## Appendix A: Wageningen University Internship Contract

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| This Internship Contract serves to lay down the agreement on the internship between the student, the employer and the university.  Signed copies have to be sent to the student and his/her study adviser, the supervisors on behalf of the employer and university. |

**Internship contract (hereinafter: “the Contract”)**

**Parties:**

**Student**

|  |  |
| --- | --- |
| Last name: | (hereinafter: “the Student”) |
| First name: |  |
| Registration number: |  |
| BSN (‘sofinummer’): |  |
| Date of birth: |  |
| Place of birth: |  |
| Address: |  |
| Postal code and town: |  |
| Telephone number: |  |
| Nationality: |  |

**Internship provider**

|  |  |
| --- | --- |
| Name: | (hereinafter: “the Employer”) |
| Address: |  |
| Postal code and town: |  |
| Country: |  |
| Represented by: |  |
| Email representative: |  |

**University**

|  |  |
| --- | --- |
| Name: | Wageningen University (hereinafter: “the University”) |
| Address: | Post office box 9101 |
| Postal code and town: | 6700 HB Wageningen |
| Country: | The Netherlands |
| Chair group: |  |
| Represented by: |  |
| Email representative: |  |

Where:

1. the Student is registered at the University based on a teaching agreement;
2. an internship is part of the master programme (include *specialisation* if applicable):

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| --- | --- |
|  | |
|  |

Article 1.

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| --- | --- | --- | --- |
| The internship will start on |  | and will end on |  |

The Employer shall offer the Student the opportunity to have an internship at its offices /premises. The Employer shall only assign those tasks to the Student that have a clear relationship with the objectives of the internship as described in article 2.

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The internship shall be at (place (& country) of work).

The time to be spent at the work placement is in accordance with normal full time working hours, except if agreed otherwise and not contrary to youth employment legislation.

Article 2.

The subject/topic of the internship is titled:

………………………………………………………………..

The university code of the internship is:

………………………………………………………………….

The internship programme (description of the project) is attached as annex 1 to this Contract.

This programme may be changed from time to time pursuant to a written agreement between the Employer, the University and the Student.

In a Learning Agreement, attached as annex 2 to this Contract, the Student and the (supervisor of the) University have set out the arrangements made in respect of the learning outcomes and the assessment of the internship.

Article 3.

The internship supervisor on the side of the Employer is:

………………………………………………………………

Article 4.

The supervisor[[1]](#footnote-2) on the side of the University is:

……………………………………………………………..

Article 5.

The Student shall write a report and a self-reflection paper (that can be included in the report or a separate paper) at the end of his/her internship. Moreover, the Student shall give a final oral presentation about his/her internship at the University and/or (if agreed so) at the work placement. The Student shall send the University a report and reflection paper, and (if applicable) a PowerPoint paper of his/her presentation at the work placement.

Article 6.

The Employer internship supervisor shall fill in an evaluation form on the performance of the Student. The final assessment and grade is the responsibility of the University supervisor and co-assessor.

Article 7.

The Student shall meet the requirements of the Employer regarding safety, health, labour hours/ holiday and confidentiality, etc. If requested by the Employer, the Student and the Employer shall conclude a secrecy agreement, provided however that the Student always retains the right to present the results of his/her internship as described in article 5. In the event of a conflict between the terms of such secrecy agreement and the terms and conditions of this Contract, the latter shall prevail.

Any intellectual property rights being the results of the internship will belong to the Employer. However, the Student has always the right to publish these results as described in article 5. In the event that (part of) these results must be kept confidential for reasons of vesting an intellectual property right in the name of the Employer, the latter may request that dissemination of the relevant results occurs in a closed assessment meeting.

Article 8.

The Student must inform both supervisors on absence and return from absence.

Article 9.

In the performance of the activities being part of the internship, neither the Student, nor the University will be liable towards the Employer and/or any third party for any damage or loss, except when the Student is liable for damage or losses being the result of wilful conduct or gross negligence.

The Employer shall indemnify and hold the Student and the University harmless for third party claims in respect of direct and indirect damage and losses.

The Employer shall take care of an adequate insurance of the Student similar to the one in place for employees.

The University has taken out a liability insurance policy which covers liability (if any) for both the University and the Student.

Article 10.

The Employer is responsible for withholding (income) taxes and premiums for social security and premiums where applicable, and shall indemnify and hold the Student and the University harmless for third party claims to that extent.

Article 11.

In case of accidents either at work or on the way to or from work, the Student shall immediately inform the University supervisor.

Article 12.

The Student receives a gross allowance of monthly

at a fulltime workweek: € ………..

The allowance for travel is: € ………..

The holiday allowance is: € ………..

Other allowances € ………..

Article 13.

This Contract will terminate automatically:

1. at the end of the internship period as referred to in article 1;
2. at the moment that the Student is no longer registered as a student of the University;
3. upon mutual written consent between the Student, the Employer, and the University.

Article 14.

The Employer may terminate this Contract early after consultation with the Student and the University if the Student does not perform pursuant the terms of this Contract, more specifically if the Student acts in violation with the rules as referred to in article 7, provided however that the Employer has issued a prior written warning to the Student.

Article 15.

In case of conflicts, the Student shall try to resolve the problem with the Employer supervisor. If they do not reach a solution of the problem(s), it will be discussed with the University supervisor.

Article 16.

This Contract is governed by Dutch Law. General terms and conditions of the Employer, whatever named, shall not be applicable to this Contract. Disputes will be amicably settled between the Parties. If an amicable solution cannot be reached, the Civil Court in Arnhem, the Netherlands, will be the competent court

Agreed and signed by

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer |  |  | Student |  | Wageningen University |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | | | |
| Place: |  |  | | | |
| Date: |  |  | | | |

## Appendix B: Wageningen University Learning Agreement

Internship description:

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The specific learning outcomes for this internship are:

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Agreements about communication with supervisors are:

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The requirements for the internship report are:

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The form Assessment internship Wageningen University will be used. The percentages used in the assessment are[[2]](#footnote-3):

|  |  |
| --- | --- |
| **Learning outcomes (assessment criteria)** | **Percentage** |
| A. Professional skills | 35% |
| B. Report internship | 35% |
| C. Self-reflection on internship | 20% |
| D. Presentation | 5% |
| E. Examination | 5% |

Agreed and signed by

|  |  |  |
| --- | --- | --- |
| Student |  | University supervisor |
|  |  |  |

1. This can be another staff member than the representative of the Chair Group. [↑](#footnote-ref-2)
2. If there are good reasons to change percentages (within the ranges set in the assessment form), these can be discussed during the preparation of the internship agreement. [↑](#footnote-ref-3)