



To be used only for projects or internships **outside** Utrecht University or UMC Utrecht. This contract should be accompanied by the General Application Form at all times.

Name student	
Student number	
Name UU/UMCU examiner	
Faculty/dept/group	
Name supervisor external company/institute	
Name Company/ Institute	
Address, city and country	
E-mail	

### Article 1: Learning objectives and intern responsibilities

- The objectives of this internship are for the student to experience the practical application of the theoretical knowledge they have acquired and to acquire new knowledge and skills. The organisation offering the internship and Utrecht University will ensure that the student intern will be assigned tasks and responsibilities commensurate with the student's abilities and his or her learning objectives for the period of internship. This internship agreement is therefore not an employment contract.
- Learning objectives:** skills and knowledge to be acquired, as defined by the Examiner:
- Student intern responsibilities:** tasks assigned to help the intern attain his or her learning objectives, as defined by the internship supervisor in consultation with the Examiner:

### Article 2: Guidance and evaluation

- Utrecht University (or the relevant study unit or Faculty) shall designate an examiner to take responsibility for the internship and the organisation offering the internship shall designate an internship supervisor. If any problems arise, the internship supervisor shall contact the Examiner.
- At the end of the internship, Utrecht University requires:
  - The student intern to submit a report, the specifications for which will be made available to the student before the internship starts. The organisation offering the internship will receive a copy of this report, as will the Board of Examiners of the UU GS-LS.
  - A final presentation by the student at the research group of the Examiner.
- The organisation offering the internship will provide the student intern with an evaluation of his or her internship, as well as written confirmation that the work programme took place and was completed. This evaluation will be sent to the Examiner.

Hand in this completed and signed form (together with the General Application Form) at the student desk 20 working days prior to the start of the internship.



### **Article 3: Internship details**

- Specific agreements are given in the General Application Form
- The student intern agrees to abide by all house rules set by the organisation offering the internship.
- The organisation offering the internship will provide the intern the required means to accomplish the tasks and objectives that have been set for him or her.
- The written report will be presented to the internship supervisor before it is submitted to the Examiner.

*If applicable:*

- The student intern will receive compensation for expenses each month in the amount of €
- The student intern will receive compensation for travel expenses in the amount of €

### **Article 4: Non-disclosure**

The student intern is required to treat as confidential any and all activities he or she performs in the course of the internship for the organisation at the organisation's request. The UU/UMCU examiner is at all times allowed to have access to the reports of the student for the purpose of evaluation of the student-trainee's progress and performance. The Board of Examiners and accreditation committees are allowed to make confidential use of the final report only for mandatory quality control purposes.

### **Article 5: Intellectual property**

The student transfers the copyright of any and all products, including the tangible and intellectual products, of the research project to the host institute. The rights of the student by scientific standards to be a co-author of publications or to be otherwise acknowledged are still recognized.



### **Article 6: Social safeguards / Insurance**

- The organisation offering the internship shall safeguard the student intern against any form of intimidation or discrimination in the workplace. The principle of equal rights shall at all times have precedence.
- Utrecht University has included in its liability insurance policy any liability incurred by students at Utrecht University during the performance of their internships, providing that internship is taking place under the auspices of Utrecht University.
- Utrecht University's liability insurance policy excludes any damages resulting from hospital-related activities, including work carried out in support of hospital-related activities at Universitair Medisch Centrum Utrecht (UMCU). It also stipulates that UMCU is explicitly excluded from its coverage. UMCU has included in its liability insurance policy any liability incurred by students at Utrecht University during the performance of their internships at UMCU.

#### ***For projects or internships within The Netherlands***

- In conformance with Dutch law (art. 7:658 paragraph 4 of the civil code) the organisation offering the internship is liable for any injury or damage the student intern may suffer during the internship.
- In conformance with Dutch law (art. 7:661 paragraph 1 of the civil code), if a student intern damages the organisation offering the internship or any third party the student intern shall in principle not be held liable. The only way to deviate from that principle is by written agreement and only insofar as the student intern is insured against liability (art. 7:661 paragraph 2 of the civil code).

#### ***For projects or internships abroad***

- When the research project/internship takes place outside of the Netherlands, the student intern must be insured for health and accidents in and out of the workplace, personal liability and medical repatriation. Individual insurance policies may be necessary for liability and repatriation. Accidents in the workplace will be covered by the employing organisation in accordance with national law. If no national insurance plan covers the student intern, individual insurance will be necessary and must be arranged.

### **Article 7: Disputes**

If a dispute arises, the student intern shall first approach the internship supervisor of the organisation offering the internship.

If the internship supervisor and the student intern cannot settle the dispute amicably, it shall be presented to the Examiner, who shall attempt to find a resolution that is acceptable to all parties.

In case of disputes on assessments the Board of Examiners of Utrecht University, Graduate School of Life sciences will have the final decision.



**Article 8: Completion and termination of the internship**

1. The internship will end
  - a After the period specified in article 3.
  - b When the student intern ends his enrolment at Utrecht University.
  - c When all parties agree to end the internship.
  - d Upon the death of the student intern.
  - e Upon the bankruptcy, suspension or dissolution of the organisation offering the internship.
2. The organisation offering the internship can terminate this agreement subsequent to discussion with the student intern and Examiner in the following cases:
  - a. If the internship supervisor determines that the student intern has not abided by its house rules or has not followed the internship supervisor's instructions.
  - b. If the student intern fails to abide by the rules concerning non-disclosure as detailed in article 4.
  - c. If the student intern engages in behaviour the organisation offering the internship cannot reasonably be expected to tolerate.

The internship supervisor shall inform the Examiner if and when the internship is terminated.
3. Utrecht University can terminate this agreement, subsequent to discussion with the academic supervisor, the student intern and the internship supervisor, if Utrecht University determines that the internship cannot achieve the stated learning objectives and/or that the student intern cannot reasonably be expected to continue the internship. The Examiner shall inform the internship supervisor if and when the internship is terminated.

**Article 9: General provisions**

1. Deviation from the articles of this agreement shall only be possible after written agreement between the Examiner, the student intern and the internship supervisor.
2. This contract is accompanied by an approved application by the internship supervisor and Examiner (the General Application Form).

**Signatures**

The undersigned confirm the accuracy of all the provisions of this agreement and agree to all the articles and stipulations thereof.

Signature student	Names en signatures supervisors	
	Examiner UU/UMCU	External supervisor
Date:	Date:	Date: