
VIP@work

vocational internship placements

Appendix 2 internship agreement



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Internship Agreement

1. Trainee data

Name:

Address:

Postal Code:

Residence:

Telephone number:

E-mail address:

Hereafter to be called the intern

2. Data internship company

Name:

Visiting address:

Postal Code:

Place:

Mailing address:

Postal Code:

Place:

Telephone number:

E-mail address:

Hereafter referred to as an internship provider.

3. Data training institute

Name:

Address:

Postal Code:

Place:

Telephone number:

E-mail address:

Hereafter referred to as an internship applicant.



ARTICLE 1

The internship period runs from to

ARTICLE 2

The Intern company will give the intern the opportunity to gain practical experience in connection with his study program during the period referred to in Article 1.

ARTICLE 3

The internship company appoints as internship supervisor for the supervision of the trainee during the internship:

Name:

Position:

ARTICLE 4

For the supervision of the intern during the internship, the training institute appoints as an internship supervisor:

Name:

Subject (s):

ARTICLE 5

The intern will carry out internships during days a week in the company of the internship provider and at the times as usual in the company, unless otherwise agreed. The starting point is a ... hour-work week. The working hours are from hours to hours.

The intern gets the opportunity to work on his / her internship report within the company or organization.

ARTICLE 6

This internship agreement is not an employment contract in the sense of Civil Code. During the period referred to in Article 1, the internship provider will not enter into any other (temporary) employment with the intern, in addition to this agreement, including as well as lending or employment on any other basis. Within the framework of the internship activities, the intern will not enter into any other obligations with the internship provider, his suppliers, clients or other relations.

ARTICLE 7

During the internship period the intern will receive / no compensation.

The compensation amounts to € gross per month.

Wage tax and, with the exception of the Unemployment Insurance Act, the usual social security contributions will be deducted from the internship allowance. The internship provider reports the intern to the business association and the tax authorities.

ARTICLE 8

The travel and accommodation costs incurred by the intern within the boundaries of the reasonable, during the time that he / she left the home in connection with the internship activities, will / will not be reimbursed with due observance of the rules set by the internship provider.

ARTICLE 9

In the interests of order, safety and health, the intern undertakes to comply with the regulations, instructions and rules of conduct given by the internship provider. These have been communicated to the trainee at the conclusion of the contract.

ARTICLE 10

The internship provider will take out insurance for the participant's liability for the benefit of the participant. This liability insurance provides secondary cover for damage caused to third-party property by a trainee during the period that he / she performs temporary work within the framework of the training with a traineeship organization.

In this context, property belonging to a third party means:

- A. Property of the internship organization.
- B. Third-party property under the management of the organization providing the training.

The organization providing the training is in principle responsible for the trainee's actions and can not pass on the resulting civil liability to the intern. The intern's liability insurance offers special, secondary cover for practical training, as well as for the financial risk of accidents during work and travel hours.

Note: it is not always the case that the school (internship provider) takes out insurance for the student. So make sure that you always check this. If the school does not provide the insurance then you have to arrange it yourself.

ARTICLE 11

The intern undertakes strict confidentiality of all company affairs during and after the training period, the confidential nature of which can be deemed to be known to him / her. For publications in any form. Including the internship report, prior approval of the internship provider is required. This is given by a signed declaration in the internship report.

ARTICLE 12

At the end of the internship period, company property, as well as all correspondence, notes, etc. relating to company matters, must be handed in directly by the intern to the internship provider.

ARTICLE 13

In case of omission or the intention to do so, the intern is obliged to report this to the internship company and the educational institution.

ARTICLE 14

In the event of problems during the internship, the intern primarily go's to the internship supervisor of the internship provider. If the problem does not resolve itself, it can then be submitted to the internship teacher by the intern or the internship provider. If they can not come to a solution together, the problem will be presented to the direct supervisor of the business mentor and to the educational institution (internship coordinator). In consultation they must find a solution to the problem.

Furthermore, this agreement ends:

- A. At the end of the agreed internship period.
- B. If the intern leaves his school.
- C. If both parties wish.
- D. If one of the parties so wishes, provided that the procedure has been completed as indicated above and no agreement has been created in consultation between the person appointed by the internship provider and the internship applicant, under which the internship can take place.

The undersigned are, after having read the aforementioned items, thus agreed, made in triplicate and signed,

Trainee (date, place, signature)

Internship teacher (date, place, signature)

Internship supervisor (date, place, signature)

