and Computer Engineering only) |  |
| Start Date |  |
| End Date |  |
| Location of Internship (Name of company and full address) |  |
| Student mobile tel. number |  |
| Student email |  |
|  |  |

**Contact Details**

|  |  |
| --- | --- |
| Name of Trinity Representative | Eimear Morhan, Internship Administrator, SCSS, O’Reilly Institute |
| Email: | internships@scss.tcd.ie |
| Name of Host Representative |  |
| Title: |  |
| Email: |  |

**The Host Organisation’s Role**

1. Plan and schedule the overall internship to ensure that it provides maximum opportunity for students to achieve their learning outcomes.
2. Pay students an appropriate stipend for the period of the internship - minimum wage or more. The students will be considered employees due to employment law. Guideline figures are available on request.
3. Provide students with real practical experience of system level design.
4. Provide students with an opportunity to demonstrate ability to solve a challenging technical problem.
5. Mentor and guide students on a continuous basis during the internship.
6. Provide feedback on the Student’s performance, presentations and reports (or equivalent).
7. Help coordinate visits by University staff, which is generally comprised of an initial meeting and two subsequent visits.