**ACCA Internship Programme Cyprus, Terms and Conditions**

Entrants to the Internship Programme (Programme) are bound by the following Terms and Conditions. By entering the Programme, you confirm that you have read and unconditionally agree to all of these Terms and Conditions and that you accept any and all of ACCA’s decisions regarding the Programme as final and binding in all respects. This does not affect your statutory rights.

1. **Introduction**
   1. The Programme is for a three (3) month internship organised by the Association of Chartered Certified Accountants (ACCA), incorporated by Royal Charter (number RC000732) of the Adelphi, 1-11 John Adam Street, London, WC2N 6AU, and administered by either, PwC, Deloitte, EY, Grant Thornton, KPMG, or Baker Tilly (Partner Accountancy Firms).
   2. Up to 15 selected candidates will each be provided with a paid 3 month internship at the Nicosia office of a Partner Accountancy Firm.
   3. The selected interns will be invited to express a preferred Partner Accountancy Firm for their internship placement, but the final decision as to the placement is retained by ACCA.
   4. During their internship, selected interns will be paid a monthly allowance (part-funded by ACCA by way of grant to the Partner Accountancy Firm). The amount of the allowance will be advised to the selected intern(s) by the Partner Accountancy Firms, and will be paid in accordance with their individual payroll policies.
   5. If for any reason a selected intern is unable to complete their internship, payment of the allowance will be affected on a pro rota basis for the amount of days completed only.
   6. The internships will start between 6th January 2020 and finish on 31st March 2020. Selected interns must be available for full time work (Monday to Friday, 40 hours per week) during these dates. Alternative dates will not be offered under any circumstances.
2. **Terms and Conditions**
   1. The Programme is open to graduates who can evidence that they:
      1. have obtained or are predicted to obtain a classification of degree meeting or exceeding “very good”; and
      2. have obtained an English proficiency certificate issued by either Cambridge or Michigan University; and
      3. are aged 21 or over; and
      4. are resident of Cyprus, and eligible to work in Cyprus.
   2. Employees and their families of either ACCA or the Partner Accountancy Firms; and agents or any third party directly associated with the administration of the Programme are excluded from being able to enter the Programme.
   3. The Programme will have a two stage assessment process. Selected candidates will be selected by representatives from ACCA upon successful completion of both stages.
   4. Stage 1 is open to entrants from Monday 26th August 2019, 9:00 (Cyprus local time) until Friday 11th October 2019, 23:59 (Cyprus local time).
   5. For Stage 1, Programme entrants are required to submit to [cyprusinternship@accaglobal.com](mailto:cyprusinternship@accaglobal.com):
      1. a CV and a recent photograph; and
      2. their name, date of birth, email and postal address, telephone number; and
      3. name of their university along with degree title, and obtained or predicted degree classification/grade; and
      4. signed authorisation form
   6. Only one entry per entrant is permitted. If an entrant submits multiple entries this will result in their removal from the Programme.
   7. Successful entrants selected by the Stage 1 assessors will be invited to participate in Stage 2, an assessment day on Tuesday 19th November 2019 at 10:00 (Cyprus local time) in Nicosia. Location details will be provided in advance to those entrants progressing to Stage 2.
   8. The assessment day will be conducted in English.
   9. The assessment day will be judged using a combination of tasks and techniques to measure entrant’s suitability for an internship.
   10. Representatives from the Partner Accountancy Firms may be in attendance at the assessment day and may assist representatives from ACCA in selecting the successful candidates.
   11. The decision of the Stage 1& 2 assessors will be final and no correspondence will be entered into about it.
   12. Stage 2 entrants will be informed as to whether they have been successful in securing and internship by email (using the details provided upon entry) by Monday 25th November 2019.
   13. Successful candidates must confirm acceptance of their internship by emailing [cyprusinternship@accaglobal.com](mailto:cyprusinternship@accaglobal.com) by Tuesday 26th November 2019.
