Internship Agreement – Internship as part of an academic course

Between

the Internship Provider
duly represented by
with its registered office at
reachable via e-mail on
and by phone at

hereinafter called 'the Internship Provider';

and

The Vrije Universiteit Brussel, with its registered office at Pleinlaan 2, B-1050 Brussels, duly represented by Professor Joël Branson, Dean of the Faculty of Social Sciences & Solvay Business School,

hereinafter called 'the University';

and

The student   with student number
residing at
enrolled in the academic program
and the academic course with title

and under superintendence of the Internship Supervisor

hereinafter called 'the Student';

it is hereby agreed as follows:

Article 1

The Internship Provider shall accept the Student for an internship in the above mentioned department, in period (cfr Art.2) under the superintendence of the Internship Mentor
by name
reachable via e-mail on
and by phone at

Article 2

The internship shall start on   and end on   with a total of   internship days.
Timetable:

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 prior to 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.

Description of the internship duties:

Other provisions (optional):

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 (optional):

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,
(signature and name)

For the Vrije Universiteit Brussel, p.p.
the Dean of the Faculty of Social
Sciences & Solvay Business School,
(signature, name & title)

_____   _____

For the Student,
(signature and name)

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