

## CONTRACT AGREEMENT FOR THE DSI-HSRC INTERNSHIP PROGRAMME 2021/23

Between

**HUMAN SCIENCES RESEARCH COUNCIL**

(hereinafter referred to as the HSRC)

And

**(Name of Host Institution )**

(hereinafter referred to as the Host Institution)

## 1. Introduction

- 1.1 The purpose of the DSI-HSRC Internship Programme is to provide opportunities for unemployed graduates in the Science, Engineering and Technology (SET), Development, Research and Innovation, Humanities and Social Sciences disciplines to acquire practical work experience and improve their competencies through mentoring and exposure to the research and development sector for a period of two years. The Internship Programme also makes it possible for successful candidates to gain experience in research management, research support, and administration at public higher education institutions and research institutions at large.
- 1.2 The participating Host Institution in this programme is willing to partner with the HSRC in pursuant of the above objective by delivering a structured work programme for the appointed intern under the guidance of an experienced mentor, to acquire workplace competencies.

## 2. Definitions and Interpretation

- 2.1 Unless the context indicates otherwise, the words and expressions set out below shall bear the following meanings and cognate expressions shall bear corresponding meanings:
  - 2.1.1 **Contract Agreement** shall refer to the agreement between the HSRC and the Host Institution for placement of interns through the DSI-HSRC Internship Programme.
  - 2.1.2 **Host Institution** refers to an institution that is hosting interns for work experience through the DSI-HSRC Internship Programme.
  - 2.1.3 **Intern** refers to a graduate appointed through the DSI-HSRC Internship Programme.
  - 2.1.4 **Conditions of Grant or CoG** means the terms and conditions determined by the HSRC.
  - 2.1.5 **Internship Contract** refers to the agreement the intern signs with the Host Institution for work experience.
  - 2.1.6 **Mentor** refers to an experienced professional at the Host Institution who supports and guides an appointed intern.
  - 2.1.7 **Buddy Mentor** refers to a secondary professional assigned by the Host Institution to assist with support and guidance of an appointed intern in conjunction with the mentor.

2.1.8 **Annual Work Plan** refers to the work programme that articulates the key performance areas, key performance indicators and target dates for the appointed intern.

2.1.9 **Performance Assessment** refers to feedback information to the intern on his or her performance on work exposure.

### 3. Intern Stipends/contracts/duration of the internship

#### The Parties agree that:

- 3.1 An appointed intern will be a graduate in possession of a minimum of postgraduate degree or equivalent.
- 3.2 The Intern's stipend will be paid by the HSRC from the date on which the intern assumes duty, as may be applicable. All interns will be paid monthly on the 25th day of every month ("Pay Day").
- 3.3 The Host Institution will sign an Internship Contract with each appointed intern, the template of which shall be provided by the HSRC.
- 3.4 This contract agreement shall be effective to cover a two-year period of the DSI-HSRC Internship Programme, which is 1<sup>st</sup> October 2021 until 31<sup>st</sup> September 2023, or from the date of appointment.

### 4. Roles and Responsibilities of the Host Institution

#### 4.1 Host Institutions are required to:

- 4.1.1 Participate in the recruitment and selection process of interns through HSRC guidelines and procedures. This includes submission of an application to host interns on the HSRC Internship System, conducting interviews and recommending suitable candidates to the HSRC for appointment.
- 4.1.2 Ensure that there are properly defined criteria for the shortlisting and interview of candidates.
- 4.1.3 Appoint and contract interns from the HSRC approved list on a two year fixed term contract.
- 4.1.4 Provide the HSRC with a copy of the Internship Contract concluded with the intern within the first calendar month from the start date of the internship year.
- 4.1.5 Conduct an orientation and or induction for all appointed interns in the Host Institution.

- 4.1.6 Ensure that each appointed intern is allocated a mentor and a buddy mentor. In a case where the main mentor resigns or is no longer capable of providing mentorship, a new mentor has to be appointed by the Host Institution following institutional guidelines and the HSRC should be notified in writing of the new mentor details.
- 4.1.7 Provide workstation and all other necessary resources (office space, computers, etc.) as well as creating an enabling environment and resources for remote work for the appointed interns. These should be in line with the work programme of the intern for the duration of the graduate internship contract.
- 4.1.8 Host Institutions should note that all appointed interns are HSRC employees and are therefore governed by the HSRC Basic Conditions of Service, sent to everyone at the onset of the internship. Designated Authorities and mentors should familiarize themselves with this document to assist in the management of placed interns. This is specifically relevant in respect of matters relating to disciplinary and dismissal.
- 4.1.9 Host Institutions must notify the HSRC, when an intern has been appointed to a position within the Host Institution during the internship period
- 4.1.10 Mentors and/or Host Institutions cannot dismiss interns from the programme as interns are employed as employees of the HSRC. It is the sole responsibility of the HSRC to legally dismiss and/or discipline interns.
- 4.1.11 Host Institutions will cooperate with the HSRC by maintaining adequate records and following due procedures in respect of dismissal and disciplinary matters.

