



ENTREPRENEURIAL INTERNSHIP

Joint MSc Entrepreneurship

Course Manual

2026/2027

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Credits: 6

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1. INTRODUCTION

An internship is an excellent way to apply the knowledge and skill that you acquire during your studies, as well as learn new practical knowledge and skills and grow your professional network. For these reasons, it is highly recommended to do an internship. The most important learning goal of internships is to familiarize yourself with professional and market-related skills in a real and new entrepreneurial environment. With the job market becoming increasingly competitive, gaining relevant experience will give you a good start for your professional career.

This manual is intended for **MSc Entrepreneurship students** who are interested in pursuing an internship as part of their **master's program**. This manual provides insights into both content-related issues as well as practical matters about the internship. This includes relevant documents such as an internship proposal and internship agreement with the organization in question. You can do an internship parallel to your study or after completion of all courses. Depending on which type you choose, different rules and regulations apply. Carefully read this manual to inform yourself about the requirements and relevant procedures before searching for an internship.

2. LEARNING OBJECTIVES

The most important Exit Qualification in this context is: Applying knowledge and understanding. In Article 2.2 (Paragraph 3) of the Teaching and Examination Regulations this is described as 'Can apply their knowledge and understanding on entrepreneurship to solve problems in entrepreneurial contexts that are characterized by a high degree of uncertainty and with limited resources'. See the Teaching and Examination Regulations for the full description of the Exit Qualifications of the Joint MSc Entrepreneurship.

3. REQUIREMENTS

Instead of taking an elective in Period 5, students can choose to do an applied research-related internship of at least 160 hours, within an organization worth in order to gain 6 ECTS. The Entrepreneurial Internship can be conducted at any time during the MSc Entrepreneurship program. The internship report should be finalized no later than at the end of Period 6. Four criteria apply for the Entrepreneurial Internship:

1. The subject of the internship should be related to entrepreneurship.

2. The internship should be an applied research project. An applied research project means you answer a real question for the company, such as, how can we grow our market share, how can we better get sales leads, what are the best ways to market our product, how can we build a network with investors, etc.
3. The internship should cover at least the time equivalent of 6 credits (roughly 4 weeks full-time or 160 hours), more is always allowed.
4. The internship should be approved by the University Internship Coordinator before the start.

4. PROCEDURE AND ASSESSMENT

There are five different phases of an internship: registration, orientation, approval, learning and finalization

4.1. Registration phase: Add course to your Canvas

If you are interested in the Entrepreneurial Internship course, you first need to register yourself in the course via VU website: [Registration/deregistration for courses and exams - Vrije Universiteit Amsterdam](#). This will give you access to Canvas page for Entrepreneurial Internship where you can find all information.

Important! Registering for the course **does NOT** mean your internship application will be accepted (see step 4.3 below). Moreover, you are not obliged to complete the internship by registering for the course, in case you change your mind and instead would like to take a Period 5 elective course (see www.uvavu.me for more information). You can de-register anytime.

4.2. Orientation phase: Find a suitable company, assignment and company supervisor

How to find an internship at a company (if you want to do your internship about your own startup see section 6 of the course manual); See internship board at <https://masterchallenge.me/challenge-spaces/4403c97d-081d-45a3-bc80-9efe7f20afe0>; and www.uvavu.me for information about how to find an internship. Other helpful links are <https://www.startupandrunning.nl/jobs>; <http://ebcareercenter.uva.nl>; [Career services](#); It is also useful to consult the lecturers in this joint master. Look for internship vacancies on LinkedIn or other network or job sites (think of Magnet.me, graduateland.com or intermediair.nl). Address your network, for instance fellow students, lecturers, friends, relatives or, colleagues at your temporary job. Perhaps one of them has an idea or could bring you in contact with an organization for an internship. Visit company websites, check 'job opportunities' or 'vacancies'. With large companies, it is often possible to save a search. Check online and offline trade magazines, weeklies, and daily newspapers for internships. Talk to (guest) lecturers. Many of them have contacts with businesses that may offer internships. Within this context, it is also smart to find a supervisor at an early stage. Visit in-house days and career events. Also check the online [event calendar](#) of Career Services for interesting events. Send an open application to the organization

where you want to do your internship. Organizations often value initiative. If you send an open application, you are expected to provide indications of what you are interested in and what your motivation is to approach the organization in question. Talk to your fellow students or alumni about their experiences.

