



Parties:

_____, from now on called
the ‘traineeship provider’;

_____, the student, registered at the Institute of
Public Administration, Leiden University, from now on called the ‘trainee’;

Parties agree on the following:

Article 1

Period

The traineeship runs from ____/____/____ (*day, month, year*) to ____/____/____ (*day, month, year*).

Article 2

The traineeship provider enables the trainee to carry out work within the framework of the study of Public Administration.

The trainee will not undertake any activities lying outside the framework of the subject of the traineeship. The traineeship provider will permit the trainee to undertake activities for the benefit of the trainee’s graduation project.

Article 3

The traineeship will be fulfilled under responsibility and supervision of the Institute of Public Administration, Leiden University.

Article 4

The traineeship provider assigns a supervisor who, together with the traineeship coordinator of the Institute of Public Administration, will be responsible for the supervision of the trainee.

Article 5

The daily learning time is in accordance with the working hours that apply to the organization where the trainee will perform his/her activities, unless other arrangements have been made.



Article 6

The trainee must comply with the instructions, rules, and regulations applying to the personnel of the traineeship provider for the sake of order, safety and health.

Article 7

The traineeship provider is, after consultation with the Institute of Public Administration, authorized to terminate this contract, if the trainee has not complied with the instructions or regulations of the supervisor in the opinion of the traineeship provider.

Article 8

The trainee is obliged to keep secret those matters which he/she is confided in during the traineeship, and those matters which he/she has the disposal of and of which the confidential nature is to be (implicitly) understood.

Article 9

In case of illness the trainee informs both the administrative Institute of the traineeship provider and the traineeship supervisor.

Article 10

The trainee receives a traineeship compensation of EUR _____ per month.
The arrangements of the traineeship provider that concern any contribution towards traveling expenses and accommodation do/ do not apply.

Article 11

The trainee is entitled to _____ days of leave per month. The trainee is / is not entitled to days of leave with compensation in order to fulfil study obligations.

Article 12

The traineeship provider is not liable for damages that the trainee suffers during the activities which are part of the traineeship, unless this damage can be attributed to intent, guilt or gross negligence of the traineeship provider or of one of his employees.



**Universiteit
Leiden**

Traineeship contract

Faculty of Governance and Global Affairs
Institute of Public Administration

Article 13

In addition, the following applies to this contract:

Article 14

This contract is subject to the approval of the Institute of Public Administration,
Leiden University.

Traineeship provider

Trainee

Name and signature

Name and signature

Date _____

Date _____

Institute of Public Administration
Leiden University
PO Box 13228
2501 EE Den Haag
The Netherlands