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## Internship Agreement between Amsterdam University College, Partner, and Intern

### ARTICLE 1: Definition of internship partner and supervisor, student, and AUC faculty supervisor

Partner Name: .....  
Internship supervisor: .....  
Address: .....  
Postcode and city: .....  
Telephone number: (.....) .....  
E-mail address: .....

Intern Name: .....  
Student number: .....  
Address: .....  
Post code and city: .....  
Telephone number: (.....) .....  
E-mail address: .....

AUC internship coordinator: .....  
Address: Science Park 113.....  
Post code and city: 1098XG Amsterdam.....  
Telephone number: 020 5258845.....  
E-mail address: cpi@auc.nl .....

### ARTICLE 2: Intent of the internship

The intent of the internship is to provide work and/or research experience over a defined period of time (see Article 5). The internship should be oriented to the application of conceptual knowledge obtained at AUC, in addition to providing opportunities for acquiring new knowledge and skills. The tasks and responsibilities of the intern should complement and extend his/her existing knowledge framework.

### ARTICLE 3: Internship plan

The plan of the internship defines the general objectives and activities of the intern in accordance with the partner (include attachment if necessary). This contract is for a work  research  based internship.

Objectives: .....  
.....  
.....

Activities: .....  
.....  
.....

The internship plan can only be modified if all parties agree in writing.

### ARTICLE 4: Status of the internship

1. The internship is aimed at extending the practical knowledge and experience of the intern within a specific duration (see Article 5).
2. The internship agreement is not an employment contract.
3. The partner may not offer the intern an employment contract that would start during the internship period.

4. No restrictions can be imposed on the intern in regards to performing similar activities at other companies and/or institutions after the internship is completed.

**ARTICLE 5: Duration of the internship**

The internship extends from ..... (day/month/year)  
to ..... (day/month/year) at \_\_\_ hours per week,  
with exception of the days or partial days defined by the partner (stagebiedende) organization.

**ARTICLE 6: Daily working hours**

The daily working hours of the intern will be:  
from ..... hour until ..... hour.

**ARTICLE 7: Compensation**

Does the intern receive compensation No  Yes . If yes, the compensation will be the following amount:  
€..... (gross) per day  month  internship duration . The intern is not entitled to a holiday allowance. During the period of compensation the usual premiums for the social insurance are implied, excluding the premium WW.

The intern does not receive  does receive  travel expense compensation from the partner. These amount to €..... (gross) per day  month  internship duration . AUC is not responsible for costs made by the intern during the internship, including if the internship is abroad.

**ARTICLE 8: Insurance / Liability / Protection**

1. The internship partner is, in accordance with art. 7:658 paragraph 4 of the Civil Code, responsible for lesion or damage, which the intern could suffer during the internship activities. The internship partner will provide a safe working environment, which includes protecting the intern from intimidation or discrimination in duties associated with the internship. In the case of an internship that includes laboratory experience, the partner must provide AUC with a copy of an up to date certification of safety. Following, the intern is to be provided appropriate laboratory safety training in accordance with standard operating procedures approved for the laboratory.
2. The intern is required to have insurance appropriate to cover sickness, lesion, or damage.

**ARTICLE 9: Leave**

1. The intern has the right to request monthly leave.
2. During the internship the intern has the right to take part in educational activities ('terugkomdagen').
3. The regulation for special leave (e.g. extraordinary family circumstances) and the Work and Care Act funds, such as those for employees of the partner (stagebiedende) organization applies. Requests for extra leave can only be permitted by the internship partner supervisor in consultation with the AUC faculty supervisor.
4. In the event of sickness there is the possibility to prolong the internship if both parties agree.

**ARTICLE 10: Sickness**

In the case of absence due to sickness, the intern communicates the absence to the AUC faculty internship supervisor.

**ARTICLE 11: Work area of the intern**

The intern is not required to perform any internship activities outside the physical location of the internship partner, as defined by the address in Article 1, unless those activities are directly related to the internship plan (see Article 3).

**ARTICLE 12: Compliance general regulations and indications of the internship partner**

In the interest of order, security, and maintenance of a healthy work environment, the intern will observe the same rules of conduct and regulations as regular staff employed by the internship partner.

#### ARTICLE 13: Training

The intern is to follow the instructions of the partner.

#### ARTICLE 14: Confidentiality

The intern is obliged to maintain confidentiality which is entrusted to him/her in the capacity of the internship, whether in oral or written form.

#### ARTICLE 15: Intellectual property

1. The copyright and/or other rights to intellectual property belong to the internship partner.
  2. If the activities of the intern lead to an invention, for which patent is requested, the patent belongs to the internship partner, unless the invention is not related to the activities of the internship or if parties have an otherwise formal agreement.
  3. If the activities of the intern have resulted in an invention and/or patent and the intern is mentioned in the patent application, s/he is entitled to financial compensation by the internship partner.
  4. The intern does  does not  have permission from the partner to utilize internship results for educational purposes at AUC.
  5. The data and/or results of the internship activities may  may not  be utilized by AUC for educational objectives.
  6. The intern and/or faculty supervisor do  do not  have the right to publish data and/or results obtained during internship activities with the partner. If the intern and/or faculty supervisor are permitted to publish internship data and/or results (in printed or digital outlets), the partner must be appropriately acknowledged. With respect to the data and/or results from the internship activities, the following itemized data and/or results are not permitted to be published: \_\_\_\_\_
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#### ARTICLE 16: Disputes

1. If problems arise that concern the nature of the internship, the intern should first contact the partner internship supervisor.
2. Disputes between the intern and the partner internship supervisor are to be communicated to the AUC internship faculty supervisor.
3. If a solution cannot be arrived at, the dispute is presented to the AUC internship coordinator by the AUC internship faculty supervisor.

#### ARTICLE 17: Termination of internship

An internship is terminated:

- a. At the end date of the internship, so defined in Article 5,
- b. At a mutual understanding of all three parties (intern, partner, AUC),
- c. If the intern violates the principle of confidentiality as mentioned in Article 14,
- d. If the intern does not satisfactorily complete the internship activities to the judgment of the partner internship supervisor,
- e. At bankruptcy, postponement or dissolution of internship partner.

Termination of internship requires that the partner internship supervisor communicate in writing to the intern and the AUC internship coordinator.

#### ARTICLE 18: Final Provision

This internship agreement must be signed by the AUC internship coordinator, the partner, and the intern (student).

Printed names:

.....  
*AUC internship coordinator*      *Partner*      *Intern*

Signatures (with date of signing):

.....  
*AUC internship coordinator*      *Partner*      *Intern*