

# Wageningen University & Research Adaptation Physiology Group (ADP)

## Internship Contract and Learning Agreement

This internship contract formalises the agreements made between the student, a representative of the Adaptation Physiology Group and a representative of the internship provider before the start of the internship.

Student and representatives sign a copy of the form. The ADP secretariat will archive the original internship contract and learning agreement and the student will receive a copy by email.

For complaints on the supervision or assessment the student can appeal to:

- The study advisor for advice and support
- The Examining Board for advice on procedures or an official complaint.
- The Examination Appeals Board.
- A dean or a Confidential advisor for students

For additional information see explanation at the website [www.wageningenur.nl/ADP](http://www.wageningenur.nl/ADP)

### **1. Information on student**

Student \_\_\_\_\_  
Registration number \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_  
Telephone number \_\_\_\_\_

### **2. Information on supervisor at Internship provider**

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_  
Telephone number \_\_\_\_\_

### **3. Information on supervisor at Wageningen University & Research**

Name \_\_\_\_\_  
Chair group Adaptation Physiology Group  
Address De Elst 1, 6708 WD Wageningen  
E-mail \_\_\_\_\_  
Telephone number \_\_\_\_\_

### **4. In case of emergency contact**

Name \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Important medical details \_\_\_\_\_

### **5. Subject**

Subject internship project \_\_\_\_\_  
Type of internship \_\_\_\_\_  
Course code ADP-704..  
Confidentiality (yes/no) \_\_\_\_\_

## **6. Planning**

Date of start \_\_\_\_\_

Date of finish \_\_\_\_\_

Include a scheme for the various activities to be carried out during the practical training. If possible, clearly indicate the phases of the internship.

## **7. Report**

(Language and lay out, time and format of transfer of results and data, agreements on secrecy of results and publicity of the thesis report)

## **8. Criteria for evaluating the internship**

At the end of the internship the secretary sends an evaluation form to the supervisor at the internship provider.

## **9. Duties and obligations**

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

## **10. Arrangement about facilities**

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

### 11. Learning agreement

The specific learning outcomes for this work placement are:

The requirements on the report of the work placement are:

### 12. Assessment

The evaluation form for internship of ADP will be used. The percentages in the evaluation form that will be used are:

Learning outcomes (assessment criteria)	Percentage
A. Professional skills	40%
B. Internship report	30%
C. Self-reflection on internship	20%
C. Colloquium	5%
D. Examination	5%

The assessment will be done in week (on) \_\_\_\_\_

### 13. Signature

The student agrees to report any relevant change in circumstances which may affect the results of the project to the supervisor.

The student declares to be acquainted with rules and procedures of the chair group and with the assessment form. The chair group declares to have provided the student with all relevant information (including rules, regulations, safety issues).

**Wageningen,**

**Name**

**Date**

**Signature**

**Student:** \_\_\_\_\_

**Supervisor  
internship provider:** \_\_\_\_\_

**Supervisor  
Wageningen Uni.:** \_\_\_\_\_

**Chair holder:** Prof. Dr B. Kemp

## Explanation

This Wageningen University & Research (WUR) internship contract and learning agreement of the Adaptation Physiology Group (ADP) serves to lay down agreements between the student, a representative of the Adaptation Physiology Group and a representative of the internship provider. The agreement registers rights and duties of all parties.

1. The internship provider shall offer the student the opportunity to have an internship at its offices/premises. The internship provider shall only assign those tasks to the student that have a clear relationship with the objects of the internship as described in article 5.
2. The time to be spent at the work placement is in accordance with normal full time working hours, except if it is agreed otherwise and not contrary to employment legislation for youngsters.
3. In the learning agreement (article 11) the student and the representative of the Adaptation Physiology Group have laid down the arrangements made in respect of the learning outcomes and the assessment of the internship.
4. 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 report and reflection paper to the secretariat of the Adaptation Physiology Group ([office.adp@wur.nl](mailto:office.adp@wur.nl)).
5. The supervisor at the internship provider shall fill in an evaluation form on the performance of the student. The final assessment and marking is the responsibility of the supervisor and examiner at the side of the University.
6. The student shall meet the requirements of the internship provider regarding safety, health, labour hours/holiday and confidentiality, etc. If requested so by the internship provider, the student and the internship provider conclude a secrecy agreement, provided however that the student always keeps the right to present the results of his/her internship on the ways as described in article 4. In the event of a conflict between the terms of such secrecy agreement and the terms and conditions of the contract, the latter shall prevail.  
Intellectual property rights being the results of the internship will belong to the internship provider. However, the student has always the right to publish these results in the way as described in article 4. 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 internship provider, the latter may request that dissemination of the relevant results will take place in a closed assessment meeting.
7. The student must inform both supervisors on absence and return from absence.
8. In the performance of the activities being part of the internship, nor the student, nor the university will be liable towards the internship provider 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 internship provider shall indemnify and hold the student and the university harmless for third party claims in respect of direct and indirect damage and losses.  
The internship provider shall take care for an adequate insurance of the student similar to the one which is in place for its employees. Anyway the university has taken out liability insurance on which policy the liability (if and) for both the university and the student is covered.
9. The internship provider is responsible for the withholding of (income) taxes and premiums for social security and premiums as far as applicable and shall indemnify and hold the student and the university harmless for third party claims to that extent.
10. In case of accidents either work or on the way to or from work, the student shall inform the supervisor at the side of the university immediately.

- 11.** This internship agreement will terminate automatically:
- at the end of the internship period as referred to in article 6;
  - at the moment that the student is not registered anymore as a student of the University;
  - upon mutual written consent between the student, the internship provider, and the university.
- 12.** The internship provider may early terminate this internship agreement after consultation of 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 9, provided however that the internship provider has issued a prior written warning to the student.
- 13.** In case of conflicts the student shall try to solve the problem with the supervisor on the side of the internship provider. If they do not reach a solution of the problem(s), the problem will be discussed with supervisor on the side of the university.
- 14.** This Contract shall be governed by Dutch Law. General terms and conditions of the internship provider, whatever named, shall not be applicable to this internship agreement. 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