



Internship agreement

- A copy of the student's passport must be attached to this agreement
- This form must be handed in at the location where the internship is fulfilled
- A copy of this form must be handed in at UCU for filing before the start of the internship (J. de Graaf, College Hall)

1. Parties involved

Personal information student

Family name: _____ First name: _____

Place of Birth: _____ Date of birth: _____

Citizen of: _____ Student ID: _____

Email: _____ Telephone: _____

Dutch residence permit number, if applicable: _____

☐ I have attached a copy of my passport

Home address during internship:

Representative for University College Utrecht

University College Utrecht

PO Box 80-145

3508 TC Utrecht, The Netherlands.

0031-30- 53 9900

Name: LHK Defize, visiting student internship coordinator

Telephone: 030-253985 Email: L.H.K.Defize@uu.nl

Host Institution

Name of Host Institution: _____

Internship address for student: _____

Telephone: _____ Fax: _____

Name of on-site supervisor: _____

Telephone: _____ Email: _____

2. Objectives and tasks of the Internship

- The **purpose** of this internship is to provide the student with experience of the practical application of theoretical knowledge he or she has already acquired. The host organisation and the educational institution will ensure that the student is given tasks and responsibilities according to the level of competence of the student and the educational objectives for the training period. This agreement therefore is not an employment contract.
- **Objectives Host Institutions:** responsibilities in order to meet the Host Institution objectives, as specified in the attached internship proposal and approved by the on-site Supervisor.
- **Educational objectives:** skills and knowledge to be acquired, as specified in the attached internship proposal and approved by the UCU internship coordinator/fellow.

3. Supervision and evaluation

- The host organisation names an on-site Supervisor and UCU (or unit of educational programme like a faculty) assigns an internship coordinator/fellow responsible for the student's internship. If any problems arise, the on-site Supervisor will contact the UCU coordinator.
- At the end of the internship a report from the student is required; the requirements for this report are available to the student before the internship begins. Upon completion of the report, the student presents one copy to the Host Organization, one to the UCU internship coordinator/fellow and one to the UCU Registrar, both in digital format and hard copy.
- Upon completion of the internship the host organisation provides the student with an evaluation of his or her internship as well as a written confirmation that the scheduled work programme has been undertaken and completed.
- The student must submit his/her report within two weeks after the internship has ended as specified under 4.

4. Internship arrangements

- The training period will take place excluding the (parts of) days that the staff of host organisation is not working from _____ until _____.
- The daily schedule of working hours of the host organisation applies to the student. The working hours per week are: _____
- The student must comply with all the regulations of the host organisation. The compensation for expenses per month will be: _____
- The compensation for travel expenses will be: _____
- The host organisation offers the necessary facilities for the student to execute his/her tasks and achieve his/her objectives.

- The student is obliged to apply secrecy to his or her activities during the internship at the host organisation if requested by the host organisation.
- The author's rights on the achieved results lie with the student if not explicitly regulated otherwise. Both the student and UCU may use the results for internal purposes without consultation of the host organisation, unless otherwise agreed.

5. Liability and Social Protection

- The host organisation will protect the student against any form of intimidation or discrimination at the workplace. The principle of equal rights will prevail.
- UCU is not liable for injuries and/or damage that the student may suffer from or during his/her internship.
- The student will make sure that he/she is insured for health, accidents in and out of the workplace, personal liability and medical repatriation.

Health

Name of the company and policy number:

Accidents

Name of the company and policy number:

Personal liability

Name of the company and policy number:

Medical repatriation (if abroad)

Name of the company and policy number:

6. Dispute

The student addresses the on-site supervisor of the host organisation in the first place in case of a dispute. If the dispute cannot be settled amicably between the student and the on-site supervisor it will be presented to the academic supervisor or UCU representative in order to try to reach a solution suitable to all parties.

7. End and ending of the internship

1. The internship ends

- a After the period agreed in article 3.
 - b If the student ends his study at the Dutch educational institution.
 - c If all parties agree to end the internship.
 - d If the student dies.
 - e If the host organisation is bankrupt or will be dissolved.
2. The host organisation can end this agreement, having heard the student and academic supervisor:
 - a If the on-site supervisor concludes that the student is not following the rules of the host organisation or the directions of the on-site supervisor.
 - b If the student does not comply with the regulations with regard to secrecy as agreed upon in article 3.
 - c If the student acts in a way that a host organisation cannot be requested to accept according to good reason.
 3. The on-site supervisor informs the UCU internship coordinator about any ending of the internship.
 4. The educational institution can end this agreement, having heard the UCU internship coordinator, the student and the on-site supervisor if the educational institution concludes that the internship is not complying with the educational objectives and/or the tasks laid out in this agreement or the student cannot be requested to deal with issues according to good reason. The UCU internship coordinator informs the on-site supervisor about any ending of the internship.

8. General provisions

1. Deviations from the articles in this agreement must be agreed upon in writing by the signing parties.
2. This agreement will be governed by Dutch law.

9. Signatures

The signatories confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.

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For the Host Institution:

Host supervisor: _____

Place: _____

Date: _____

Signature:

For University College Utrecht:

Visiting student internship coordinator: L.H.K. Defize

Place: _____

Date: _____

Signature:

Student

Name: _____

Place: _____

Date: _____

Signature: