UNIVERSITY OF TWENTE

FACULTY BMS

MSc PSTS

Internship Guide

2026-2027



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For updated information, please enroll at https://canvas.utwente.nl/enroll/M6DPHY

1. Introduction

This guide is intended for use by PSTS students and internship supervisors (both internal at UT and external at internship hosts). The guide aims at creating awareness to all stakeholders of the fundamentals and the practical elements that are related to a PSTS internship.

A PSTS internship serves two purposes:

(1) We would like to enable PSTS students to get acquainted with real-life practices of the PSTS-related labour market. An internship enables students to enhance their skills portfolio and develop competencies that may support their future career opportunities.

(2) Internships can also be part of a (shortened 20 EC) PSTS thesis project and, in this case, will help the student to get a better understanding of the challenges and practices of a particular field.

If students are interested in an internship, it is wise to investigate possibilities in timely fashion, preferably already at the start of the second year. Preparing for and organising an internship takes time.

Students who opt for an internship as part of their (thus shorter, 20 EC) thesis should discuss this with their thesis supervisor, who then also may be willing to act as the internship supervisor. Where an internship has no or little connection with the thesis, the thesis supervisor will not necessarily be the internship supervisor.

Important note: Students who opt for the 4TU.Ethics, Ethics and Technology track, or the PSTS-BA or PSTS-PA Link Joint Educational Programmes, are expected to write a long thesis (30 EC or 25 EC respectively) and, thus, do not qualify for the 10 EC internship.[1]

Dutch and EU Students: Please see the Legal Information pertaining to the Internship/graduation Agreement Faculty BMS - Two Parties (Dutch and EU Students) at the end of this guide.

Non-EU students: Please see the Legal Information pertaining to the Internship/graduation Agreement Faculty BMS - Three Parties (Non-EU students) at the end of this guide.

[1] However, all students may consider to include visitations of various institutions, field work, and brief internships as elements of their final project. All these opportunities can be discussed with and approved by the thesis supervisor on a case-by-case base. However, they are not subject of this guide.

2. The PSTS Internship

2.1 Requirements before starting an internship

Because the internship is part of the PSTS curriculum and credits, it is subject to certain rules and requirements.

Similar to start working on the Final Project, students are only allowed to do an internship upon having completed successfully **at least 75 EC** of the Year 1 and Year 2 PSTS courses.

If students do not meet this requirement but still want to opt for an internship, they have to contact the PSTS study adviser.

Please note:
At the moment of inquiring about internship options and even during the initial contacts with an organisation, students may not yet know whether they will pass all required courses in due time. Therefore, students must state clearly during discussions with an organisation that they can only finalise an internship agreement upon having completed all required coursework.

2.2 Internship basic requirements

- In case a student opts for an internship that has no link with the Final Project, then the student has to demonstrate that the internship aligns with the final qualifications of the PSTS programme (see the PSTS Programme Guide for a detailed overview of these qualifications).
- A PSTS internship spans 10 EC. Hence it requires a time investment of 280 hours which equals roughly 7 weeks of full-time involvement.

2.3 Preparatory considerations

- Students have to consider precisely what they want to learn during their internship. In other words: what will be the learning objectives, particularly in terms of (personal, generic-academic and PSTS-related) knowledge and skills?
- Students should discuss who could be the most appropriate UT internship supervisor with their thesis supervisor and the MasterLab teachers.
- Students who do a full-time internship (or go abroad during the 2nd semester, that is, during quartile 2A, and perhaps into quartile 2B), might not be able to fully participate in and meet all the obligations of MasterLab. If this is the case, they should contact their MasterLab teachers prior to the start of their internship, and apply for an exemption from class participation in some of the MasterLab sessions. In addition, they will have to

do an alternative assignment, i.e. they have to submit two written reports on their internship and/or final project research (mandatory at the end of quartile 2A, and at the end of quartile 2B).
- Students need to take into account that doing an internship (especially when opting to go abroad) might cause study delays and thus additional tuition expenses. This is their own responsibility.

2.3.1 Learning Agreement

If students opt for an internship, they have to take the following steps.

