Faculty of Architecture and The Built Environment

TU Delft

Technische Universiteit Delft

Internship Agreement

• This form must be present at the address where the internship is fulfilled
• An internship is only possible as being part of certain dedicated (elective) courses. Students who do an internship as part of the curriculum are required to sign a standard internship agreement with both the employer and Delft University of Technology. The agreement can be signed at the secretariat of Education and Student Affairs.
• On set conditions, Building Technology, Management in the Built Environment, Urbanism and Geomatics students have the possibility to carry out their graduation research project at a company. Students who wish to do so are required to sign a standard internship agreement (see above) in advance, including a research proposal which has been approved by the responsible instructor. For Building Technology students het Internship Agreement must also be signed by the responsible instructor. Additional conditions and requirements are stipulated in the Rules and Guidelines internships and graduating at a company at the end of this document.

Personal information student

Family name: _____

First name: _____

Date of birth: _____ Day/Month/Year

Place of birth: _____

Citizen of: _____

Is a residence permit required? Yes ☐ No ☐

Dutch residence permit number: _____

Telephone: _____

E-mail: _____

Student number: _____

Home address during the internship: _____

Telephone home address: _____

Information Dutch educational institution

Name of educational institution: Delft University of Technology

Address: Julianalaan 134, 2628 BL Delft

Telephone: 015-278 42 52

E-mail: j.vanos@tudelft.nl

Unit of educational programme: Faculty of Architecture and the Built Environment

Name of Educational Supervisor: _____

Telephone: _____

E-mail: _____

Information host organisation

Name of host organisation: _____

Internship address for student-trainee during the training period: _____

Telephone: _____

E-mail: _____

Name of on-site Supervisor: _____

Telephone: _____

E-mail: _____

Internship Agreement

Article 1: Objectives and tasks of the internship

Internship agreement

- The purpose of this internship is to provide the student with experience of the practical application of theoretical knowledge he or she has already acquired and to acquire new skills and knowledge. The host organisation and the educational institution will ensure that the student-trainee is given tasks and responsibilities according to the level of competence of the student and the educational objectives for the training period. This agreement therefore is not an employment contract.
- Educational objectives: skills and knowledge to be acquired, defined by the Educational Supervisor.

- Tasks of student-trainee: responsibilities in order to meet these objectives, defined by the on-site Supervisor in consultation with the Educational Supervisor.

Article 2: Supervision and evaluation

- The educational institution (or unit of educational programme like a faculty) will assign an Educational Supervisor responsible for the student's internship and the host organisation will name an on-site Supervisor. If any problems arise, the on-site Supervisor will contact the Educational Supervisor.
- At the end of the internship the educational institution requires a report from the student-trainee, the detailed requirements for this report will be available to the student before the internship begins. The host organisation will be presented a copy of this report.
- The host organisation will provide the student-trainee with an evaluation of his or her internship as well as a written confirmation that the scheduled work programme has been undertaken and completed.

Article 3: Internship arrangements

- Course code and title of the course the internship is part of:

_____

- The training period will take place excluding the (parts of) days that the staff of host organisation is not working:

From: _____ To: _____

- The daily schedule of working hours of the host organisation applies to the student. The minimal hours per week of internship will be: _____

Internship Agreement

- Student-trainee will not be present at the host organisation on:

_____

- The student-trainee must comply with all the regulations of the host organisation.
- The compensation for expenses per month will be € _____
- The compensation for travel expenses will be € _____
- The host organisation offers the necessary facilities for the student-trainee to execute his tasks and achieve his/her objectives.
- 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.
- The author's rights on the achieved results lie with the student-trainee if not explicitly regulated otherwise. Both the student-trainee and the Dutch educational institution may use the results for internal purposes without consultation of the host organisation..
- The written internship report must be presented to the on-site supervisor before it is handed in to the educational supervisor.

