

Internship contract

If the company that provides your internship has their own standard internship contract, you can request them to make one. When you have both signed, mail a copy to us. If your company has no standard internship contract, then ask the Student Career Service to put together an internship contract for you. Please send an email to careerservice@hum.leidenuniv.nl in which you ask us to for an internship contract.

Most of the information, like your personal data and those of the organisation, we will take from your internship outline. Please add the following information to your email:

- The amount of days leave per month;
- The sum per month in recompense for the work achieved (and if this sum is net or gross);
- The net remuneration of costs per month for travel and accommodation;
- Further agreements about your internship (such as absence for an exam or special leave)