- Upon having identified a possible organisation/company for doing an internship, students have to find a UT internship supervisor who is willing and able to guide them during the internship.
- In this regard the student has to prepare, discuss and compose with the UT internship supervisor a written proposal.
- This proposal has to depict sufficiently what the internship will entail, regarding:
  - description of the organisation/company,
  - description of the intern's position within the organisation/company that is to act as the internship host,
  - description of the expected outcomes of the internship,
  - description of the ambitioned learning objectives and expectations (considering personal, generic academic, professional, and PSTS-specific objectives),
  - explanation of how the envisaged tasks during the internship will align with the PSTS programme's final qualifications (in other words: showing that the internship will lead to a strengthening of the PSTS-related knowledge and skills),
  - timing and duration of the internship (by default 7 weeks, full-time, starting at the beginning of quartile 2A [Q3]).
- This proposal will, after having the approval of the UT internship supervisor, get the status of a ***Learning Agreement*** (see **Appendix 1**).
- The UT internship supervisor has to sign the composed ***Learning Agreement.***
- The UT internship supervisor will ultimately assess and grade the internship after having consulted the appointed daily internship supervisor of the internship host.
- **Important note: Students have to submit a completed and signed Learning Agreement (Appendix 1) <u>prior to the start of their internship</u> to their UT internship supervisor, the internship host supervisor, the PSTS Educational Affairs Office, and the PSTS study adviser.**

2.3.2 Internship Agreement

Next to the aforementioned Learning Agreement (which is a contract between the University of Twente and the student), an ***Internship Agreement*** (see **Appendix 2**) needs to be written and signed.

In parallel with the process that will lead to the Learning Agreement, the student has to discuss with the internship host whether there is indeed a mutually beneficial match. All parties have to make sure that the envisaged nature, conditions, and desired outcomes/results of the internship do not conflict with the Learning Agreement. Student and company/organisation should, for example, address whether the internship can be completed within the nominal timeframe (thus 280 hours full-time), as this may require flexibility from both sides. In addition, the internship host should appoint a staff member that is considered to be the daily contact person (or the host internship supervisor) of the student, now an intern. This daily contact person is at the same time the contact person for the student's UT internship supervisor.

It is also wise to report all relevant conditions in writing and prior to the start of the internship; thus informing each other on rights and duties (e.g., working hours, facilities, remuneration, codes of conduct).

The issues mentioned above should lead to the ***Internship Agreement.*** Please use the University of Twente format (see: **Appendix 2**). When a company desires a three party agreement for which the UT must also sign, the student first needs to send the agreement to the Internship Coordinator (at internshipcoordinator-bms@utwente.nl) for a check. The Internship Coordinator can also arrange the signature from the responsible person.

Note: students must submit a completed and signed Internship Agreement to their supervisor in the organisation/company, the UT internship supervisor, the PSTS Educational Affairs Office, and the PSTS study adviser no later than 2 weeks after the start of the internship.

2.3.3 Registering the internship in *Mobility Online*

At the latest two weeks before the student starts the internship, the student has to register this in the University of Twente internship database, called ***Mobility Online***[2], by using this *link* (choose 'Registration form Internship').

This has to be done stepwise**.**

[2] The information on "how to apply and to register in Mobility Online" is based on information that may be subject to adaptations. The student therefore cannot derive any formal rights from the presented information in this internship guide. If problems occur during the Mobility Online registration and/or application, the student should first check explanations within Mobility Online and if problems remain contact the the Internship Coordinator at internshipcoordinator-bms@utwente.nl.

Prior to the internship:

a. The student registers the ambition to do an internship on Mobility Online.
b. The student sends an e-mail to the Internship Coordinator (at internshipcoordinator-bms@utwente.nl) with cc to the PSTS study adviser, informing them about the Mobility Online registration.
c. The Internship Coordinator will check whether they can approve the registration.
d. Upon approval of the registration by the Internship Coordinator, the student fills in the Mobility Online **proposal form**, including particularly the information from the Learning Agreement plus Internship Agreement (for all details: see above paragraph 2.3.1).
   In this step: please do not forget to fill-in the PSTS Internship's course code (201300090).
e. Then the student sends again an e-mail to the Internship Coordinator and notifies them about the completed, submitted proposal form.
f. In case all requirements (see above paragraphs 2.3.1 and 2.3.2) have been fulfilled, the Internship Coordinator will approve the internship in the Mobility Online system.
g. Upon having received approval of the proposal form by the Internship Coordinator, the student has to answer the scholarship question in Mobility Online:
   - If the student is working on their Final Project at the UT, or in a company/an organisation within the Netherlands, or in a company/an organisation in their home country, **indicate 'No'**.
   - If the student is working on their Final Project in a company/an organisation outside of the Netherlands or outside their home country, **indicate 'Yes'.**
h. The student must notify the Internship Coordinator again so they can check the scholarship option. Only then the Mobility Online process is completed.

