

Model internship agreement

School of Humanities Vrije Universiteit Amsterdam

The undersigned,

Intern

Name:

Address:

Telephone:

E-mail:

Study programme:

Student number:

Organisation providing the internship

Name:

Address:

Telephone:

E-mail:

Mentor - organisation

Name:

Address:

Telephone:

E-mail:

Supervisor - study programme

Name:

Address:

Vrije Universiteit Amsterdam, School of
Humanities
De Boelelaan 1105
1081 HV Amsterdam

Telephone:

020 – 5986

E-mail:

have agreed as follows:

A. Duration and scope of the internship

1. The internship will commence on / / and continue through / / ; average of hours per week.
2. The internship consists of hours (= credits), including the internship report.
3. The intern is entitled to days of leave per month.
4. The intern is entitled to special leave in the event of extenuating family circumstances or statutory obligations, in accordance with the regulations applicable to staff members at the organisation providing the internship.
5. In the event of illness, the intern shall notify the mentor or the administration of the organisation providing the internship as well as the supervisor.

B. Aims of the internship

6. The aim of the internship:
 - Interns carry out work at the level of their study programme that is relevant to their study programme and performed with a large measure of independence.
 - The internship offers students an opportunity to become acquainted with the job market. Students get the opportunity to put their expectations to the test in the working world.

- Experience in developing a work ethic, professional skills and putting academic knowledge and skills into practice.
- Building social skills: the internship offers students the opportunity to gain experience of working relations, conduct in the workplace, working hours, pace of work, work-related processes and work-related organisations.
- To initiate and conduct independent research in the context of an organisation that is relevant to the study programme; this research should be based on the needs (and/or research question) of that organisation.

7. Description of the assignment:

8.

Description of the organisation:

9.

Learning objectives:

10.

End product:

C. Agreements regarding supervision and assessment

11. a. Supervision:
- Meetings with the supervisor: once a month. During these meetings, the supervisor will try to form an impression of the relationship between the internship and the university degree study programme.
 - Meetings with the mentor: twice a month.
 - Joint meeting with the mentor and the supervisor: halfway through the internship at the organisation.
- b. Assessment/evaluation:
- The internship ends with a meeting between the student, the supervisor and the mentor. The internship report is assessed by the mentor and the supervisor, with the latter holding final responsibility.

D. Other provisions

12. If the internship will include research activities, responsibility for the form and content of the research, for its implementation and for processing the results will rest with the intern, working under the supervision of the mentor and the supervisor. The research design shall not be tailored to achieve a specific outcome desired by the client.

13. The copyright and/or other intellectual property rights to the research results shall accrue to the intern.
14. The intern has the right to publish the research findings following consultation with the mentor and the supervisor and having due regard to the provisions of item 15.
15. The intern is obliged not to disclose any information that has been presented as confidential. This non-disclosure rule concerns both verbal communications and access to company documents.
16. The university accepts no liability for damage during or resulting from the internship caused by the organisation providing the internship or by the intern.
17. If in the opinion of the management of the organisation providing the internship the intern exhibits serious misconduct or repeatedly violates the rules applicable within the organisation or behaves in a manner disruptive to the good internal order and atmosphere of the organisation, the internship can be terminated prematurely in consultation with the organisation, with due observance of a notice period of two weeks.
18. Allocated allowance and/or reimbursement for travel and other expenses: €

Amsterdam, / /

The intern,

The mentor,

The supervisor,

The Examination Board only processes applications submitted via VUnet in electronic form.