Internship agreement

between the Faculty of Humanities, the student worker and student work-placement organisation

The undersigned

1. The Director of Education of the Department of ……, by mandate of the Dean of the Faculty of Humanities, University of Amsterdam, represented in this matter by the student work-placement contact person of the …….Programme

   name:
   address:
   postal code:
   city:
   phone:
   email:

   to be referred to hereafter as ***the applicant***

2. The organisation providing the student work-placement, represented in this matter

   name:
   address:
   postal code:
   city:
   phone:
   email:

   to be referred to hereafter as the ***work-placement organisation***

3. The student

   name:
   address:
   postal code:
   city:
   phone:
   email:

   to be referred to hereafter as ***the student worker***

are agreed upon the following:

Article 1

1. The student work-placement organisation will provide the student worker with an opportunity to conduct a student work-placement, as described in the student work-placement plan, in the context of his/her studies in ……, under the guidance of at least one supervisor, within its organisation in the department ....., for the duration of the student work-placement period.

2. The student work-placement plan has been included in Appendix 1 and is part of this agreement. The student work-placement plan may only be amended if all three of the above parties agree to this.

3. The student work-placement organisation will only assign those activities that are considered appropriate within the context of the student work-placement plan and will ensure regular supervision and support of the student worker.

Article 2

1. The student work-placement period will be as follows:
   Starting date of the student work-placement period:
   Final date of the student work-placement period:

2. The student worker will observe the working hours which apply within the student work-placement organisation, unless otherwise stated in the student work-placement plan.

Article 3

1. The student work-placement organisation appoints as supervisor

   name:
   address:
   postal code:
   city:
   phone:
   email:
   position:

2. The student worker appoints as supervising teacher:

   name:
   address:
   postal code:
   city:
   phone:
   email:
   position:

3. The student work-placement supervisor(s), supervisory teacher and student worker will assess the progress of the student work-placement at specific moments in time, which they agree upon together. Evaluation of the student worker will take place in the manner described in the student work-placement plan.

4. The teacher will have supervised access to the premises of the student work-placement organisation to enable him/her to gain an insight into the progress of the student worker.

Article 4

1. The student worker will be entitled to ... unpaid day(s) of leave per month. In addition, the student worker will be entitled to participate in educational activities at the times indicated in the student work-placement plan.

2. The student worker will be entitled to unpaid special leave under exceptional circumstances such as those arising from family crises or legal obligations, in accordance with the regulations applicable to the employees of the training organisation.

3. In the event of illness, the student worker will notify either the student work-placement supervisor or the administrative body of the student work-placement organisation, as well as the supervisory teacher.

Article 5

1. In the interest of order, safety and good health, the student worker will abide by the rules of conduct, regulations and instructions, insofar as such apply to the employees of the student work-placement organisation.

2. The student worker is committed to secrecy with respect to all information which he/she is told to be confidential, or which he/she may reasonably consider to be of a confidential nature. The secrecy also applies to the supervisory teacher when he/she needs to have access to this information with regards to the judgement of the student work-placement.

Article 6

1. If, in the course of the student work-placement, activities related to research are required, responsibility for the execution, form and content thereof, as well as for the processing of the results gained from such activities, lies with the student worker. Unless otherwise stated in the student work-placement plan, the student worker will be guided in these activities by the student work-placement supervisor(s) and the supervisory teacher.

2. Unless otherwise stated in the student work-placement plan, copyright and/or other academic ownership rights on research results will be held by the student worker.

3. The student worker will be entitled to publish any research results in consultation with the student work-placement supervisor(s) and supervisory teacher and in observance of the stipulations of this article and those of Article 5 paragraph 2, unless otherwise stated in the student work-placement plan.

Article 7

1. The student worker **will/will not** receive a travel allowance from the training organisation. This allowance amounts to €..... per day/ week/month.

2. The student-worker **will/will not** receive an student work-placement allowance from the training organisation. This allowance amounts to € ..... net/gross per day/week/month. Insofar as the allowance exceeds the limits of an expense allowance, the appropriate social insurance premiums and wage tax will be withheld with respect to the student work-placement allowance.

Article 8

1. For the purposes of covering eventual costs arising from an event for which the student worker might be held liable according to law: the student worker is completely co-insured through the company liability insurance of the student work-placement organisation.

2. The student worker will take out third party risk insurance and sickness insurance.[1]

Article 9

1. If problems arise during the student work-placement, the student worker will, in the first instance, consult the student work-placement supervisor(s).

2. Problems arising between the student worker and the student work-placement supervisor(s) will be presented to the supervisory teacher for settlement.

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[1] *Explanation of Article 8*
In 1995, the law was modified with regard to third party risk insurance. As a result, a student with third party risk insurance is no longer sufficiently insured against damage or injury sustained during the implementation of his/her duties on the premises of the student work-placement organisation. For the purposes of covering eventual costs arising from an event for which the student worker might be held liable according to law, an student work-placement organisation is emphatically advised to co-insure a student worker in its company liability insurance. In order to eliminate other possible items of loss, we urgently advise a student worker to take out third party risk insurance and a comprehensive sickness insurance.

3. In the event that a solution cannot be found by the student work-placement supervisor(s), the supervisory teacher and the student worker, the dispute will be presented to the Examination Board of (BA/MA)……

Article 10

1. The student work-placement organisation will not offer the student an employment contract before the student graduates, or will allow the student to complete his or her studies while employed.

2. In the case of employment a date of graduation will be agreed upon in consultation with the degree program the student is enrolled in.

Article 11

1. The student work-placement organisation is – in consultation with the supervisory teacher and the student worker – entitled to terminate this agreement if the management of the student work-placement organisation considers the student worker to have seriously misbehaved or acted inappropriately in terms of the rules of the organisation itself, or have behaved in such a way as to undermine the established order and atmosphere of the organisation.

2. The applicant is – in consultation with the supervisory teacher and the administrative body of the student work-placement organisation – entitled to terminate this agreement and withdraw the student worker if the applicant considers the student work-placement is not being conducted in accordance with the student work-placement plan, or if the student worker cannot be reasonably requested to continue the student work-placement with the student work-placement organisation. The applicant shall immediately inform the student work-placement supervisor(s) of such a decision through the mediation of the supervisory teacher.

Article 12

This agreement is not an employment contract in the sense of Article 1637a of the Dutch Civil Code unless otherwise expressly agreed in the student work-placement plan.

Drawn up and agreed upon

in .....

on .....

signed on behalf of the student work-placement organisation:

signed on behalf of the applicant:

signed by the student worker:

Attached: student work-placement plan

Note:
This is a specimen agreement to be used as a guideline to conclude an internship agreement. It is not imperative to use the agreement strictly in this form. The agreement may be adapted to the company's wishes.