

**Faculty of Engineering Technology**

**Assignment Agreement**

The parties:

**The educational institution**

University of Twente

Faculty of Engineering Technology

Drienerlolaan 5

7522 NB Enschede

The Netherlands

represented by the managing director, drs. D. Korringa

and

**the student**

………………………………………………………………… (name student)

s…………… (student number)

…………………………………………………………………… (address student)

Born on ……………………………… in …………………………...

Student of the Faculty of Engineering Technology,

study program ……………………………..

and

**The assignment offering organization**

………………………………………………………………………….(name organization)

………………………………………………………………………….(address)

…………………………………………………………………………..(City/Country)

have agreed as follows:

**Article 1: Objectives and tasks during the assignment**

The purpose of the assignment for the student is to gain practical experience in applying theoretical knowledge as obtained during his/her study programme in a professional setting. The assignment should also offer the opportunity to gain new knowledge and skills.

This agreement is therefore not an employment agreement. The assignment offering organization and the educational institution will see to it that tasks and responsibilities assigned to the student are in accordance with the intended learning objectives. The student is responsible to achieve these learning objectives. The assignment offering organization will provide the facilities necessary for the student to execute his/her tasks and to obtain the learning objectives.

**Article 2: Supervision**

Supervisor from the educational institution:

Name: …………………………………………………………………………

Contact details: ……………………………………………………………

Supervisor from the assignment offering organization:

Name: …………………………………………………………………………

Contact details: : ……………………………………………………………

**Article 3: Assignment Agreements**

The assignment period is as follows:

Start of the assignment period:………………………………………………………

End of the assignment period:……………………………………………………….

The daily working hours of the assignment offering organization applies to the student unless agreed otherwise. The student is entitled to special leave in case of unforeseen (family) circumstances according to the rules applicable within the assignment offering organization. The student is/is not[[1]](#footnote-1) entitled to leave days other than the regular days off at the assignment offering organization.

In case of absence due to illness or other circumstances the student will immediately notify both the assignment offering organization (either the supervisor and/or the administration department) and the supervisor of the educational institution.

During the execution of the assignment the student shall be obliged to absolute secrecy of all information, data or details about business affairs, that has come to his/her notice and can reasonably be recognised as confidential.

The compensation of expenses per month will be …………………

The compensation of travel expenses will be ………………………

**Article 4: Insurances**

The student of the University of Twente is insured for Third Party Liability at the ABN-AMRO (policy number 6442.6086) during the execution of his/her assignment.

Accidents in the workplace will be preferably covered by the collective accident insurance of the assignment offering organisation. If no insurance plan covers the student, the student has to arrange an accident insurance him/herself.

**Article 5: Disputes**

In case of a dispute the student will first approach the supervisor of the assignment offering institution. In case the dispute cannot be settled amicably between the supervisor and the student, the dispute will be submitted to the supervisor at the educational institution in order to find a solution acceptable to all parties.

**Article 6: Ending and termination of the assignment period**

**The assignment ends**:

* After the period mentioned in article 3
* In case the student ends his/her enrolment at the educational institution
* In a situation where all parties agree with termination
* In case of bankruptcy, suspension or annulment of the assignment offering organization

**The assignment offering organization can terminate this agreement**:

* In case the student does not follow the applicable rules and regulations of the assignment offering institution
* If the student does not comply the confidentiality clause as mentioned in Article 3

**The home educational institution can terminate this agreement**:

* In situations where the assignment does not fulfil the learning objectives

Parties will inform each other of every termination of the assignment period.

**Article 7: General conditions**

Deviations from the articles in this agreement must be agreed upon writing by all three parties. The undersigned hereby confirm the correctness of all content of this agreement and agree on all items as stipulated.

Drawn up in triplicate and signed at

 Date/place Date/place

Enschede ……………………………….. …………………………………….

 Name/signature Name/signature

 Student Representative

 Assignment offering organization

 …..……………………………… ……………………………………

 ………………………………….. …………………………………….

Drs. D. Korringa

Managing Director ET

1. Scratch out if not applicable [↑](#footnote-ref-1)