



### Internship agreement for the Faculty of Archaeology, Leiden University

The undersigned

A.

Leiden University, for the benefit of the Faculty of Archaeology (to be named: the faculty), represented by the internship supervisor:

Name.....  
Address: Visiting address: Einsteinweg 2/Postal address: Postbus 9514  
Postal code/ZIP code + city: 2333 CC Leiden/Postal address 2300 RA Leiden  
Telephone: 071-527 .....  
E-mail.....@arch.leidenuniv.nl

B. Organisation offering the internship (to be named: employer):

Name.....  
Adress.....  
Postal code/ZIP code + city.....  
Represented by:  
Name.....  
Postal code/ZIP code +  
City.....  
Telephone.....  
E-mail.....

C. The student (to be named: the trainee):

Name.....  
Adress.....  
Postal code/ZIP code + city.....  
Telephone.....  
E-  
mail.....

have agreed that an internship will be completed.

The internship will take place in (city + province).....

Expected starting date of the internship:.....

Expected duration of the internship:.....

Nature of the internship (tasks to be performed):.....

.....  
.....  
.....  
.....  
.....

*The internship will be concluded by writing a report with this internship agreement and the internship evaluation form (to be filled in by the employer) as attachments.*

All parties mentioned above have also agreed, for the benefit of the trainee doing the internship, to:

#### CLAUSE 1

The employer will offer the trainee mentioned above the opportunity to do an internship in the area of his/her studies.

## **CLAUSE 2**

1. The employer will only assign those tasks to the trainee, that correspond with the framework of the internship, as stated in the internship assignment.
2. It is mandatory for the trainee to properly complete the tasks and to behave according to the rules set by the organisation offering the internship. He/she will follow the instructions given by the employer, as long as Clause 4.1 is respected.

## **CLAUSE 4**

1. The amount of working hours per day corresponds to those of the regular employees of the organisation, or the specific department employing the trainee, unless stated otherwise in the internship plan.

## **CLAUSE 5**

1. If conducting research is part of the internship, responsibility for the execution, form, contents and the processing of results lies with the trainee and the supervisors, unless agreed otherwise beforehand.
2. Publication of research results only takes place in consultation with the employer and the conditions stated in Clause 6.

## **CLAUSE 6**

If the trainee is working with confidential information, he/she is obliged to maintain secrecy, when aware of the confidential nature of this information.

## **CLAUSE 7**

The university and the employer do not accept responsibility for injury of the trainee or damage to his/her belongings during or due to the tasks performed, except when the injury or damage are caused intentionally or are the effect of negligence, by the university or employer, or members of their staff.

## **CLAUSE 8**

1. For the tasks performed within the framework of the internship, the trainee will receive a payment of ..... gross/net per month.
2. Apart from the payment mentioned in Clause 8.1, the employer will pay the trainee the amount of ..... gross/net per month, for travelling and accommodation expenses.

## **CLAUSE 9**

The employer has the right – after consultation with the internship supervisor or his/her replacement – to terminate this contract in case of serious misbehaviour, disrespect for the rules of the employer's organisation, or disturbance of the organisation's order and discipline, by the trainee.

## **CLAUSE 10**

The trainee has the right – after consultation with the internship supervisor or his/her replacement – to terminate this contract in case of serious misbehaviour, disrespect for the rules of the employer's organisation, or disturbance of the organisation's order and discipline, by the employer.

## **CLAUSE 11**

The faculty takes out an insurance policy for the trainee. This insurance will only cover damage caused or suffered while performing tasks in the framework of the internship (i.e. not after working hours). The faculty's insurance is cancelled when the employer takes out an insurance policy for the trainee. The faculty's insurance does not apply to internships outside of the Netherlands; in case of a stay abroad the trainee needs to provide his/her own insurance.

**CLAUSE 12**

The faculty, employer or trainee have the right to terminate, extend or shorten the internship mentioned in this agreement, but only after deliberation with all parties.

The student hereby confirms that:

-He / she is of good physical and mental health (at many fieldwork projects abroad medical facilities are difficult to reach and medicines are difficult to obtain and failure to inform project leaders about serious known health and mental problems can jeopardise the project and is dangerous for the student).

-He / she has been informed about working conditions in the field and the project base- which may be difficult and exhausting - and has agreed to working under these conditions.

-For emergency cases, the following email / phone should be used:

student:

next of kin:

Formulated and signed in triplicate:

	Date	Place/City	Signature
A Internship supervisor			
B Employer			
C Trainee			