4.3. Approval phase: once you have found a suitable company and assignment

Step 1: draft your internship proposal stating your activities and learning objectives (see appendix A). You need to hand in the internship proposal two weeks before the start of your internship on Canvas. The university coordinator will receive an automatic message of your submission and will approve via Canvas (if rejected, you will receive an email).

Step 2: at the same time drafting your proposal, the internship agreement has to be signed by three parties (see Appendix B). Fill in the blanks in the internship agreement, sign the agreement yourself and make sure it is signed by the representative of the organization providing the internship. Upload the agreement to Canvas Page Entrepreneurial Internship. Your university internship coordinator will get an automatic message of your submission, and will approve and sign the agreement on Canvas (if rejected, you will receive an email).

- Deadline: Upload the proposal and agreement to the dedicated Canvas environment 2 weeks in advance to your internship. Applications for internships will not be accepted after the start of Period 5.

4.4. Learning phase

Your company supervisor is the point of contact for your day-to-day supervision. However, in case of problems or questions, you can always contact your University Internship Coordinator. The organization providing the internship should assign a company supervisor, who is responsible for day-to-day supervision. During the internship and your day-to-day activities, you are mostly dealing with the company supervisor. He or she will introduce you to the organization, provide the necessary facilities and supervise you throughout the internship. Experience shows that it is important for a new intern to be shown the ropes during the first few weeks of the internship. It is important – during those first few weeks – to set a fixed time to discuss the internship with your company supervisor.

4.5. Finalization phase

The student should deliver a report at the end of the internship in the form of a slide deck. The slide deck should consist of about 20 slides. The assessment is Pass or Fail.

This report should contain at least:

- An introduction page with the name of the student, the VU and UvA student numbers, the period of the internship, the organization where the internship took place, internship of VU & UvA joint master Entrepreneurship.
- A description of the organization where the internship took place.
- The literature that has been used to guide and inform internship activities.
- A summary of the applied research that has been done.
- Practical recommendations that have been formulated for the organization where the internship took place.
- A summary of activities that have been exercised during the internship period.
- Lessons that have been learned by the student.

5. INTERSHIP DOCUMENTS

5.1. Internship proposal

The internship proposal will be the leading document to obtain approval for your internship. You need to hand in your proposal on Canvas no later than two weeks before the start date of your internship. It should contain a description of your assignment, tasks and learning objectives. More information about the format for this proposal can be found in appendix A.

5.2. Internship agreement

You will find a format for an internship agreement in appendix B. The university uses the UNL agreement, because in this version all students' rights are guaranteed. We advise you to sign just one contract, the UNL agreement. Fill in the blanks in the internship agreement, sign the agreement yourself, make sure it is signed by the representative of the organization providing the internship, and by the university internship coordinator. Make sure to provide all three parties with a signed copy of the internship agreement.

Previously, non-EU students were required to use a Nuffic agreement. Nuffic has now confirmed that non-EU students must instead use the UNL agreement.¹

¹ https://www.universiteitenvannederland.nl/files/publications/Stageovereenkomst_EN_mei2024.pdf

5.3. Confidentiality agreement

Some companies will ask you to sign a confidentiality agreement, because the data or information you will be working with is confidential. You can find a format for such an agreement in appendix E. We recommend you use this agreement. If the company asks you to sign one of their agreements, you can forward this to internships.sbe@vu.nl to have it checked by a legal expert.

5.4. Deadlines

Minimum 2 weeks before the <u>start</u> of the internship:	1- Internship Proposal and Agreement
Minimum 2 weeks before the <u>end</u> of the internship	1- Internship Report

Before the **start** of the internship:

- The **internship proposal**, including a description of what you intend to learn during the internship, no later than two weeks before the starting date.
- The **internship agreement** signed by the company and yourself, no later than two weeks before the starting date, which the university will co-sign.

