**STATUS OF THE INTERNSHIP CONTRACT**

- The internship contract formalises the agreements made between the student-trainee, the Division, and the internship provider. It is a supplementation and elaboration of the rights and obligations that the parties already have based on the Higher Education and Research Act, the Education and Exam Regulations and the student statute.

**FILL IN AND SIGN THE CONTRACT**

- If the internship is to take place at several institutions (a 'split internship'): please complete a separate form for each institution.

- Before any internship activities begin, this form must be filled in for all internships by the student, the supervisor, and the representative of the internship provider. The student, the Division and the provider must all sign the form. The original contract has to be handed in at the student secretariat, and a scan should be sent to the student secretariat, the internship provider, and the WU internship supervisor.

- If the internship provider has its own internship contract, please contact Lisette de Groot, because this form needs to be signed by Legal Affairs. A copy should be sent to the WU supervisor. In this case, use the WU form to only fill in the sections that are not included on the provider's form (e.g. specialisation, course code).

- After adding to and/or changing the contract (if applicable), the student will be given a new copy.

**PROBLEMS AND COMPLAINTS**

- If there are problems or complaints having to do with supervision or evaluation, the student can contact: the Department Administrator (*Dagelijks Bestuur*) or Education Coordinator; a Student Counsellor; his / her Study Coordinator; the Examination Appeal Committee; the Confidential Counsellor.

- If necessary, the legal office can help you choose the plaintiff and submit the complaint.

**PLEASE USE THE INSTRUCTIONS WHEN FILLING IN THIS FORM**

**IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS**

**Internship in the Netherlands and work permit**

WU students who do **not** have the nationality from one of the following countries:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Malta, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, or the United Kingdom,

**and** who wish to do their internship **in the Netherlands**, **must also** fill in the form ‘Standard internship agreement for non-EU/EEA- students’. This Agreement can be downloaded from:

<https://www.nuffic.nl/en/files/documents/standard-internship-agreement-for-non-eu-eea-students-as-defined-in-article-1f-of-the-foreign-nationals-employment-act-implementation-decree-buwav.pdf>

By filling in and signing this agreement, the internship provider does not need to apply for a work permit for the international student. The Trainee Agreement should be filled in by the student, the supervisor, and the representative of the internship provider. The internship provider must be able to show the Trainee Agreement to the Dutch Labour Inspectorate (*Arbeidsinspectie*) upon request.

Please note that **both** the ‘Wageningen University Internship Contract’ and the ‘Standard internship agreement for non-EU/EEA- students’ must be completed.

## 1 Student particulars

Name: <>

Address: <>

Study programme: MSc Nutrition and Health

Registration number: <>

Specialisation: <>

Course name: MSc Internship Nutrition and Disease

Course code: HNE-748**24** **/** **27** **/** **30 / 33 / 36** (please choose)

## 2 Instructor / supervisor at Wageningen University

Name: <>

Department: AFSG - Division of Human Nutrition

Chair group: <>

Address: Stippeneng 4, 6708 WE Wageningen, Gebouw 124 (Helix Building)

E-mail: <>

Availability: <days of the week / phone number / etc>

## 3 Supervisor at internship provider

Name: <>

Institution: <>

Address: <>

E-mail: <>

Availability: <>

## 4 Examiner

Name: <>

Department: AFSG - Division of Human Nutrition

Chair group: <>

Address: Stippeneng 4, 6708 WE Wageningen, Gebouw 124 (Helix Building)

**PLAN**

## 5 Subject / title and type of the internship

<describe>

## 6 Aim of the internship

<describe>

## 7 Research questions

*This will be discussed in the first week of the internship*

<describe>

## 8 Prior knowledge

*Example: Knowledge and skills in the field of nutritional assessment, body composition, and energy requirements. Knowledge and skills in data analysis.*

<describe>

## 9 Student's motivation

*Please describe the reason for participating in this internship.*

<describe>

## 10 Educational aims

*Please describe the personal educational aims of the student. Please note that these aims need to be addressed in the ‘Reflection paper’ at the end of the internship.*

<describe>

## 11 Nature of activities

<describe>

## 12 Planning

*State the internship period and include milestones if relevant. A more detailed scheme for the various activities can be presented in a work plan.*

Start date: <>

End date: <>

## 13 Facilities

*Provide a summary of the facilities (materials, budget, apparatus etc.) that are required to carry out the planned activities.*

<describe>

## 14 Report

*The format of the report will be discussed with the internship provider. The end product can be a scientific paper, brochures with scientific evidence, course material, etc. A “regular” report similar to a master thesis is also possible.*

<describe>

**AGREEMENTS**

## 15 Supervision and evaluation

*Clear and concrete agreements have been made between the student, the instructor and the supervisor of the internship provider concerning supervision and evaluation. List the agreements that have been made for each phase:*

### A Supervisory responsibility of the instructor (=WU) during the internship

Approval of the work plan and research activities; approval of the draft version of the report; supporting the student in case of problems; deciding on the internship mark based on the assessment by the internship supervisor.

### B Supervisory responsibility of the internship supervisor (=internship provider)

The internship supervisor will provide the facilities, data, and the main support and supervision during the internship.

### C Type, duration, time and frequency of the supervision

Usually student and instructor have contact by e-mail after about 2 weeks, 2 months, and 2 weeks before the end of the internship.

Student and internship supervisor have more frequent meetings; at least every 2 weeks but more if deemed necessary.

### D Division of tasks between the instructor and supervisor concerning the supervision and evaluation procedure

The internship supervisor provides the daily supervision and performs the assessment of the student. The WU-instructor may advise on the scope of the report and the requirements for an academic internship and is responsible for the final grading of the internship.

### E Criteria for evaluating the internship

The internship will be evaluated according to the learning outcomes indicated on the internship assessment form.

## 16 Duties and obligations

*Describe the duties and mutual obligations of the educational institution and the internship provider, such as how to deal with data and the internship report.*

Data will remain the property of the internship provider. In case of a scientific publication based on the work (e.g. data analysis and report) of the student, co-authorship should be discussed with the student and, if desirable, with the internship provider.

## 17 Agreements about facilities

*Describe any concrete agreements made between the parties concerning apparatus and workspace, materials, housing, insurance, expenses, transportation and special circumstances.*

## 18 Special circumstances

*Describe any agreements made between the parties concerning special circumstances such as circumstances beyond one's control, the intensity of the activities and physical disability*.

## 19 Signing the agreement

*signature, city and date*

|  |  |  |
| --- | --- | --- |
| **Student** | **Supervisor WU** | **Supervisor Internship provider**  |
| <name> | <name> | <name> |
| <signature> | <signature> | <signature> |
| <city> | Wageningen | <city> |
| <date> | <date> | <date> |