   14. If acceptance of the internship is not received by the date specified at clause 2.13, ACCA reserves the right to withdraw the offer of the internship.
   15. If at any stage in the Programme an entrant is disqualified from the Programme or an entrant cannot be traced or contacted after reasonable efforts have been made by ACCA, that entrant will forego the right to progress to the next stage of the Programme, and ACCA at its sole discretion may arrange for a replacement entrant to be selected.
   16. Entrants will be responsible for their own travel and accommodation costs to and from the assessment day. Refreshments and light snacks will be provided free of charge.
   17. Selected interns will be responsible for their own travel, accommodation and sustenance costs during their internship.
   18. The internships for the selected candidates are non-exchangeable, non-transferable and no cash alternative is offered.
   19. ACCA reserves the right to replace the internships with an alternative arrangement if circumstances beyond ACCA's control makes it necessary to do so.
   20. ACCA reserves the right to hold void, cancel, suspend, or amend the Programme where it becomes necessary to do so.
   21. ACCA reserves the right to refuse participation, or to disqualify, at any time during the Programme, any entrants who have submitted incorrect or misleading information. Entrants who do not comply with these Terms and Conditions may also be disqualified from the Programme without further notice. Entrants will have no recourse against disqualification decisions.
   22. ACCA accepts no responsibility for entries not successfully submitted due to a technical fault, technical malfunction, computer hardware or software failure, satellite, network or server failure of any kind.
   23. Submissions must not be libellous, offensive, obscene or in violation of intellectual property rights or rights of privacy or publicity. ACCA reserves the right to disqualify an entrant if a submission or any part thereof falls under one of these categories.
   24. Entries are submitted strictly on a non-confidential basis.
   25. Copyright of entries belongs to ACCA and entries will not be returned. By entering the Programme the entrants agree to participate in such promotional activity and material, including filming, as ACCA may require.
   26. By entering the Programme you hereby grant ACCA and its affiliates a worldwide, royalty-free licence to use your entry for any purpose and in any media, in perpetuity
   27. The names, images and logos identifying ACCA or third parties and their products and services are subject to copyright, design rights and trademarks of ACCA and/or third parties. Nothing contained in these terms shall be construed as conferring by implication, estoppel or otherwise any licence or right to use any trademark, patent, design right or copyright of ACCA or any other third party.
   28. Each Party warrants and undertakes that it (and its sub-contractors and agents if any) shall duly observe its obligations under the Data Protection Act 1998 and any superseding or amending legislation (including but not limited to the General Data Protection Regulations) and all other current data protection legislation which is relevant to performance of its obligations under these Terms and Conditions
   29. Under no circumstances will ACCA be liable for any of the following losses or damage (whether such losses where foreseen, foreseeable, known or otherwise): (a) loss of data; (b) loss of revenue or anticipated profits; (c) loss of business; (d) loss of opportunity; (e) loss of goodwill or injury to reputation; (f) losses suffered by third parties; or (g) any indirect, consequential, special or exemplary damages arising from the use of this website regardless of the form of action.
   30. Without prejudice to any other rights or remedies that each party may have, each party acknowledges and agrees that damages alone would not be an adequate remedy for any breach of the terms of this agreement by the other party. Accordingly, each party shall be entitled to the remedies of injunctions, specific performance or other equitable relief for any threatened or actual breach of this agreement.
   31. Selected interns will not be employed by ACCA as the internships will be provided by the Partner Accountancy Firms. Participation in the Programme shall in no event be considered or construed as giving rise to any contractual relations with ACCA or any of its affiliates and, in particular, shall not give rise to any employment relationship.
   32. If any of these terms are determined to be illegal, invalid or otherwise unenforceable, then to the extent in which that term is illegal, invalid or unenforceable, it shall be severed and deleted from these terms and the remaining terms shall survive, remain in full force and effect and continue to be binding and enforceable.
   33. The Programme will be governed by English law and entrants to the prize draw submit to the jurisdiction of the English courts.