Liverpool Interns Business Recovery Programme - Terms & Conditions

1. The Internship/Project being offered, must clearly demonstrate that a degree is the appropriate level of qualification required to fulfil the role requirements, otherwise the University of Liverpool has the right to decline accepting the Internship/project.
2. Internship/Project support will be provided by the University of Liverpool, through funding provided to us via the Santander Internship Bursary and HEIF.
3. Bursary funding is only available to support the appointment of: A student currently enrolled on a course of study at the University of Liverpool or a University of Liverpool graduate.
4. Bursary support is only available for 100 hours of work.
5. The Bursary will cover the whole of the student/graduate’s salary for the 100 hours of work, at a rate of £10 per hour.
6. Should the company/organisation wish to retain the student/graduate beyond 100 hours of work, then the company/organisation will be fully responsible to pay the whole of the student/graduate’s salary thereafter.
7. The student/graduate’s salary will be paid by the company, in line with the company’s standard payroll process (ie, weekly or monthly) and paid via the student/graduate’s bank account.
8. The company will be responsible for any applicable Tax and National Insurance deductions at source.
9. The student/graduate will not be classed as ‘self-employed’ or ‘freelance’ but as a ‘temporary employee’ of the company / organisation, for the duration of the project / internship period.
10. The student/graduate will be required to be covered by the company’s public & employer’s liability insurance, for the duration of the project / internship period.
11. If the project/internship must be completed on your business premises, then the University requires the company/organisation to completely ensure the student/graduate works, in line with the Government’s current Covid guidelines.

Payment of the Bursary

1. Once a start date has been established and agreed between the company/organisation and the student/graduate has commenced the project/internship, the University of Liverpool will commence the bursary payment process as follows:
2. The company/organisation will be required to complete a University of Liverpool ‘New Supplier Form’.
3. Upon completion and return of this form, the company/organisation will be registered with the University of Liverpool’s Procurement Office.
4. The University of Liverpool will then provide the company/organisation with a Purchase Order Number and request the company/organisation to supply an invoice for the agreed bursary amount, which will be a maximum of £1000.
5. Upon receipt of the invoice, the invoice will be registered for payment with the University of Liverpool’s Finance Office and the company/organisation should receive payment into their account, in line with the University’s standard terms of payment within 30-40 days.