

Checklist when other internship contracts are used

Note: using the WU contract form (aligned with all Dutch universities by UNL) is strongly advised.

1. Make sure that the period of the internship is correctly addressed (start and finish data; no open end).
2. Make sure that your internship assignment is well described and that the plan for the internship (your Learning Agreement) is part of the contract.
3. Make sure that there are clear agreements regarding working hours, facilities and possibilities for leave.
4. Be aware that the author rights of the internship reports belong to you.
5. Be aware that it is clear to whom the intellectual property rights of the outcomes of the internship belong; most likely to the employer.
6. Be aware that the WU is allowed to use the internship reports for accreditation purposes (including confidential reports).
7. Make sure that no penalty clause has been included in the agreement and contact the internship coordinator of the chair group if a penalty clause is part of the contract.
8. Make sure that your internship coordinator has checked the specific agreement before you sign it.

Checklist for a separate NDA (non-disclosure agreement), partly overlapping the checklist above:

1. Make sure you agree upon a certain period of time for the confidentiality.
2. Make sure that your WU supervisor, the examining board, WU examiners and the accreditation panel have access to the confidential part of your report(s).
3. Make sure that no penalty clause has been included in this agreement.