Before the **end** of the internship:

- An **internship report** in which you reflect on your personal learning objectives as formulated in the proposal, no later than two weeks before completion of the internship, see appendix C.

For specific requirements or practical questions [schedule an appointment](#) with Career Services or contact internships.sbe@vu.nl. Please include your study program and what year you are in when you contact Career Services.

IMPORTANT NOTE: You cannot start your internship without approval of your University Internship Coordinator.

6. DOING AN INTERNSHIP AT YOUR OWN STARTUP

Yes, you are allowed to do an internship at your own startup. The normal procedure for applying is the same (send in an internship proposal via Canvas; Appendix A), however, you will not need to send in an internship agreement form. In place of this form, you will need to find a startup mentor. The mentor is someone who is not affiliated with your company and is not a friend or family member. The VU has a pool of mentors you can contact via <https://vu-ondernemend.nl/en/category/mentoring-en/>. In place of the internship agreement

form, please draft a letter about the startup and sign and have the mentor sign. Then, upload to Canvas for approval and signature by the internship coordinator.

7. WRITING YOUR THESIS AT A COMPANY

In principle, the Entrepreneurial Internship cannot be connected to the Master's Thesis. The Entrepreneurial Internship and Master Thesis are two different courses with different audiences and deliverables. Specifically, the internship is to be read and valuable to the specific internship company in the form of a short report. The Master Thesis is to be read and valuable by academic staff in the form of a Master Thesis. With a few exceptions, only with approval of both the thesis supervisor and the Entrepreneurial Internship Coordinator beforehand, in some cases, you can collect data for your thesis at this company.

8. OTHER PRACTICAL MATTERS

10.1. Plagiarism check

The university is very strict on plagiarism. Committing fraud or plagiarism can lead to exclusion from your program without graduating. Therefore, every assignment or internship report will be checked for plagiarism with the help of Turnitin software before it gets approved. When plagiarism is suspected, the case will be handed over to the examination board. We often notice that students in some cases do not exactly know that they have plagiarized. For more information on plagiarism please check [VU Amsterdam Student Guide Academic Integrity](#) or [Examinations at SBE](#).

10.2. Compensation

Many internships offer financial compensation. If the interviewer at the organization does not bring it up, it is reasonable for you to ask about the possibilities yourself. There is no national arrangement for internship compensations at higher vocational/academic level. Compensation averages from €400 to €600 per month. The amount is often non-negotiable. Something you can often discuss is the duration of the internship or the number of hours a week that you are available, such as a part-time internship so you can attend classes for other courses.

10.3. Insurance

According to Dutch legislation (art. 7:658 section 4 Civil Code), you are insured via the company providing the internship for any damages or accident resulting from the internship. However, in case of non-business-related illness, you are not entitled to continued payment. In case of a long-term illness during the internship,

it is best to enquire how the organization handles such a situation. During the internship, it is common for you to maintain your own health insurance and the coverage associated with your insurance applies.

Another issue is that of potential damage caused by you as an intern during the internship. This can be direct damage, like tripping over the electrical wire of a PC, as well as more indirect, for instance damaging the organization's interests by disclosing confidential information. You can cover this financial risk with liability insurance. In some cases, this is included in the internship contract. If that is not the case, it is important to take out such insurance before the start of the internship, or to check if you may be insured via your parents.

10.4. Doing an internship abroad

An internship in another country requires thorough preparation. Start your arrangements well in advance, at least six months. Not only is it more difficult to find a suitable placement, but there are also practical matters that you will have to take care of, like permits and housing. On [VUweb](#), you can find more information about scholarship options. [Nuffic](#) also has various subsidy (scholarship) options. Also find out if the company requires good written and spoken command of the language of that country. When you are considering an internship abroad, take a look at [WilWeg](#) and/or [AIESEC](#). Do not forget to register yourself as an outgoing student of the VU before departure via VUnet: **go to 'study/internship abroad'** and fill in the form. In case of emergency the university will then be aware of your whereabouts and know how to reach you and/or your contact person(s) in your home country.

