



Santander Universities SME Internship Programme 2015-2016

1. Eligibility

1.1 Eligibility of Universities

Only universities who are recognised as a partner of Santander Universities (a division of Santander UK plc) are eligible to participate in the Santander Universities SME Internship Programme (**'the Programme'**).

1.2 Eligibility of Students

(a) Candidates must be **final year students** or have graduated from one of our partner universities in the **last two years**.

(b) Students are only eligible for **one** Santander Universities part-funded SME Internship. Once they have completed the initial three month period, they **cannot** apply for another part-funded SME internship through the Programme.

1.3 Eligibility of SMEs

(a) This Programme is open to organisations with 250 employees or less which have an annual turnover of fifty million pounds or less ("**SMEs**"). They must be registered and based in the UK.

(b) Eligible organisations include companies, sole traders, partnerships and charities.

(c) Participating SME's can recruit a **maximum of 2 interns** through each cycle of the Programme

2. Management of the Programme

2.1 Once the SME has shortlisted candidates for an internship position, it will be its responsibility to interview candidates and manage all aspects of the recruitment process.

2.2 Once the internship has been allocated, the partner university's nominated Programme manager must match the student with the SME on the Santander Grants Portal (the "Portal").

2.3 The nominated Programme manager at each partner university will be responsible for any queries relating to the internship positions at each partner university.

2.4 The Programme manager at each university has to:

(a) ensure the Programme is advertised adequately at each partner university



(b) ensure internships are allocated by 31st July 2016 and start no later than the 31st August 2016.

(c) determine which internship roles are eligible and which candidates should be shortlisted to continue with the recruitment process.

3. Allocation and Programme management

3.1 The internships will ideally be three-months in duration with the intern working on a full-time basis throughout this period however part-time positions are acceptable but should be for a duration of no longer than 16 weeks and be of no less than 390 hours in total. Any extension of internships past the three month term must be funded by the partner university and/or the SME.

3.2 Santander Universities disclaims all liability for breaches of employment laws and regulations by partner universities and SMEs. Each participating partner university and SME agree to operate the internship scheme in accordance with all employment laws and regulations and to indemnify Santander Universities in relation to all loss or damage it may suffer as a result of their failures to comply with such laws or regulations.

4. Funding and payment

4.1 Each intern under the Programme shall be paid a minimum of £3,000 based on a full time internship for three months:

(a) Santander Universities will contribute £1,500 (one thousand five hundred pounds) by paying directly to the partner university once the full name and details of the allocated intern/s have been given to the relevant representative from Santander Universities. The partner university in receipt of such grant shall ensure that this amount is forwarded to the allocated intern.

(b) The SME will pay the remaining £1,500 (or other higher sum that the SME has agreed to pay the intern). The SME is entitled to provide more than £1,500 towards the intern's salary over the three month period if they choose to do so. The partner universities and the particular SMEs' shall determine how payment is to be made and agree this with the intern prior to commencement of the internship.

(c) The partner university can provide the funding on behalf of the SME if they choose to do so.

4.2 Santander Universities will not be responsible for any late payment to the intern by the partner university or the SME.

5. Evaluation Forms

5.1 Each intern and Business will be asked to complete an evaluation form after completion of an internship. This form will be provided to them by the Programme manager at the partner university. The partner university shall return this evaluation form to a member of the Santander Universities' Team within one month of the internship finishing.



5.2 Santander Universities will use the comments and data in these evaluation forms for internal research purposes. Where agreed, they will also use this information for external marketing of Santander products and services.

5.3 Programme participants may opt out of marketing material when completing the evaluation form.

5.4 Santander Universities will use comments and testimonials made by the interns and SMEs to advertise the Programme via its website, its branches and at Santander Universities' events.

Santander Universities will only use them for marketing purposes if permission has been given in the portal.

5.5 Programme participants may be contacted and asked to participate in events relating to the Santander Universities SME internship Programme. Only candidates who have given permission in the portal will be contacted.

6. Data Protection Statement

By taking part in the Santander Universities SME Internship Programme you agree that your data will be used as set out in these terms and conditions and to manage and provide the services relating to the internship Programme. Your data will be stored on Santander systems for these purposes, and in particular in the user database of the websites owned by Banco Santander S.A., which make up the Grant Holders' Portal (www.becas-santander.com/ www.santander-grants.com), which is registered with the Spanish Data Protection Agency. You can exercise your rights of access, rectification, cancellation and opposition to Banco Santander, S.A., by contacting santander.universities@santander.co.uk. You also have the same rights, including the right to see certain records held about you if you pay a fee, from Santander UK plc. All of the above is in compliance with the provisions of Spanish Law on Personal Data Protection (LO 15/1999, dated 13 December 1999) and the UK Data Protection Act 1998.