**Wageningen University Internship Contract and Learning Agreement**

|  |
| --- |
| This Internship Contract and Learning Agreement serve 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**

|  |  |
| --- | --- |
| Last name: |  (hereinafter: “the Student”) |
| First name: |  |
| Gender: |  |
| 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: | HWM |
| Represented by: | Victor Bense |
| Email representative: | victor.bense@wur.nl |

Whereas:

1. the Student is registered at the University based on a teaching agreement;
2. an internship

|  |
| --- |
| is part of the master program: MEE or MCL |
|  |

Article 1

|  |  |  |  |
| --- | --- | --- | --- |
| 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. The internship will take place at [ ].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:

HWM-70424

………………………………………………………………….

In a Learning Agreement, attached as **annex 1** 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.

The internship program (description of the project) is attached as **annex 2** to this Contract.

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

Article 3

The internship supervisor at the side of the Employer is:

………………………………………………………………

Article 4

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

……………………………………………………………..

Article 5

Division of tasks between the coordinator (WU), supervisor (WU) and supervisor (practical training provider) concerning the supervision and evaluation procedure.

Coordinator (WU) Victor Bense:

* Midterm evaluation with student and internship provider;
* Evaluation of the presentation at the Wageningen University and professional skills;
* Contact person for the practical training provider and the student, in case of planning, unforeseen situations, evaluation criteria, etc.

Supervisor (WU):

* Evaluation of the internship report;
* Supervision on request.

Supervisor (practical training provider):

* Evaluation of the professional skills;
* Daily/weekly supervision on location.

Article 6

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 will send both, the report and a PowerPoint paper of his/her presentation to the University.

Article 7

The internship supervisor at the side of the Employer shall fill in an evaluation form on the performance of the Student (professional skills). The final assessment and marking is the responsibility of the supervisor at the side of the University.

Article 8

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 6. 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 6. 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 9

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

Article 10

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, provided however that 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. Anyhow the Employer shall take care for a proper health care insurance.

Anyway the University has taken out a liability insurance on which policy the liability (if any) for both the University and the Student is covered.

Article 11

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 12

In case of accidents either at work or on the way to or from work, the Employer undertakes to send all the necessary documents, as soon as possible, to the supervisor at the side of the University, whose responsibility it is to complete the required formalities.

Article 13

The Student receives a gross allowance of monthly

at a fulltime workweek: € ………..

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

The holiday allowance is: € ………..

Other allowances € ………..

Article 14

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 15

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 8, provided however that the Employer has issued a prior written warning to the Student.

Article 16

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 17

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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | Victor Bense  |
|  |  |  |
| Place: |  | Wageningen |
| Date: |  |  |

**ANNEX 1. Learning Agreement[[2]](#footnote-2)**

|  |
| --- |
| The specific learning outcomes for this work placement are: |
| * Development of professional skills;
* Working with data and models;
* Reporting and presentation skills;
* Self reflection (strong/weak sides, functioning in a group, type of future job, etc.)
 |

|  |
| --- |
| The requirements on the report of the work placement are: |
| * Clear report in English or Dutch;
* The report has the structure of a research report:
	+ Introduction
	+ Methods
	+ Results
	+ Discussion
	+ Conclusion
	+ Literature
* The report will be evaluated on the following items (see also evaluation form):
	+ Formulation goals, frame work project
	+ Theoretical underpinning, use of literature
	+ Use of methods and processing data
	+ Reflection on results
	+ Conclusions and discussion
	+ Fluency of language and writing skills

|  |
| --- |
|  |

 |

**ANNEX 2. Project description (attached to this Contract)[[3]](#footnote-3)**

**Assessment Internship**

The excel form [Assessment Internship Wageningen University](https://portal2.wur.nl/sites/OWI/kwaliteitszorg/Policy%20Documents%20and%20Forms/Internship%20assessment%20form.xls)[[4]](#footnote-4) will be used.

The percentages used in the assessment form will be:

|  |  |
| --- | --- |
| **Learning outcomes (assessment criteria)** | **percentage** |
| A. Professional skills | 30% |
| B. Report internship | 40% |
| C. Self reflection on internship | 10% |
| D. Presentation  | 10% |
| E. Examination | 10% |

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

Agreed and signed by

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

1. This can be another staff member than the representative of the chair group. [↑](#footnote-ref-1)
2. Annex 1: This is an agreement between the student and the university supervisor. [↑](#footnote-ref-2)
3. Annex 2: Description of the project, (subject, research questions, methodology, planning, etc). [↑](#footnote-ref-3)
4. [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-4)