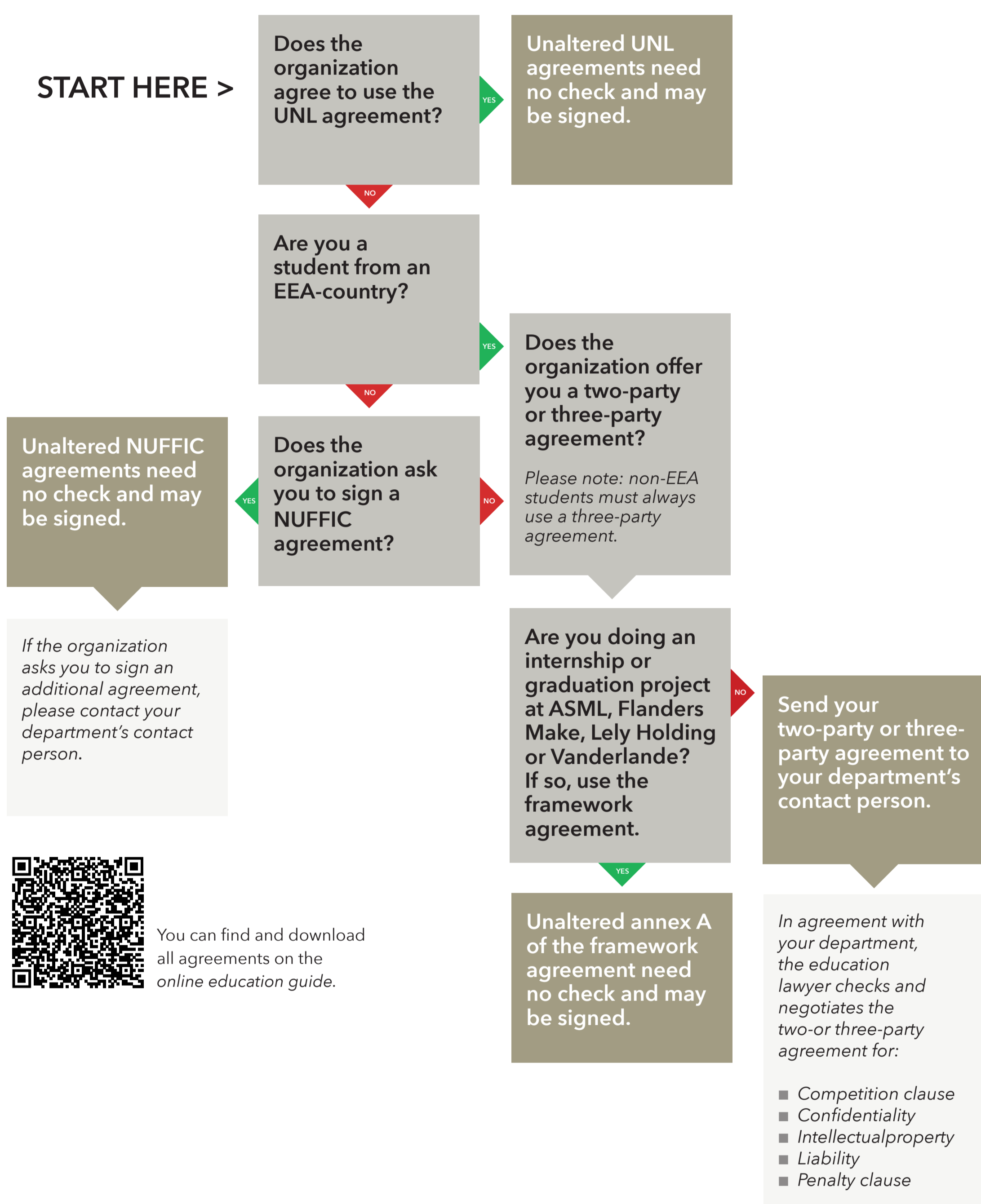


COMPREHENSIVE GUIDE TO INTERNSHIP AND GRADUATION PROJECT AGREEMENTS

For TU/e students embarking on internships or graduation projects, a clear agreement is key to setting expectations and responsibilities of both you and the organization (this includes all types of companies, education and government institutes, and research institutes). For international internships and graduation projects or for students from non-EEA countries interning in the Netherlands, specific agreements are required by law. This guide provides essential information on types of agreements, approval processes, and important tips for signing to ensure a smooth and compliant experience.

CLAUSE DECISION TREE



TIPS & TRICKS

SHOULD I USE AN AGREEMENT FOR MY INTERNSHIP OR GRADUATION PROJECT?

It is strongly advised for every student to use a written agreement when doing an internship or graduation project with an organization. This is, however, not mandatory. An agreement is there to ensure that both you and the organization have a mutual understanding of the terms. It's a professional way to start your internship or graduation project and as a legal document it can save you from potential issues down the line.

TWO-PARTY AGREEMENTS VS. THREE-PARTY AGREEMENTS

There are two-party agreements and three-party agreements. Two-party agreements are signed by the student and organization. Three-party agreements are signed by the student, organization and TU/e.

PRACTICALITIES CHECKING AGREEMENT

Be aware that it can take two weeks for the education lawyer to start work on your agreement. Keep in mind that the total checking, negotiating and signing process often takes much longer. Make sure to send in your agreement in time.

STUDENTS FROM NON-EEA COUNTRIES DOING AN INTERNSHIP OR GRADUATION PROJECT IN THE NETHERLANDS

- It is determined by Dutch law that students from non-EEA countries doing an internship or graduation project in the Netherlands must sign a three-party agreement. Signing a two-party agreement conflicts with Dutch law and can affect the organization (fine) as well as the student (IND investigation).
- It is common practice for organizations to ask you to sign a NUFFIC agreement. Check [this website](#) for more information on whether a NUFFIC agreement must be signed.
- In case the organization asks you to sign a NUFFIC agreement and an additional agreement, contact your department's contact person.

SIGNING OF THE AGREEMENT

- Never sign an agreement before reading through the entire text.
- Never sign an agreement before sending it to your department's contact person. Once signed, it is signed, binding and no longer negotiable.
- **Your TU/e supervisor may NOT sign your three-party agreement.**

- **In case of a three-party agreement, the managing director of your department is the only person who is allowed to sign the agreement on behalf of TU/e.** In some departments, the managing director has mandated their signing authority to a designated person. Contact your department's contact person to arrange the signature of the managing director, or the mandated person, on your three-party agreement.
- Never sign two different agreements for the same internship or graduation project at the same organization. This includes an additional NDA. If the organization asks you to sign a second agreement, contact your department's contact person.

DOING AN INTERNSHIP OR GRADUATION PROJECT OUTSIDE OF THE NETHERLANDS

- In case you are doing an internship or graduation project outside of The Netherlands and the organization wants you to sign an agreement, contact the contact person of your department.
- You are advised to take out suitable liability insurance and accident insurance.
- You are advised to make sure your health insurance covers the country you are going to and covers the entire duration of your stay there.