

## INTERNSHIP AGREEMENT

The organisation: \_\_\_\_\_  
in \_\_\_\_\_, represented by \_\_\_\_\_  
hereinafter referred to as *the internship provider*

And  
\_\_\_\_\_, born on \_\_\_\_\_, residing at address \_\_\_\_\_

in \_\_\_\_\_, hereinafter referred to as *the intern*  
declare that the following has been agreed upon:

**Article 1**

The internship will take place from \_\_\_\_\_ to \_\_\_\_\_, excluding days or parts of days when there is no work at the internship provider. The intern is free during school holidays, exam periods, and retakes, unless other arrangements are made. If the intern has a fixed weekly obligatory day at the educational institution, that day will not be worked at the internship provider. The weekly obligatory educational institution day is on \_\_\_\_\_

**Article 2**

During this internship period, the intern will work the following number of hours per week: \_\_\_\_\_

The internship activities will be carried out at the work location at: \_\_\_\_\_

in the department: \_\_\_\_\_ during normal office hours.

**Article 3**

The internship provider appoints as the internship supervisor: \_\_\_\_\_

The intern is studying \_\_\_\_\_

at \_\_\_\_\_

and is supervised from the study program by: \_\_\_\_\_

**Article 4**

The internship provider provides the intern with the opportunity to gain practical experience related to the program:

**Article 5**

During the internship, the intern will take on the role of intern and will have the opportunity to perform the following activities: \_\_\_\_\_

**Article 6**

The internship provider aims to achieve the following learning objectives with the intern: \_\_\_\_\_

The internship provider will offer the intern the following guidance: \_\_\_\_\_

**Article 7**

This internship does not constitute an employment contract as defined in Article 7:610 of the Dutch Civil Code and is not intended as such.

**Article 8**

The intern agrees to adhere to the regulations that apply to the staff of the internship provider.

**Article 9**

The internship provider will ensure compliance with the legal work, health, and safety regulations for the intern and will provide a safe working environment.

**Article 10**

During the internship period, the intern is under the responsibility of the internship provider. The internship provider will take out a legal liability insurance and accident insurance for the intern that applies to all work performed by the intern in connection with the internship, unless the educational institution has already taken out the aforementioned insurances for the student that are valid during the period of internship.

**Article 11**

The intern is obliged to maintain confidentiality—both during the internship period and thereafter—regarding all matters for which confidentiality has been imposed or of which the intern must understand the confidential nature.

**Article 12**

The intern will receive an internship allowance of \_\_\_\_\_\* gross per month. This amount will be paid no later than the last day of the calendar month.

The intern has no claim to a vacation allowance. The usual social security premiums will be deducted from the internship allowance, excluding the unemployment insurance premium, to the extent that the allowance exceeds an expense reimbursement.

If the intern incurs travel expenses, these will be reimbursed at least based on second-class public transport or based on the tax-free mileage reimbursement as determined annually by the Tax Authority. Mileage will be calculated using the ANWB route planner. Other expenses incurred by the intern for the benefit of the internship provider will be reimbursed after approval by the internship supervisor of the internship provider.

**Article 13**

In the event of illness, the intern is obliged to report sick by telephone to the internship supervisor of the internship provider by \_\_\_\_\_.

**Article 14**

In case of problems during the internship, the intern and the internship supervisor will first attempt to resolve these through mutual consultation. If the consultation between the intern and the internship supervisor does not lead to a mutually acceptable solution, mediation from the internship supervisor from the educational institution will be requested. In extreme cases, the dispute can be submitted to the competent court.

**Article 15**

The internship ends:

- on the end date as referred to in Article 1;
- at the moment the intern no longer follows the program, regardless of the reason;
- in the event of bankruptcy, suspension of payments, or dissolution of the internship provider\*\*;

The internship provider can terminate this agreement - with immediate effect - if:

- the intern violates Article 11;
- the intern fails to follow the instructions or guidelines of the internship supervisor, in the opinion of the internship provider;
- the intern engages in criminal, immoral, or otherwise inappropriate behavior.

**Final Provision**

In all cases not provided for in this agreement, a decision will be made by the management of the internship provider.

The internship provider

The intern

Name

Name

Signature

Signature

Position

\* This allowance should be at least 500 euros for a 40-hour internship week. This amount is based on the average income from a part-time job for students. This amount is derived from research by Nibud (2021) and should be adjusted for inflation. This is a minimum amount. The internship provider may choose to pay more and must do so if required by the collective labor agreement.

\*\* This means: In case of bankruptcy, the internship provider can no longer meet its financial obligations; in the case of suspension of payments, the same applies, but this may be a temporary situation. In the case of the dissolution of the internship provider, the company is shut down.