At the end of the internship:

i. ***Only if necessary***: The student must make adjustments in case of changes to the duration or content of their internship.
   - In case the content of the internship has changed, the student must alter the current information on Mobility Online during this step.
   - In case the duration of the internship changes (the project takes longer than expected), the expected end date can be changed during this step.
j. Mark the 'Deliverables as *submitted*'
   - The student sends the Internship Report to the Educational Affairs Office (EAO, or BOZ PSTS) .
   - After the student has completed this, the student can mark the deliverable as submitted in Mobility Online.
k. Internship finished, end of Mobility Online registration
   - The study adviser will check the deliverable(s) and EAO will register the student's grade for the Internship in Osiris.
     Afterwards the Mobility Online registration will be marked as 'finished'. This is the end of the registration.

2.3.4 When the internship is done abroad

In case the internship is done abroad (= outside the Netherlands), the student should check the website **https://www.utwente.nl/en/study-abroad/** and especially carry out the **Practical matters** mentioned there (such as obligatory registration in the UT International Registration system and arranging free UT travel insurance).

2.3.5 Additional steps if the internship is part of the thesis

Students must discuss with their thesis supervisors or the MasterLab teachers if additional steps are needed when they plan to make use of the internship for their research. For example, a student may have to get the approval of the BMS ethics review board to undertake interviews or collect data. A student may also have to take additional steps to avoid trouble with IP rights. Ethics approval can only be given before the research takes place.

3. The Internship and the Internship Report

Students have to discuss with the UT internship supervisor the date of submitting the report, but in any case **no later than 1 month after the end of the internship**.

The internship report needs to contain the following elements:

- A contextual description, including the student's role/position in the organisation/company.
- A clear overview of the performed major tasks, including the attained results on the basis of these tasks.
- A reflection on how the performed tasks and subsequently the student's development align with the prior formulated learning objectives.
- A reflection on whether the internship contributed to the student's professional ambitions after having completed the PSTS programme.
- If applicable, the internship contains an additional assignment. In the report of this assignment students should demonstrate to the organisation/company how they have transferred and used academic competences into practice.
- Any conclusions drawn from the above reflections, as well as any final thoughts about the internship process and the student's experience more generally.

4. After the Internship – Assessment

- The University of Twente (UT) internship supervisor is responsible for assessing the final assessment and the adjacent grading of the internship.
- This UT supervisor will consult the student's internship supervisor in the organisation/company.
- The assessment grade is based on:
    - the input from the organisation/company supervisor,
    - the UT's internship supervisor's own observations on the learning process,
    - the quality of the internship report.

If a report is insufficient: Like with other assignments, the student has two opportunities to submit the ***Internship Report*** to the UT supervisor. The exact dates need be discussed with and determined by the UT supervisor. If the revised report still is graded as insufficient, then the student has two alternative options:

a. applying for another internship in the subsequent academic year;
b. doing a full (read: 30 ECs) Final Project.

4.1 Assessment aspects of the student's performance in the organisation/company

The UT supervisor evaluates students' professional behaviour/functioning and the quality of their report, research and/or assignment with input from the organisation/company supervisor.

- Professional behaviour/functioning
    - Collegial collaboration
    - Dealing with feedback
    - Motivation
    - Professional attitude
    - Quality of the performed tasks
    - Personal growth
    - Ability to come up with valuable contributions to the organisation/company, such as offering useful recommendations
- Quality and usability of the submitted report, research and/or assignment
    - To what extend has the research/assignment fulfilled the organisation's/company's needs?
    - To what degree are the outcomes of the research/assignment useful to the organisation/company?

4.2 Assessment aspects of the UT supervisor's observations

The UT supervisor will assess the student's performance on the following aspects:

- Level of independence and self-reliance

- Dedication and initiative
- Ability to reflect and to deal with feedback
- Ability to deal with setbacks
- Capacity to find solutions to problems
- Ability to complete the internship (and report) within the scheduled time
- Good contact and professional communication with internship stakeholders.

4.3 Assessment aspects of the internship report

The UT internship supervisor will assess the internship report on the quality of the following aspects. Note that descriptions should be brief but adequate, coherent, accessible and clear.

