

WAGENINGEN UNIVERSITY PRACTICAL TRAINING CONTRACT

STATUS OF THE PRACTICAL TRAINING CONTRACT

- The practical training contract formalises the agreements made between the student-trainee, the department and the practical training provider. In this sense, it is a further 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 practical training is to take place at several institutions (a 'split practical training'): please complete a separate form for each institution.
- Before any practical training activities begin, this form must be filled in for all practical trainings by the student, the supervisor, the examiner and the representative of the practical training provider. If the practical training provider has its own practical training contract, on the present form you should fill in only the sections that are not included on the provider's form.
- The student, the department and the provider must all sign the form. Each will receive an original contract, and a copy will also be sent to the study coordinator. The department and study coordinator will also receive a copy of the practical training form (if there is one) of the practical training provider.
- After adding to and/or changing the contract, 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 !!!

1 Student particulars

Name

Address

Study programme

Specialisation

2 Instructor / supervisor at Wageningen University

Name

Department

Group

Address

3 Supervisor at practical training provider

Name

Institution

Address

Availability

4 Examiner

Name

Department

Group

Address

PLAN

5 Subject / title and type of practical training

Describe the practical training subject and the type of practical training (possibly in combination with thesis).

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6 Aim of the practical training

State the desired objective in general terms and in detail.

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7 Research questions

If applicable, the research question can be described in greater detail.

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8 Prior knowledge

Describe the prior knowledge required of the student.

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9 Student's motivation

Here the student describes his or her reason for participating in the practical training.

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10 Educational aims

List the educational aims of the practical training for each area (orientation, specialised expertise, skills and reflection) clearly and in detail. This can be supplemented with the personal educational aims of the student.

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11 Nature of activities

Describe in detail the activities to be carried out during the practical training.

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12 Planning

State the practical training period and include a detailed scheme for the various activities to be carried out during the practical training. If possible, clearly indicate the phases of the practical training.

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13 Facilities

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

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14 Report

The practical training plan must include a report proposal.

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AGREEMENTS

15 Supervision and evaluation

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

A Supervisory responsibility of the instructor during the practical training

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B Supervisory responsibility of the practical training supervisor

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C Type, duration, time and frequency of the supervision

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

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E Criteria for evaluating the practical training

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16 Duties and obligations

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

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17 Agreements about facilities

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

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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.

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19 Signing the agreement

signature, city and date

Student	Supervisor WU	Supervisor at practical training provider	Examiner
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City	Date
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