



Example of an internship contract

This contract involves an internship contract for a student in performing arts, but with the necessary alterations it can also be applied to other work placement organisations or to students in other fields.

For more information look at the theme Law and contracts on [BeroepKunstenaar.nl](https://www.beroepkunstenaar.nl).

WORK PLACEMENT CONTRACT

1. The work placement organisation:
(Name, address, telephone number, e-mail)
To be referred to here as the work placement organisation

2. The educational institution:
(Name, address, telephone number, e-mail)
To be referred to here as the school

3. The student,
(Name, address, telephone number, e-mail)
To be referred to here as the student,

In consideration

- that within the framework of the educational programme the student is interested in getting practical experience during the ... year of training, and
- that the work placement is an essential part of the educational programme,

therefore the following is agreed upon:

1. The work placement organisation agrees to allow the student to follow an internship from (date) until (date), as part of their educational training.

2. The work placement organisation offers the student the following:

- within the organisation

- ⇒ the possibility to attend a daily training or warming-up;
- ⇒ the possibility to attend rehearsals and study repertoire, depending on the decision of the artistic manager/director/choreographer;
- ⇒ the possibility to get experience in performing in a show produced by the organisation and presentations to third parties, depending on the decision of the artistic manager/director/choreographer;

- outside the organisation:

- ⇒ the possibility to follow the programme of the school during the holidays of the work placement organisation;
- ⇒ the possibility to audition for other companies;
- ⇒ the possibility to attend the official graduation ceremony of the school.

The work placement organisation agrees to provide information about the regulations of importance, including those from the Arbeidsomstandighedenwet (working conditions act), which apply to the student.

3. On behalf of the work placement organisation staff member ... will serve as contact for the student. For half an hour each week this person will go through the state of affairs and the student's functioning with the student. The student is expected to bring up all the matters which are important for a successful internship.



4. The work placement organisation will give the student the opportunity to take part in the return days which the school organises for the students on (date) and on (date).
5. The student receives work placement pay of € ..., - per month. This amount is paid to the student without any deductions at the end of every month. The student does not receive reimbursement for travel expenses. The student is entitled to reimbursement for accommodation expenses (séjours) in the same manner as the travelling employees of the company.
6. The work placement organisation declares itself to be liable, in the same manner as for employees, for damage caused to third parties by the student and for injury and/or damage occurring to the student.
7. The work placement organisation declares that it has taken out adequate insurance for risks as referred to in nr. 6.
8. The school declares that the student will receive adequate supervision for the successful completion of the work placement internship. is the student's work placement supervisor. The supervisor will have telephone contact with the student at least once every two weeks for half an hour to discuss the work placement, and during the internship this person will have at least one conference with the staff member listed in article 3 and with the student, in order to discuss matters important for a successful internship.
9. The student is required to have an adequate insurance for medical costs.
10. The student is required to follow all the guidelines which apply to the employees of the work placement organisation regarding: presence and absence, reporting sick, order and safety. Regarding this, the work placement organisation takes responsibility for providing precise information no later than at the time the internship begins.
11. The student is required to keep all information confidential which is or may be supposed to have a confidential character.
12. After completion of the work placement the student will make a report following the guidelines of the school. The work placement organisation will receive the report in a rough draft version and will check it for factual errors.
13. The parties declare that they will offer solutions as quickly as possible to any problems which (might) hinder the successful completion of the work placement. When the student has questions regarding this, the student will bring these forward in discussion with the school.
14. If one of the parties of this contract wishes to end the work placement contract for urgent reasons, in spite of the efforts described in article 13, then a notice period of one calendar month is required. Cancellation will only be valid in writing. The parties of this contract will thoroughly weigh the – reasonable - interests of each party for a successful completion of the work placement and will be willing to exert themselves for appropriate solutions in the matter for each party involved, if necessary with an independent third person.

Thus agreed upon in
and signed in triplicate on,

.....
On behalf of the school

.....
Work placement organisation

.....
The student