- Description of the context (organisation/company, positioning in the organisation/company).
- Description of the performed tasks and roles.
- Description of the formulated learning objectives.
- Description and reflection on the extent to which these learning objectives have been reached (illustrated with examples, for instance specific “learning moments”).
- Description of the research problem(s) and/or assignment(s) and (if applicable) the results of this research and/or assignment(s) (if applicable).
- Description of whether and how the internship contributed to the student’s future ambitions.
- Logical structure and consistent presentation, including references for any sources used.
- Correct use of (academic style) language.

4.4 Weighing of the assessment aspects

With respect to the composition of the final grade for the internship, the following applies:

- Input from the organisation/company internship supervisor 20%
- Observations from the UT internship supervisor: 20%
- Internship report: 60%

Appendix 1: Learning Agreement

This agreement formalises and confirms the following:

During the period ……..[from/till]

[i.e. ……weeks]

[name student] ……

will do an internship at:

[name organisation/company] ……

……

……

……

This learning agreement describes:

- The organisation/company,
- The position of the intern/internship within the organisation/company,
- The nature and expected outcomes of the internship,
- The ambitioned learning objectives (personal, generic-academic, PSTS-programme-specific),
- The envisaged tasks during the internship and how these will align with the PSTS programme's final qualifications (in other words: showing that the internship will lead to a strengthening of the PSTS-related knowledge and skills).

……
……
……
……
……
……
……
……
……

……

Drawn up in duplicate and signed at:

_____ (place)

_____ (date)

Names and Signatures

UT-supervisor: ……

……

Student: …….

1 copy of this learning agreement has to be submitted to the UT supervisor
1 copy of this learning agreement has to be submitted to the supervisor in the organisation/company
1 copy of this learning agreement has to be submitted to the PSTS Educational Affairs Office
1 copy of this learning agreement has to be submitted to the PSTS study adviser

Appendix 2: Internship Agreement

_____ (name organisation)

established at _____ (city, country)

represented by _____ (name/ function)

hereinafter referred to as "Internship Organisation",

and

_____ (name student)

residing at _____ (address)

_____ _____

Date/place of birth _____

student at the Faculty of Behavioural, Management, and Social Sciences (BMS) in the Master of Science programme Philosophy of Science, Technology, and Society (PSTS) at the University of Twente, hereinafter referred to as "student",

have agreed as follows:

Article 1:
The Internship Organisation enables the Student to do an internship within the framework of their PSTS programme starting on _____ until _____
at the company division _____

Article 2:
The Internship Organisation shall charge the Student exclusively with duties that fit with the purpose of the internship.

Article 3:
The internship will be performed within the scope of the arrangements made between the Internship Organisation, the Student and the Faculty BMS at the University of Twente as mentioned above.

Article 4:
The Internship Organisation shall appoint a daily supervisor charged with the attention and supervision on the Student and also with the contacts with the Faculty.

Article 5:
The internship period for the Student shall be in conformity with the working hours that apply for the Internship Organisation or the division of the Internship Organisation at which they have got a placement, unless agreed otherwise.

Article 6:
The Student is obliged to take out sufficient insurance cover before the actual start of their work and to remain thus insured during the term of this work. This insurance will at least provide sufficient cover for health expenses and liability risks. On request, the Student will present a copy of the policies or proof of payment of the insurance premium for inspection. The University of Twente is not liable for any damage, in whatever form and of whatever nature or description that the Student or Internship Organisation provider may suffer in connection with Student's work, including any damage arising from the use of the results of this work. The Student and the Internship Organisation indemnify the University of Twente against any such damage and any related claims.

Article 7:
The Student must comply with the instructions as indicated by or on behalf of the Internship Organisation's management.

Article 8:
The Student shall be obliged to maintain strict organisational/company confidentiality, including protecting any information shared with the Student of which they can reasonably be expected to recognise as confidential.

Article 9:
The Student shall report their absence due to illness as soon as possible to their supervisor or to the employee charged with illness reports.

Article 10:
The Student will receive a gross/net* allowance of _____ per month.

Article 11:
The Student shall be entitled to _____ days leave monthly.

Article 12:
The Internship Organisation shall be entitled to terminate the internship upon consultation with the University of Twente internship supervisor, if the Student, to the opinion of the Internship Organisation supervisor, does not sufficiently take the current rules into account or does not follow the instructions given by or on behalf of the Internship Organisation's management.
The Student shall be entitled to terminate the internship upon consultation with the internship coordinator, if the Student reasonably cannot continue the internship at the Internship Organisation.