Article 4: Social protection / Insurance

- The host organisation will protect the student-trainee against any form of intimidation or discrimination at the workplace. The principle of equal rights will prevail.
- According to Dutch law (art. 7:658 lid 4 Burgerlijk Wetboek) the host organisation is liable for injuries and damage that the student-trainee may suffer from during his/her internship.
- The student-trainee will make sure that an insurance is concluded for accidents and liability in the workplace by either the host organisation or the student-trainee itself according to Dutch law.

Accidents insurance number: _____

Liability insurance number: _____

Article 5: Dispute

The student-trainee addresses the on-site supervisor of the host organisation in the first place in case of a dispute. If the dispute cannot be settled amicably between the student-trainee and the on-site supervisor it will be presented to the educational supervisor in order to try to reach a solution suitable to all parties.

Article 6: End and ending of the internship

1. The internship ends:
   a. After the period agreed in article 3.
   b. If the student-trainee ends his study at the Dutch educational institution.
   c. If all parties agree to end the internship.
   d. If the student-trainee dies.
   e. If the host organisation is bankrupt or will be dissolved.
2. The host organisation can end this agreement, having heard the student-trainee and educational supervisor:
   a. If the on-site supervisor concludes that the student-trainee is not following the rules of the host organisation or the directions of the on-site supervisor.
   b. If the student-trainee does not comply with the regulations with regard to secrecy as agreed upon in article 3.
   c. If the student-trainee acts in a way that a host organisation cannot be requested to accept according good reason.

   The on-site supervisor informs the educational supervisor about any ending of the internship.

3. The educational institution can end this agreement, having heard the educational supervisor, the student-trainee and the on-site supervisor if the educational institution concludes that the internship is not complying with the educational objectives and/or the tasks laid out in this agreement or the student-trainee cannot be requested to deal with issues according to good reason. The educational supervisor informs the on-site supervisor about any ending of the internship.

Article 7: General provisions

1. Deviations from the articles in this agreement must be agreed upon in writing by the educational supervisor, the student-trainee and the on-site supervisor.
2. This agreement will be governed by Dutch law.

Signatures

The signatories confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.

Name of educational institution	Name of host organisation	Name of student
Delft University of Technology		
Signature and date	Signature, stamp and date	Signature and date
T.P.J. van Drunen		

Delft University of Technology

Name of reponsible instructor *

* Only applies to Building Technology students

Signature and date

Internship Agreement

Rules and Guidelines internships and graduating at a company

1. The objective of the graduation project is educational. Students who carry out their graduation research project at a company are not obliged to take part in the regular work process of the company - attending meetings, carrying out tasks, etc.
2. The graduation company is not a `commissioning party' for the purpose of the research. The company may suggest a subject for the graduation project. Nevertheless, the student retains full responsibility for the structure of the research project; the objective, questions, theoretical justification, method of acquiring data, conducting fieldwork, etc. are all part of the project.
3. The project is supervised and assessed by mentors from the faculty. Upon request, the graduation company tutor may attend the consultations that follow the final presentation by the student, during which the mentors, in the presence of the delegate of the Board of Examiners, decide on the marks for the various fields and the mark for the presentation, as well as the final mark. The graduation company tutor is not authorised to give marks.
4. The author's rights on the achieved results lie with the student unless explicitly regulated otherwise. Both the student and the faculty may use the results for internal purposes without consultation of the host organisation. Because of the input of the mentors, in case of publications e.g. of an article based on the thesis, it is strongly recommended to inform the mentors and to involve them as a co-author.
5. Any confidential information that is contained in the graduation project should be included in a separate appendix to the graduation report. The appendix will not be made public for a period of maximum 1 year after graduation, but it will count towards the assessment of the content of the report by the mentors and delegate of the Board of Examiners of the faculty. The status of a confidential appendix is exceptional and will only be allowed in extraordinary cases (such as those concerning the privacy of interviewees or sensitive commercial information), and the student will have to justify the reasons for keeping the relevant section confidential. This justification will itself form an integral part of the main report, and will be composed following consultations between the student, mentors and the graduation company.