## **4.2 Mentors shall be responsible for:**

- 4.2.1 Providing guidance and mentorship to appointed interns.
- 4.2.2 Monitor the conduct of interns under their supervision, and or institute the initial stages of the disciplinary process i.e. guidance and counselling and issuing of written verbal warning where deemed necessary as per the HSRC BCOS. Records of these must be kept in the intern file and copies also submitted to HSRC.
- 4.2.3 Developing an annual work programme in consultation with their interns and to submit it on the HSRC Internship System.
- 4.2.4 Allocate daily tasks and activities to interns.
- 4.2.5 Approve monthly time sheets to be submitted by the intern to the HSRC as per the template and system provided by the HSRC.

- 4.2.6 Approve applications for leave in respect of the intern as per the system utilized by the HSRC.
- 4.2.7 Assess intern performance on a semester basis and ensure the timely submission of the report to HSRC on the Internship System.
- 4.2.8 Monitor the submission of intern annual progress report at the end of each academic year on the HSRC Internship System.
- 4.2.9 Participate in the forums, meetings and training workshops hosted by the HSRC in respect of the Internship Programme.
- 4.2.10 Support and participate in the monitoring and evaluation activities implemented by the HSRC.

## **5. Responsibilities of the HSRC**

The HSRC shall be responsible for:

- 5.1 Overall management of the DSI-HSRC Internship Programme.
- 5.2 Allocation of intern positions to Host Institutions and the appointment of recommended candidates from Host Institution lists/recommendations.
- 5.3 Payment of intern stipends.
- 5.4 Monitoring and evaluation of the placement and programme activities including site visits to Host Institutions.
- 5.5 Implement capacity development programmes targeted at both interns and mentors.
- 5.6 Review annual workplans and progress reports received and provide feedback where appropriate.

## **6. Monitoring and Audit**

- 6.1 The HSRC shall be responsible for monitoring of the DSI-HSRC Internship Programme activities internally and externally at participating Host Institutions.
- 6.2 The HSRC shall be permitted to conduct institutional visits for purposes of verifying intern placement, work exposure and progress with regards to studies of appointed interns.
- 6.3 HSRC and or its Internal Auditors shall be granted access by a participating Host Institution to all records relating to appointed interns for audit and verification purposes.

## **7. Misconduct and Grievances**

- 7.1.1 Cases of misconduct and grievances between the Host Institution and or mentor and the placed intern shall be settled through the Host Institution's disciplinary code, grievance procedures and policies.
- 7.1.2 The Host Institutions will be expected to notify the HSRC of all cases of serious misconduct of placed interns in writing.
- 7.1.3 Interns are also allowed to refer their unsettled grievances and or complaints to the HSRC mediation department.

## **8. Breach**

- 8.1 Should the participating Host Institution breach any of the material terms of this Agreement and fail to remedy the breach within a period of Thirty (30) days from the date of receipt of a written notice calling upon the Institution to remedy such breach, HSRC shall be entitled to refer such breach for resolution and determination by means of the dispute resolution mechanism in South African Law.
- 8.2 HSRC may terminate this Agreement at any time, by giving the Host Institution a written notice of such termination if it is placed under voluntary or compulsory liquidation or under judicial management or receivership.

## ACCEPTANCE OF CONTRACT AGREEMENT

### ON BEHALF OF THE INSTITUTION:

This Contract Agreement represents a legally binding agreement between Human Sciences Research Council (HSRC) and the stated Host Institution and other named parties and must be read with thorough understanding.

The Host Institution, Mentors, Interns and the HSRC must observe and adhere to the conditions of the contract agreement as stated.

Signed on behalf of the HSRC at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
FOR THE HSRC

\_\_\_\_\_  
AS WITNESS

I, (print name of Host Institution's Human Resources Manager/Authorised signatory),  
\_\_\_\_\_

in my capacity as (print description of position) \_\_\_\_\_ accept on behalf of the  
(print name of institution) \_\_\_\_\_ the responsibility associated with  
this contract agreement for the DSI-HSRC Internship Programme.

\_\_\_\_\_  
SIGNED FOR THE HOST INSTITUTION

\_\_\_\_\_  
WITNESS

DATE: \_\_\_\_\_