

Internship contract

This contract is a formal agreement between the internship student, the internship supervisor representing the host organization, and the internship tutor representing the Faculty of Geosciences from the University of Utrecht. Its aim is to clearly spell out roles and responsibilities of all three parties involved. This contract has to be signed between the three parties, before the take-off of the internship.

The internship student Mr/Ms.....
formally inscribed as a master student of Utrecht University, Faculty of
Geosciences

The internship supervisor Mr/Ms
representing the host organization.....

The internship tutor Mr/Ms
representing the University of Utrecht,

The parties have mutually agreed upon the following articles:

Article 1: The host organization (HO) shall appoint the following person
as internship supervisor:

Article 2: The internship period shall extend from
till
with the exception of days or part of days on which no work is conducted
by the host organization (national holidays or other special occasions).

Article 3: The internship shall enable the internship student to gain
practical and research experience in the following thematic area, as
agreed in the proposed research outline and time planning:
.....
.....
.....

Article 4: The internship student is not entitled to claim any
compensation for traveling expenses, subsistence, or any other costs from
the side of the host organization.

Article 5: The internship student is fully responsible for any medical
costs, or any injury or damage which the student might suffer during or in
relation to his/her presence at the host organization, or in the execution
of his/her work activities, unless this injury or damage shall result from
intent or gross culpability of the host organization's personnel. In order to
cover any costs resulting from an event for which the student holds third-
part liability, the student declares to be sufficiently insured.

Article 6: In case of illness, the student has to report to his/her internship supervisor, as well as to his/her internship tutor.

Article 7: During the internship, the student has to conform completely to the host organization's work schedule, time planning, functional hierarchy and codes of conduct. The student has to fully respect the local rules of conduct, authority and cultural setting.

Article 8: The student is to observe secrecy on matters confided to him/her in secrecy during the internship period, as well as information at his/her disposal, the confidential character of which he/she should realize. Written reports shall be approved by the HO internship supervisor before submission to the internship tutor, if and insofar as the student has worked under obligation of secrecy.

Article 9: Unless explicitly agreed otherwise, the copyright of the results of the traineeship belongs to the trainee. Both the host organization and the Utrecht University are entitled to use the results of the traineeship for internal use.

Article 10: During the internship, the student has to report frequently to his/her internship supervisor, as well as to his/her internship tutor. Moreover, the student shall comply with the training supervisor's directions at the internship location.

Article 11: In case of difficulties during the internship, the student shall first address the internship supervisor at the host organization. Disputes between the student and the host organization shall be submitted to the internship tutor. In case the host organization, the student and the internship tutor are unable to reach a settlement, the dispute shall be submitted to the Board of Examiners.

Article 12: The internship shall be terminated:

- at the end of the period as agreed in article 2;
- as soon as the student is no longer registered at the University of Utrecht;
- by mutual agreement of the HO internship supervisor, the student and the internship tutor.

Article 13: The host organization shall be entitled to terminate this agreement unilaterally and immediately after having consulted the student involved and his/her internship tutor in the following cases:

- in case the student does not observe regulations and directions of the internship supervisor;
- in case the student does not fulfill his/her obligation of secrecy;
- in case the student's conduct is in any other way such that the internship supervisor cannot be reasonably required to continue the cooperation.

Article 14: After having consulted the internship supervisor and the student involved, the Faculty of Geosciences shall be entitled, at its discretion, to terminate this agreement immediately and to withdraw the

student in case the internship does not proceed in accordance with the mutually agreed internship programme/research outline, or in case the student cannot be reasonably required to continue his/her internship with the host organization. In this case, the Faculty of Geosciences shall inform the internship supervisor of such a decision immediately through the mediation of the internship tutor.

Article 15: Before ending the internship, the student has to hand over an internship report as well as a preliminary version of the research paper to the host organization.

Article 16: In case this agreement shall conflict with any other agreement signed by the student and the internship supervisor, this agreement overrules the other.

The internship programme and/or research outline, including a time planning, signed by the internship supervisor, the student and the internship tutor, shall form part of this agreement.

Thus agreed upon and drawn up in triplicate in
on
and signed by the internship supervisor, the student and the internship tutor:

Internship supervisor

Student

Internship tutor.....