|  |
| --- |
| Faculty of Humanities |

**Internship agreement**

**The undersigned**

*The director of the BA/MA ………………………………. Programme, represented in this matter by the internship contact person / supervising lecturer.*

name supervising lecturer:

phone:

e-mail:

*The organisation providing the internship*

name:

organisation:

address:

postal code + city:

phone:

e-mail:

*The intern*

name student:

address:

postal code + city:

phone:

e-mail:

are agreed upon the following:

**Article 1**

1. The organisation will provide the intern with an opportunity to conduct an internship, as described in the internship plan, in the context of his/her studies in ………………, under the guidance of a supervisor, within its organisation in the department .........., for the duration of the internship period.
2. The internship plan has been attached and is part of this agreement. This plan may only be amended if all three of the above parties agree to this.
3. The organisation providing the internship will only assign those activities that are considered appropriate within the context of the internship plan and will ensure regular supervision and support of the intern.

**Article 2**

1. Starting date of the internship period: …………………….

Final date of the internship period: ………………………..

1. The intern will observe the working hours which apply within the organisation providing the internship, unless otherwise stated in the internship plan.

**Article 3**

1. The organisation providing the internship appoints as supervisor:  
   name:  
   phone:  
   e-mail:  
   function:
2. The internship supervisor, supervising lecturer and intern will assess the progress of the internship at specific moments in time, which they agree upon together. Evaluation of the intern will take place in the manner described in the internship plan.
3. The lecturer will have supervised access to the premises of the organisation to enable him/her to gain an insight into the progress of the intern.

**Article 4**

1. The intern will be entitled to ... unpaid day(s) of leave per month. In addition, the intern will be entitled to participate in educational activities at the times indicated in the internship plan.
2. The intern will be entitled to unpaid special leave under exceptional circumstances such as those arising from family crises or legal obligations, in accordance with the regulations applicable to the employees of the organisation.
3. In the event of illness, the intern will notify either the internship supervisor or the administrative body of the organisation, as well as the supervising lecturer.

**Article 5**

1. In the interest of order, safety and good health, the intern will abide by the rules of conduct, regulations and instructions, insofar as such apply to the employees of the organisation.
2. The intern is committed to secrecy with respect to all information which he/she is told to be confidential, or which he/she may reasonably consider to be of a confidential nature.

**Article 6**

1. If, in the course of the internship, activities related to research are required, responsibility for the execution, form and content thereof, as well as for the processing of the results gained from such activities, lies with the intern. Unless otherwise stated in the internship plan, the intern will be guided in these activities by the internship supervisor and the supervising lecturer.
2. Unless otherwise stated in the internship plan, copyright and/or other academic ownership rights on research results will be held by the intern.
3. The intern will be entitled to publish any research results in consultation with the internship supervisor and supervising lecturer and in observance of the stipulations of this article and those of Article 5 paragraph 2, unless otherwise stated in the internship plan.
4. In observance of the above mentioned, the organisation providing the internship retains the right to any and all information produced by the student during the internship for use in or by the organisation.

**Article 7**

1. The intern **will/will not** receive an internship allowance from the organisation providing the internship. This allowance amounts to €......... net/gross per ……….. Insofar as the allowance exceeds the limits of an expense allowance, the appropriate social insurance premiums and wage tax will be withheld with respect to the internship allowance.
2. The intern **will/will not** receive a travel allowance from the organisation. This allowance amounts to €...... per …….

**Article 8**

1. For the purposes of covering eventual costs arising from an event for which the intern might be held liable according to law: the intern is completely co-insured through the company liability insurance of the organisation providing the internship.
2. The intern will take out third party risk insurance and sickness insurance.

**Article 9**

1. If problems arise during the internship, the intern will, in the first instance, consult the internship supervisor.
2. Problems arising between the intern and the internship supervisor will be presented to the supervising lecturer for settlement.
3. If the internship supervisor, the supervising lecturer and the intern are unable to find a solution, the dispute will be presented to the Programme director and the director of the organisation providing the internship.

**Article 10**

1. The organisation providing the internship will not offer the student an employment contract before the student graduates, or will allow the student to complete his or her studies while employed.
2. In the case of employment a date of graduation will be agreed upon in consultation with the Programme director.

**Article 11**

1. The organisation providing the internship is – in consultation with the supervising lecturer and the intern – entitled to terminate this agreement if the management of the organisation considers the intern to have seriously misbehaved or acted inappropriately in terms of the rules of the organisation itself, or have behaved in such a way as to undermine the established order and atmosphere of the organisation.
2. The degree programme is – in consultation with the supervising lecturer and the intern – entitled to terminate this agreement and withdraw the intern if the applicant considers the internship is not being conducted in accordance with the internship plan.

Drawn up and agreed upon in .................................................... (place)

on ................................................... (date)

Signed on behalf of the organisation providing the internship:

Signed by the supervising lecturer:

Signed by the intern:

*Attached: internship plan*