The approval, supervision and completion of an internship abroad are the same as they are for an internship, although contact with your university internship coordinator will take place via long-distance contact. Depending on the available communication technologies, this will usually be via email, Skype/face-time or telephone. It is important to make good and clear arrangements with your supervisor in advance. The internship proposal and report will be written in English, in order for all parties involved to be able to evaluate and assess the performance. Note that the organization and/or the embassy providing a visa may require you to supply documentation in the local language - such as proof of insurance and proof of financial support - as well.

Online internships

Online internships can be a valid alternative for internships abroad. For further questions please contact internships.sbe@vu.nl.

Amsterdam Research Project

The Amsterdam Research Project is an elite, international research project organized and coordinated by students and professors of the Vrije Universiteit Amsterdam School of Business and Economics & Study Association Aureus. [See Amsterdam Research Project](#). Together with ± 15 selected SBE Master's students, who all have their own specializations, we conduct research for well-known international companies. This project offers SMEs and multinationals the opportunity to conduct tailor-made research in a foreign country performed by a group of highly-skilled students. Previous projects have delivered over 100 projects in more than 15 countries, such as Thailand, The Philippines, Brazil, China, Indonesia, South Africa, Mexico, and Colombia. If you are accepted in ARP, you can complete the project and your final report will be counted as an Entrepreneurial Internship worth 6 ECTS. Please contact your university internship coordinator in this case.

10.5. Registrations as an outgoing student and emergencies

If you are doing an internship abroad, please note that there is a [policy in case of emergency](#). This link also takes you to a helpful checklist about things to keep in mind before departure. Do not forget to register yourself as an outgoing student of the VU before departure via VUnet: go to 'study/internship abroad' and fill in the form. In case of emergency the university will then be aware of your whereabouts and know how to reach you and/or your contact person(s) in your home country.

10.6. Unforeseen circumstances

In case of an unforeseen circumstance during your internship, or if you encounter any problem at the company, do not wait too long to make your situation known. The first step to undertake is to talk to your company supervisor and/or the HR department about your situation. If this does not offer the desired solution(s) you can reach out to your SBE supervisor to discuss the situation.

10.7. Internship discrimination

The starting point for any internship is that you work and learn in a socially safe environment, gaining experience and learning from colleagues. Unfortunately, you may not always feel this sense of safety, either before or during your internship, due to discrimination.

The Teaching & Learning Centre has developed an online platform, [Internship Discrimination – Teaching & Learning Centre](#), where all available knowledge, tools, and findings on internship discrimination are brought together. You'll also find guidance on how to share this information with relevant stakeholders. Of course, if you experience discrimination, you can always reach out to your internship supervisor.



10.8. VU SBE Career Services

A good preparation is essential for the success of an internship. An internship is not a static given, but something that you (the student-intern) and the organization shape together. Career Services can help you prepare for your internship, for instance when it comes to writing a good resume and application letter, or discussing what kind of internship is right for you. For more information about suitable workshops or to schedule an appointment, visit the Career Services [Career platform](#).

9. FINAL TIPS

Finally, some tips to turn your internship into a success:

- Make sure that you get to know the organization and your colleagues. This makes the experience even more valuable than when you only focus on doing your job well. Especially if you see the organization as a potential future employer, it is important to make a good impression as a colleague. In addition, it helps you to build a network that may prove very useful in the future.
- Make sure to find the right balance between independence and asking for supervision. Show initiative and think about possible solutions when things are difficult. However, do not wait too long to find help with any problems or questions.
- Ask for feedback from your supervisor and colleagues during the internship: what is going well and what could I do better? That way, you make sure you meet expectations.
- If you are enthusiastic about the organization and you would like to work there after graduating, then ask them. If your supervisor does not broach the subject, do so yourself.
- Maintain a professional attitude during the internship. Especially because an internship can be a good step towards a job or provide a useful way to build your network.
- Think of clothing, what do they wear? Meet expectations in relation to this. You can also ask them what you should wear if you are uncertain.

Good luck and enjoy your internship!



10. APPENDIX A: INTERNSHIP PROPOSAL

In Canvas you will find an Assignment for the Internship proposal which you need to complete.

