

# UvA – Economics and Business Internship contract

## Internship contract

*between the Faculty Economics and Business, the student worker and  
student work-placement organisation*

### The undersigned

1. The academic institution, represented in this matter by the student service desk of the Faculty of Economics and Business of the University of Amsterdam

name:  
address:  
postal code:  
city:  
phone:  
email:

to be referred to hereafter as ***the academic organisation***

2. The organisation providing the student work-placement, represented in this matter

name:  
address:  
postal code:  
city:  
phone:  
email:

to be referred to hereafter as the ***work-placement organisation***

3. The student

name:  
address:  
postal code:  
city:  
phone:  
email:

to be referred to hereafter as ***the student worker***

are agreed that the student will conduct the following specific internship activities (see textbox page 2), all of which are in line with the pre-specified learning goals listed below:

General learning goals of the internship:

The specific internship activities of the student should demonstrate in combination that the student has:

- increased his or her ability to apply theories and frameworks;
- increased his or her ability to use and apply academic research methods and/or problem solving methods to practical issues;
- increased his or her capacity to formulate and translate the outcomes of their analyses into a well-balanced judgment;
- increased his or her capacity to communicate and present their findings into a well-crafted and clearly formulated advice for the internship company;
- increased his or her ability to coordinate and interact with different stakeholders that are involved with the internship project;
- increased his or her ability to independently set-up and manage their own research project;
- increased his or her ability to report and reflect on the learning process and how the above learning objectives were met within the context that is representative for a junior position after graduation.

Description of specific internship activities:

Furthermore, all undersigned parties agree that:

#### **Article 1**

1. The student work-placement organisation will provide the student worker with an opportunity to conduct a student work-placement, as described in the internship activities, in the context of his/her studies, under the guidance of at least one supervisor at the work-placement organisation, within the department ....., for the duration of the student work-placement period.
2. The internship activities have been agreed upon by the student worker, the work-placement organisation, and the representative of the Faculty of Economics and Business of the University of Amsterdam. The internship activities may only be amended if all three of the above parties agree to this.
3. The student work-placement organisation will only assign those activities that are considered appropriate within the context of the agreed upon internship activities and will ensure regular supervision and support of the student worker.

#### **Article 2**

1. The student work-placement period will be as follows:  
Starting date of the student work-placement period: ...../...../.....  
Final date of the student work-placement period: ...../...../.....  
(note: please refer to the maximum internship period allowed on <http://ebccareercentre.uva.nl>)
2. The student worker will observe the working hours which apply within the student work-placement organisation, unless otherwise stated in the student work-placement plan.

#### **Article 3**

1. The student work-placement organisation appoints as company supervisor:  
  
name:  
address:  
postal code:  
city:  
phone:  
email:  
position:

#### **Article 4**

1. The student worker will be entitled to ... unpaid day(s) of leave per month. In addition, the student worker will be entitled to participate in educational activities from the university without restriction.
2. The student worker 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 training organisation.

In the event of illness, the student worker will notify either the student work-placement supervisor or the administrative body of the student work-placement organisation, as well as the Career Centre of the UvA EB ([ebcc-eb@uva.nl](mailto:ebcc-eb@uva.nl)).

#### **Article 5**

1. In the interest of order, safety and good health, the student worker will abide by the rules of conduct, regulations and instructions, insofar as such apply to the employees of the student work-placement organisation.

2. The student worker 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 under this Internship contract.

#### **Article 6**

1. If, in the course of the student work-placement, 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 work-placement organisation. Unless otherwise stated in the student work-placement plan, the student worker will be guided in these activities by the company supervisor.
2. The student-trainee is obliged to apply secrecy to his or her activities during the internship at the host organisation if requested by the host organisation.

#### **Article 7**

1. The student worker **will/will not** receive a travel allowance from the work-placement organisation. This allowance amounts to €..... per day/ week/month.
2. The student-worker **will/will not** receive a student work-placement allowance from the work-placement organisation. This allowance amounts to € ..... net/gross per day/week/month. 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 student work-placement allowance.

#### **Article 8**

1. For the purposes of covering eventual costs arising from an event for which the student worker might be held liable according to law: the student worker is completely co-insured through the company liability insurance of the student work-placement organisation.
2. The student worker will take out third party risk insurance and sickness insurance
3. The work-placement organisation is liable to the student worker when the damage is caused during the student work-placement except to the extent that the Company can prove good labour environment as stipulated in article 7:658 of the Dutch civil code or gross negligence or wilful misconduct of the student worker.

#### **Article 9**

1. If problems arise during the student work-placement, the student worker will, in the first instance, consult the company supervisor.
2. Problems arising between the student worker and the company supervisor will be presented to the academic director of the UVA EB Career Centre for mediation. However, the student remains responsible for his or her internship.

#### **Article 10**

1. The student work-placement organization will not offer the student a full-time employment contract before the student graduates, and will actively support the student to complete his or her studies during the internship.

#### **Article 11**

1. The student work-placement organisation is – in consultation with the academic internship supervisor and the student worker – entitled to terminate this agreement if the management of the student work-placement organisation considers the student worker 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 academic organisation is – in consultation with the academic director of the UvA EB Career Centre and the administrative body of the student work-placement organisation – entitled to terminate this agreement and withdraw the student worker if the academic organisation considers the student work-placement is not being conducted in accordance with the contract, or if the student worker cannot be reasonably requested to continue the student work-placement with the student work-placement organisation.
3. The student worker is entitled to terminate this agreement after consultation of the company supervisor and the academic director of the UvA EB Career Centre.

**Article 12**

1. This agreement is not an employment contract in the sense of Article 7:610 of the Dutch Civil Code unless otherwise expressly agreed in the student work-placement plan.
2. Dutch Law applies to this contract and all disputes that may emerge from the usage of the data.

NOTE: This contract is nullified if the student a) is not registered as a of the Faculty of Economics and Business at the University of Amsterdam, and/or b) does not meet all the requirements of Internship.

Drawn up and agreed upon

in .....

on .....

signed by the company supervisor on behalf of the student work-placement organisation:

signed by the academic internship supervisor, on behalf of the academic organisation:

signed by the student worker: