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The Undersigned:

1. Stichting Saxion, having its registered office at Rijssen-Holten, in this matter duly represented pursuant to a power of attorney by R.J.C. Bartelink, of the school Academy Creative Technologie, hereinafter referred to as: “**Saxion**”; and
2. established at       at      , hereinafter referred to as: “**the organisation offering the internship**”; and
3. the student      , residing at (address, postal code) at      , hereinafter referred to (in male singular form) as: “**the** **intern**”,

whereas:

* the purpose of this internship is to have the intern acquire experience with the practical application of the theoretical knowledge already acquired by the student, and to acquire new knowledge and skills;
* the organisation offering the internship and Saxion ensure that the intern is assigned tasks and responsibilities in accordance with the student’s competence level and the educational objectives for the internship period;
* this agreement is not an employment agreement in the sense of Section 7:610 Dutch Civil Code (BW) and has not been intended as such, either;
* the skills and knowledge to be acquired (educational objectives) are defined by the school counsellor appointed by Saxion;
* the responsibilities to realise the educational objectives are defined by the internship supervisor from the organisation offering the internship, in consultation with the study counsellor;
* the internship supervisor will contact the study counsellor if any problems occur;
* at the end of the internship, the intern presents a report to the school and to the organisation offering the internship;
* the requirements that the report must meet prior to the internship, are known to the intern as well as to the organisation offering the internship.

declare to have agreed as follows:

**Clause 1 Work placement arrangements**

1. The organisation offering the internship gives the intern the opportunity to gain practical experience. The internship starts on       and ends on
2. The organisation offering the internship formulates the daily work scheme in consultation with the intern taking into account a       hour working week. In deciding on the working hours, the classes and other study-related meetings organised by the school to be attended by the intern are taken into account.
3. The tasks to be carried out by the intern are described by the organisation offering the internship, after consultation with Saxion, and communicated to the intern (and Saxion).
4. The intern is entitled to holiday and leave in accordance with the rules applicable at the organisation offering the internship.
5. Taking up special leave is only possible with the permission of both the internship supervisor and the study counsellor.
6. The intern will observe all schemes, including codes of conduct, of the organisation offering the internship.
7. The intern is not entitled to any remuneration.
8. An entitlement to travel allowance and/or cost allowance only exists if the intern has arranged this with the organisation offering the internship. In that case the intern is entitled to the agreed amount of €       per month for cost allowance and/or a travel allowance of €       per month.
9. The organisation offering the internship provides the intern with the necessary facilities to carry out his tasks and realise the objectives formulated
10. The intern is deemed to observe secrecy with regard to that which is confided to him under secrecy during the internship or the confidential nature of which he should understand. In so far as information is confidential but essential for the assessment by the school, the organisation offering the internship will allow inspection to Saxion under the condition of secrecy.
11. The copyright with regard to the results achieved lies with the intern, unless explicitly stipulated otherwise. The other intellectual property rights with regard to the results achieved lie with the organisation offering the internship, unless explicitly determined otherwise. Both the intern and Saxion may use the results for educational and research purposes without the permission of the organisation offering the internship being required.
12. The written report will be offered to the internship supervisor before being presented to the study counsellor.

**Clause 2 Social protection/insurance in respect of internships within the Netherlands**

1. The organisation offering the internship will protect the intern against any form of intimidation or discrimination at the workplace. The equal rights principle will have priority at all times.
2. In accordance with Section 7:658 paragraph 4 Dutch Civil Code the organisation offering the internship is liable for any injury or damage suffered by the intern during the internship.
3. Saxion has taken out liability insurance for the intern. In addition, the intern himself will take care of taking out and maintaining a Personal Liability Insurance *(AvP)* or an insurance policy with IPS cover for an internship outside of the Netherlands.
4. The policy number of the accident insurance taken out by Saxion with Lippmann is 1809934, and the policy number of the liability insurance taken out by Saxion with Lippmann is 201532.

**Clause 3 Disputes**

The intern will approach the internship supervisor of the organisation offering the internship first in the event of a dispute. If the dispute cannot be settled amicably between the internship supervisor and the intern, it will be submitted to the study counsellor in order to attempt to find a solution acceptable to all parties.

**Clause 4 Absenteeism due to illness and special circumstances**

1. The intern himself is required to report absenteeism due to illness and recovery, in accordance with the rules applicable at the organisation offering the internship. The intern must also inform the study counsellor forthwith of the report of absenteeism due to illness and recovery.
2. If absenteeism is involved due to other circumstances than illness, the intern will report this forthwith to the internship supervisor and the study counsellor.
3. If the intern during the internship at the organisation offering the internship is unable to meet his obligations due to illness and/or other circumstances, in consultation with all parties it needs to be determined how the intern can successfully complete the internship as yet, and/or whether extension is necessary.

**Clause 5 Termination and cancellation of the internship**

1. The internship ends at any rate:
   * after the period as referred to in clause 1 paragraph 1 of this agreement has expired;
   * when the degree programme at Saxion of the intern is terminated;
   * if all parties agree to termination of the internship;
   * in the event of bankruptcy or dissolution of the organisation offering the internship.
2. The organisation offering the internship may terminate this agreement (prematurely) after the intern and the study counsellor have been heard:
   * if the internship supervisor establishes that the intern fails to act upon the schemes and arrangements of the organisation offering the internship or the instructions of the internship supervisor;
   * when the intern fails to observe the agreements with regard to secrecy as referred to in clause 1 paragraph 10 of this agreement;
   * when the intern acts in such a way that the organisation offering the internship cannot reasonably be required to accept this conduct. The internship supervisor informs the study counsellor of any termination of the internship.
3. Saxion may terminate this agreement (prematurely), after the study counsellor, the intern and the internship supervisor have been heard, if Saxion establishes that the internship does not meet the educational objectives and/or the tasks laid down in this agreement, or if the intern cannot reasonably be expected to continue the internship. The study counsellor informs the internship supervisor of each termination of the internship.

**Clause 6 General stipulations**

1. Any deviations from the clauses in this agreement are only allowed if they take place on the basis of a further written agreement between Saxion, the intern and the organisation offering the internship.
2. This agreement is governed by Dutch law.

Agreed and drawn up in triplicate and signed on       20

**on behalf of the organisation offering the internship, intern,**

signature, signature,

Name contactperson Name intern

Job title

**on behalf of Saxion,**

Inge van Veen and/or Marjan Landewé   
Team Support HBO-IT  
School of Creative Technology