This submission should include:

Name of Student and Student Numbers VU and UvA:

Title of Entrepreneurial Internship:

Internship company:

Contact person of the company, function and email address:

Period of the internship (month/day/year – month/day/year):

Specification full time/part time (if part time, specify number of days per week):

Brief description of the content of the internship (200 words approximately):

Relationship of the internship to entrepreneurship (100 words approximately):

Applied research character of the internship (200 words approximately):

11. APPENDIX B: INTERNSHIP AGREEMENT

[Internship agreement \(ENG\)](#)

[Stageovereenkomst \(Dutch\)](#)

12. APPENDIX C: INTERNSHIP REPORT

Upload your Internship Report a minimum of 2 weeks before the ending of your internship in the period of your starting date of your internship in Canvas.

This report should contain at least:

- An introduction page with the name of the student, the VU and UvA student numbers, the period of the internship, the organization where the internship took place, internship of VU & UvA joint master Entrepreneurship.
- A description of the organization where the internship took place.
- The literature that has been used to guide and inform internship activities.
- A summary of the applied research that has been done.
- Practical recommendations that have been formulated for the organization where the internship took place.
- A summary of activities that have been exercised during the internship period.
- Lessons that have been learned by the student.



13. APPENDIX D: CONFIDENTIALITY AGREEMENT

The undersigned

1.
.....,

and

2. <name company> having its registered office in <location> and principal place of business at <address company>, duly represented in this matter by <name of company supervisor>.

Hereinafter also jointly referred to as the “Parties”.

Whereas

- a. The Parties are interested in sharing information for the purpose of <name of project>, hereinafter referred to as the “Project”.
- b. The Parties desire to protect their proprietary and confidential information and agree to lay down the terms and conditions for the use of any such information that may be disclosed by the other party.

Have agreed as follows:

ARTICLE 1: Confidential Information

1.1 **Confidential Information** means, but is not limited to, all information that has been or will be disclosed by or on behalf of a Disclosing Party (as defined in Article 2.1), directly or indirectly, in whatever form, oral and written, including any data, reports, analysis, specifications, techniques, processes, ideas, trade secrets, know-how, financial, technical and commercial information, patents and patent applications, inventions (whether or not patentable), drawings, designs, computer software (including source code), and which is, or should be reasonably be expected to be, of a confidential nature.

- 1.2 All Confidential Information provided under this Agreement is provided “as is” and without any warranty, express, implied or otherwise, regarding its accuracy or performance. Neither party shall be liable to the other party for the accurateness or completeness of any disclosed Confidential Information.

ARTICLE 2: Non Disclosure

- 2.1 Each party to this Agreement receiving Confidential Information (such party hereinafter referred to as the “**Receiving Party**”) from the other party to this Agreement (such party hereinafter referred to as the “**Disclosing Party**”) hereby agrees to keep confidential and not to disclose, distribute or disseminate any part of such received Confidential Information to any third party without the prior written consent of the Disclosing Party. The Receiving Party will take all reasonable steps to ensure that such Confidential Information shall be protected against unauthorized access, use, theft, and the like.
- 2.2 The Receiving Party may disclose any part of the Confidential Information to any and all persons who work for Receiving Party, whether or not pursuant to an employment agreement with Receiving Party (the “**Permitted Persons**”), if and only to the extent that such disclosure is necessary for the execution of Project. The Receiving Party shall oblige the Permitted Persons thus involved to maintain strict confidentiality of the Confidential Information in accordance with the terms and conditions contained in this Agreement and to use the Confidential Information only for the execution of the Project.
- 2.3 A breach of confidentiality by its Permitted Persons shall be considered as a breach of the confidentiality of Receiving Party under this Agreement and Receiving Party shall be liable for any damages resulting there from without prejudice to Disclosing Party’s right to (also) claim damages from the Permitted Person who was in breach.
- 2.4 Receiving Party will notify Disclosing Party immediately of any unauthorized use and/or disclosure of the Confidential Information that comes to its knowledge.

