

WAGENINGEN UNIVERSITY INTERNSHIP CONTRACT

STATUS OF THE INTERNSHIP CONTRACT

- The internship contract formalises the agreements made between the student-trainee, the department and the internship 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 internship is to take place at several institutions (a 'split internship'): please complete a separate form for each institution.
- Before any internship activities begin, this form must be filled in for all internships by the student, the supervisor, the examiner and the representative of the internship provider. If the internship provider has its own internship 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 internship form (if there is one) of the internship 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 !!!

IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

INTERNSHIP IN THE NETHERLANDS AND WORK PERMIT

WU students who do **NOT** have the nationality from one of the following countries:

Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Malta, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, or the United Kingdom,

and who wish to do their internship **in the Netherlands**, **must also** fill in the form 'Dutch Student – Trainee Agreement – Part 1'.

This Agreement can be downloaded from: www.nuffic.nl/pdf/netwerk/cospa-stageovereenkomst2.doc

By filling in and signing the Trainee Agreement, the internship provider does not need to apply for a work permit for the international student. The Trainee Agreement should be filled in by student, the supervisor, the examiner and the representative of the internship provider. The internship provider must be able to show the Trainee Agreement to the Dutch Labour Inspectorate (*Arbeidsinspectie*) upon request.

Please note that both the 'Wageningen University Internship Contract' and the 'Dutch Student – Trainee Agreement – Part 1' must be completed.

1 Student particulars

Name

Address

Study programme

Registration number:

Specialisation

Course name

Course code

2 Instructor / supervisor at Wageningen University

Name
Department.....
Group.....
Address
E-mail

3 Supervisor at internship provider

Name
Institution
Address
E-mail
Availability.....

4 Examiner

Name
Department.....
Group.....
Address

PLAN

5 Subject / title and type of the internship

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

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6 Aim of the internship

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 internship.

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10 Educational aims

List the educational aims of the internship 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 internship.

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12 Planning

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

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Start of the internship End of the internship.....

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 internship 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 internship provider concerning supervision and evaluation. List the agreements that have been made for each phase:

A Supervisory responsibility of the instructor during the internship

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B Supervisory responsibility of the internship 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 internship

The internship will be evaluated according to the learning outcomes indicated on the internship assessment form.

16 Duties and obligations

Describe the duties and mutual obligations of the educational institution and the internship provider, such as how to deal with data and the internship 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 internship provider	Examiner
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City	Date
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