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| Internship Agreement – Internship as part of an academic course |
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Between

Study Guidance Centre, Vrije Universiteit Brussel Esplanade Building F-Pleinlaan 2-1050 Brussels, duly represented by **Renaat vandekerkhof**, hereinafter called the Internship Provider;

and

The Vrije Universiteit Brussel, with its registered office at Pleinlaan 2, B-1050 Brussels, duly represented by **Prof. dr. Johan Vanderfaeillie**, Dean of the Faculty of **Psychology and Educational Sciences**, hereinafter called the University;

and

MARIANY KIVAIRU, residing at **Molenstraat 25, Kruisem**, hereinafter called the

Student; it is hereby agreed as follows:—

Article 1

The Internship Provider shall accept **MARIANY**, enrolled as a Student at the Vrije Universiteit Brussel with student number **(0599233)**, in the Faculty of **Psychology and Educational Sciences**, the **Masters of Educational Sciences** program, academic course no. **(course no.4016656FNR)**, consultable via the following link: **(link academic course)**, under the superintendence of the Internship Supervisor (**Renaat vandekerkhof**), for an internship in the **(Study Guidance)** department, under the superintendence of the Internship Mentor (**Renaat vandekerkhof**).

Article 2

The internship shall start on **4/09/2023** and end on **29/02/2024**

Days/ timetable: **5 working days/week**

Description of the internship duties:

- **Checking on Study Guidance e-tools platforms and user interface such as Canvas and the Infographics and bring new perspectives, if possible, from a student's viewpoint.**
- **Managing, when possible, the chat function for the digital English facultative workshops on Study skills, Exams skills and Bachelor paper/ Master thesis writing.**
- **Checking language and user interface English PowerPoints during facultative workshops on Study skills, Exams skills and Bachelor paper/ Master thesis writing.**
- **Checking language and user interface English infographics about study skills, Exams skills and Bachelor paper/ Master thesis writing.**
- **Conduct research on the students use of ChatGPT in paper and thesis writing and its effect on our provided guidance to enhance guidelines for student counselors.**

Other provisions (optional): /

If the internship commences before the start of the academic year in which the Student is enrolled, the internship can only begin under the condition subsequent of the possibility of the Student's (re)enrolment in the academic programme, and the courses therein mentioned in article 1, at the start of the academic year.

If the Student's enrolment is suspended during the internship period, the internship is immediately terminated. If the suspension is lifted, the Student can request to resume the internship.

An internship that is at variance with the measures taken to safeguard the Student's study progress is immediately terminated.

Article 3

The Internship Provider shall endeavour to ensure the success of the internship by complying with the educational programme that was agreed upon with the University, as specified in the academic course information sheet. In determining the duties of the Student, the Internship Provider shall take into account the aforementioned stipulations relating to the content of the internship.

Article 4

The Internship Provider and the Student shall submit to discussing any problems relating to the progress, the premature termination or the evaluation of the internship with the party responsible for the academic course, the Internship Supervisor.

Article 5

The University personnel responsible for supervising the internship can monitor the progress of the internship by contacting, when necessary, the person at the Internship Provider entrusted with supervising the Student, the Internship Mentor. The Student shall attend meetings with the academic Internship Supervisor upon request.

Article 6

The Internship Provider shall notify the Internship Supervisor of the Student's unauthorized absences on days that count towards the completion of the internship.

Article 7

The Student shall comply with the Internship Provider's rules and regulations.

The Internship Provider shall provide a copy of the workplace rules and any applicable health and safety regulations, as well as the necessary information and explanations about the nature of the internship, the risks attached and the preventive measures to be taken. The Internship Provider is responsible for compliance with safety, health and welfare legislation in respect of the Student, and must provide the necessary protective equipment specified in health and safety legislation. The Student shall wear the requisite personal protective equipment and follow the rules on health and safety at the internship location imposed by the Internship Mentor.

Article 8

The Student shall furthermore refrain from directly or indirectly disclosing, publishing or making known in any way any procedures, special practices, industrial secrets, plans, trade secrets, technical and accounting information that comes into his/her possession and shall abide by any duty of professional

secrecy applicable. The Student hereby notes that, notwithstanding any civil or criminal proceedings, all violations can result in the immediate termination of this agreement and disciplinary measures taken on the part of the University.

Any data obtained by the Vrije Universiteit Brussel from the internship report shall solely be used for academic course assessment, and not for any other research or educational purposes, barring other written agreements in this respect.

Article 9

The Student acknowledges that the Internship Provider or the University can terminate this agreement in the event of misconduct, malice, unauthorized absence or deliberate violation of the rules which were set out by the Internship Provider and accepted by the Student at the start of the internship.

Article 10

The Student shall undertake this unpaid internship as a Student of the Vrije Universiteit Brussel in the understanding that only those expenses directly attributable to the internship shall qualify for reimbursement.

Description of the reimbursable expenses:

Should the Student also be professionally active within the Internship Provider, the academic course information sheet determines whether this activity counts towards the completion of the internship.

Article 11

During the internship, the student shall be insured by the insurance policy taken out by the Vrije Universiteit Brussel, covering physical accidents which occur whilst carrying out the internship, as well as on the way to and from the place where the relevant internship is being executed.

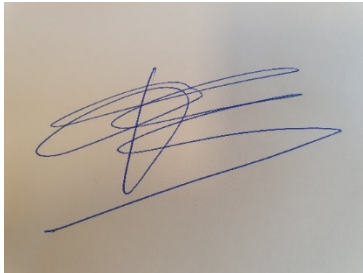
According to Art. II.355/1 of the Codex Higher Education ("Codex Hoger Onderwijs"), the civil liability of the Student is equivalent to the civil liability of employees. The trainer is a principal within the meaning of Article 1384, third paragraph of the Civil Code.

Article 12

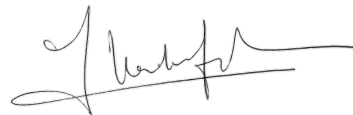
All parties shall comply with the academic course information sheet.

Done in triplicate at Brussels on

For the Internship Provider, Renaat Vandekerkhof
(Studyguidance)

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

**For the Vrije Universiteit Brussel,
Dean of the Faculty of Psychology and
Educational Sciences, Prof. dr. Johan
Vanderfaeillie,**

A handwritten signature in black ink, featuring a stylized 'J' and 'V' followed by a long horizontal line.

(signature)

For the Student,

.....MK.....
(signature)