ARTICLE 3: Exceptions

- 3.1 The obligations under ARTICLE 2 do not apply, or cease to apply, to Confidential Information of which Receiving Party can prove by documentary evidence:
- (a) that it was in the public domain prior to the disclosure under this Agreement; or



- (b) that it was in the possession of Receiving Party prior to disclosure under this Agreement, as shown by written records, and provided it was not acquired directly or indirectly from Disclosing Party; or
- (c) that, after its disclosure under this Agreement, it became part of the public domain by publication or otherwise through no act or omission of Receiving Party; or
- (d) that, after its disclosure under this Agreement, it was received by Receiving Party from a third party who did not acquire it directly or indirectly from Disclosing Party, and who was legally entitled to disclose that information; or
- (e) that it is obliged to disclose the Confidential Information under a statutory duty and/or Court order. In that case, Receiving Party will, as soon as it becomes aware of an imminent or actual legal obligation to disclose information, prior to such disclosure inform Disclosing Party of that obligation and provide Disclosing Party with all relevant documents, so that Disclosing Party may seek protection against such disclosure. Receiving Party will not disclose more information than strictly necessary to comply with its legal obligations and will make every effort to ensure confidential treatment of the information by the authorities receiving that information.

Specific information shall not be within the foregoing exceptions merely because it is embraced by more general information in the public domain or in the possession of Receiving Party.

ARTICLE 4: Documents and return of Confidential Information

- 4.1 Receiving Party may only make copies of Confidential Information if strictly necessary for the Project, and must ensure that all such copies are clearly marked as confidential, and can be clearly separated from Receiving Party's own information.
- 4.2 Upon the Disclosing Party's written (e-mail included) request the Receiving Party shall promptly return all Confidential Information provided by the Disclosing Party to the Disclosing Party and any (electronic) copies notes or other documents in its possession pertaining to Confidential Information and shall confirm in writing that it/they has/have not withheld any Confidential Information. The Receiving Party and/or Permitted Persons shall not keep any (electronic) copies of the Confidential Information in its/their possession.

ARTICLE 5: Rights

All rights in Confidential Information are reserved by the relevant Disclosing Party and no rights or obligations other than those expressed herein are granted or to be implied from this Agreement. More specifically, nothing in this Agreement nor the subsequent disclosure of Confidential Information pursuant to this Agreement can be construed as an assignment or transfer of intellectual property rights in and/or any other right relating to (the use or ownership of) Confidential Information.

ARTICLE 6: No Obligation to Provide Information

Neither this Agreement nor the disclosure, or receipt of Confidential Information, shall be construed as creating any obligation of a party to furnish any Confidential Information to the other party, or to enter into any Agreement or relationship with the other party.

ARTICLE 7: Duration and Termination

7.1 This Agreement shall continue in effect as long as necessary for the proper execution of the Project.

7.2 Disclosing Party may terminate this Agreement by registered mail to Receiving Party, immediately effective:

- a) if Receiving Party commits a material breach of any of its obligations under this Agreement, or
- b) if Receiving Party is dissolved or liquidated, files or has filed against it a petition under bankruptcy or insolvency law, makes an assignment for the benefits of its creditors or has a receiver appointed for all or substantially all of its property, or
- c) if Receiving Party shall come under the control of any third party, other than an affiliate by which it is controlled at the date hereof.

7.3 Upon termination of this Agreement pursuant to Article 7.1 or 7.2, the rights and obligations of the Parties under Articles 1, 2, 3, 4, 7 and 8 will remain in full force and effect for a period of three (3) years from the date of termination.

7.4 Upon termination of this Agreement, Receiving Party will discontinue its use of the Confidential Information and will, upon direction of Disclosing Party, return or destroy any remaining Confidential Information.

ARTICLE 8: Legal Framework

8.1 This Agreement may not be assigned by either party without the prior written consent of the other party.

8.2 This Agreement will be governed by and construed in accordance with the laws of the Netherlands. Disputes will exclusively submitted to the competent court of Amsterdam, the Netherlands, without prejudice to Parties' right to appeal.

In witness whereof this Agreement is executed in 2 fold and signed by all Parties:

<insert location>, <insert date>, <insert year> <insert location>, <insert date>, <insert year>

.....
Signature student

Name of student:

.....
Signature company representative

Name of company:

Name of company representative:

Name of function