**Wageningen University Internship Contract and Learning Agreement**

(suggestions indicated in yellow)

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| This Internship Contract and Learning Agreement[[1]](#footnote-1) 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 advisor, the supervisors on behalf of the employer and university.  |

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

**Parties:**

**Student**

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

**Internship provider**

|  |  |
| --- | --- |
| Name: |  (hereinafter: “the Employer”) |
| Address: |  |
| Postal code and town: |  |
| Country: |  |
| Represented by: |  |
| Telephone number: |  |
| **Internship supervisor** |  |
| Name: |  |
| Email Supervisor: |  |
| Telephone number: |  |
| Academic level  |  |
| (e.g., MSc/PhD): |  |

**University**

|  |  |
| --- | --- |
| Name: | Wageningen University (hereinafter: “the University”) |
| Address: | P.O.box 9101 |
| Postal code and town: | 6700 HB Wageningen |
| Country: | The Netherlands |
| Chair group: |  |
| Examiner: |  |
| Name supervisor: |  |
| Email supervisor: |  |
| Telephone number: |  |

Whereas:

1. the Student is registered at the University based on a teaching agreement;
2. an internship is part of the master programme:

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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 objects of the internship as described article 2.

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The internship shall be at (place of work).

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.

Article 2.

The subject/topic of the internship is entitled:

………………………………………………………………..

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 laid down the arrangements made in respect of the learning outcomes and the assessment of the internship.

Article 3.

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, and (if applicable) a PowerPoint paper of his/her presentation at the work placement to the University.

Article 4.

The internship supervisor at the side of the Employer 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.

Article 5.

The Student shall meet the requirements of the Employer regarding safety, health, labour hours/ holiday and confidentiality, etc. If requested so by the Employer the Student and the Employer shall conclude a secrecy agreement, provided however that the Student always keeps the right to present the results of his/her internship on the way as described in article 3. 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.

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 in the way as described in article 3. 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 will take place in a closed assessment meeting.

Article 6.

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

Article 7.

In the performance of the activities being part of the internship, nor 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 willful 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 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 any) for both the University and the Student is covered.

Article 8.

The Employer 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.

Article 9.

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

Article 10.

The Student receives a gross allowance of monthly

at a fulltime workweek: € ………..

The allowance for travelling is: € ………..

The holiday allowance is: € ………..

Other allowances € ………..

Article 11.

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 not registered anymore as a student of the University;
3. upon mutual written consent between the Student, the Employer, and the University.

Article 12.

The Employer may early terminate this Contract 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 5, provided however that the Employer has issued a prior written warning to the Student.

Article 13.

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

Article 14.

This Contract shall be 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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Signature |  |  |  |  |  |
|  |  |  |
| Place |  |  |  |  |  |
| Date |  |  |  |  |  |

**Annex 1 Internship Programme (Project Description)**

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| **Nature of activities**: *Describe in detail the activities to be carried out during the internship .*1.
2.
3.
4.

**Research questions**: *If applicable, the research question/s can be described in greater detail*.1.
2.
3.
4.

**Planning**: *State the internship period and include a detailed scheme (calendar) for the various activities to be carried out during the internship. If possible, clearly indicate the phases of the internship.***Supervision***: Clear agreements have been made between the student, and the supervisor of the internship provider concerning supervision. List the agreements that have been made regarding the supervision: type, duration, time and frequency of the supervision*The WUR instructor will not provide direct supervision but if required can be contacted via e-mail or Skype. The supervisor will be responsible for supervision for the student during his/her stay. When he/she is not available another member of the group will be able to answer urgent questions or help out with urgent problems.Every week progress and results will be discussed between supervisor and student. During these weekly meetings extra, less or different appointments can be made.Evaluation of the Academic internship is done by using a evaluation sheet (see attachment). The supervisor mainly evaluates the students contribution to the team and his/her competence at the tasks provided. The instructor will mainly take the assessment report of the external supervisor into account when making a final evaluation. If possible, the instructor and the supervisor will discuss their assessments so that the instructor can come up with a final evaluation. **Logistics:** *Describe any agreement made between the parties concerning apparatus and workspace, materials, housing, insurance, transportation, ethics, etc. Who will be responsible for organizing these?*Financial issues: *Describe any agreement made between the parties concerning the costs and expenses (materials, travel, accommodation, etc.). Who will cover these expenses?*Report: *The internship must yield a report: briefly describe the content of the expected internship report*The report comprises two parts comprising the following aspects:Part 1:Description of the host organisationDescription of the study area and/or country including basic information about forest ecology and management issues. Description of (research) activities; can be a description of multiple tasks, project, project results etc. Part 2: Reflection on the internship based on the Educational aims formulated in this contract.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*. |

Student declares to consult a doctor before going abroad
*(Tick the box for agreement if appropriate)*

**Annex 2 Learning Agreement**[[2]](#footnote-2)

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| The specific learning outcomes for this work placement are: |
| 1.
2.
3.
4.
5.

*Example for inspiration:**1) Improve skills on finding and integrating literature on forest ecology and management and certification for the tropics, specifically in Central and South America;**2) Improve communication skills with various stakeholder groups** *Learn to organise meetings*
* *Learn to inform stakeholders/organisations about certification issues*
* *learn to report and communicate about feasibility of certification in South America*

*3) Improving team working skills in a small organisation**4) Learn to work independent and organise my own work* *5) Learn to build up networks for possible future jobs**6) Learn to deal with changing working circumstances**7) Learn about forest certification in the South American tropics in practise**8) Learn about the economic limitation of forest certification**9) Learn about the economic prospects for a producer of certified timber for the global world*  |

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| The requirements on the report of the work placement are: |
|  |

The excel form [Assessment Internship Wageningen University](https://portal2.wur.nl/sites/OWI/kwaliteitszorg/Policy%20Documents%20and%20Forms/Internship%20assessment%20form.xls)[[3]](#footnote-3) will be used.

The percentages used in the assessment form will be:

|  |  |
| --- | --- |
| **Learning outcomes (assessment criteria)** | **percentage** |
| A. Professional skills | 35% |
| B. Report internship | 40% |
| C. Self reflection on internship | 20% |
| D. Presentation and examination | 5% |

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| --- | --- |
| The assessment will be done in week  |  |

Agreed and signed by

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

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1. Wageningen University, Educational Institute, 15.08.2011 [↑](#footnote-ref-1)
2. This is an agreement between the student and the university supervisor. [↑](#footnote-ref-2)
3. [https://portal2.wur.nl/sites/OWI/kwaliteitszorg/Policy Documents and Forms/Internship assessment form.](https://portal2.wur.nl/sites/OWI/kwaliteitszorg/Policy%20Documents%20and%20Forms/Internship%20assessment%20form.xls)

 [↑](#footnote-ref-3)