Article 13:
This agreement can be amended upon consultation between the Internship Organisation, the Student and the University of Twente internship supervisor.

Drawn up in duplicate and signed at:

_____ (place)

_____ (date)

Names and signatures
Representative Internship Organisation Student,

_____ _____

1 copy of this internship agreement has to be submitted to the UT supervisor
1 copy of this internship agreement has to be submitted to the supervisor in the organisation/company
1 copy of this internship agreement has to be submitted to the PSTS Educational Affairs Office
1 copy of this learning agreement has to be submitted to the PSTS study adviser

UNIVERSITY OF TWENTE.

Appendix 3: Internship Assessment Form

Student name: ……..

Student number: ……

Internship (name / address):
……..

……..

……..

The PSTS internship is assessed on the basis of 3 categories, where each category comprises of a detailed set of elements (see below).
The UT supervisor of the internship (partly in consultation with the supervisor in the organisation/company) will grade each element (score 1-100), and thus per category.
Note that an excel spreadsheet is available to do the calculations below automatically: if you want to make use of it, please contact the PSTS study adviser.

- The final mark is to be determined on the basis of the total number of points per element and category.
- Weighting factors apply to the categories. Points are to be assigned on the basis of these weighting factors.
  - Score (0-100) **Student's performance in the organisation/company (20%) [(1+2)/2]*2 = A**
  - Score (0-100) **UT supervisor's observations (20%) [(1+2+3+4+5+6+7/7]*2 = B**
  - Score (0-100) **Internship report (60%) [(1+2+3+4+5+6+7+8+9)/9]*6 = C**
- The calculation method to be used for the conversion of the scores per element/category into points and subsequently into the mark without rounding and the rounded final mark.

  - (A + B + C) / 100 = final mark without rounding

  - ≥ 0.5 implies: round up.

A. Student's performance in the organisation/company		Score per element (**0-100**)	Comments
1. Professional behaviour/functioning			
1.1	Collegial collaboration		
1.2	Dealing with feedback		
1.3	Motivation		

1.4	Professional attitude		
1.5	Quality of performed tasks		
1.6	Personal growth		
1.7	Ability to come up with valuable contributions to the organisation/company		
Partial score category 1 (sum of scores on 1.1-1.7) / 7			
2. Quality and usability of the submitted report/research/assignment			
2.1	To what extent has/have the research/assignment(s) fulfilled the organisation's/company's needs?		
2.2	To what degree are the outcomes of the research/assignment(s) useful to the organisation/company?		
Partial score category 2 (sum of scores on 2.1-2.2) / 2			

Total score: Student's performance in the organisation/company [(partial score 1 + partial score 2) / 2]		
***** 2** *(because of a weight of 20%)*		**A**

B: UT supervisor's observations	Score per element (**0-100**)	Comments
1. Level of independence and self-reliance		
2. Dedication and initiative		
3. Ability to reflect and to deal with feedback		
4. Ability to deal with setbacks		
5. Capacity to find solutions to problems		
6. Ability to complete the internship and the report within the scheduled time		
7. Good contact and professional communication with internship stakeholders		

Total score: UT supervisor's observations [(sum of scores on 1-7) / 7]		
***** 2** *(because of a weight of 20%)*		**B**

C: Internship report	Score per element (**0-100**)	Comments
1. Description of the context (organisation/company, positioning in the organisation/company)		

2. Description of the performed tasks and roles		
3. Description of the formulated learning objectives		
4. Description and reflection on the extent to which these learning objectives have been reached (illustrated with examples, for instance specific "learning moments")		
5. Description of the research problem(s) and/or assignment(s) and (if applicable) the results of this research and/or assignment(s) (if applicable)		
6. Description of whether and how the internship contributed to the student's future ambitions		
7. Ability to come up with valuable contributions to the organisation/company		
8. Logical structure and consistent presentation, including references for any sources used		
9. Correct use of (academic style) language		

Total score: Internship report [(sum of scores on 1-9) / 9]		
*** 6** *(because of a weight of 60%)*		**C**

Student's performance in the organisation/company	**A**	
UT supervisor's observations	**B**	
Internship report	**C**	

The calculation method to be used for the conversion of the scores per element/category into points and subsequently into the mark without rounding, and after that the rounded final mark to the nearest full or half grade:

- **(A + B + C) / 100 = final mark without rounding**
- **Rounding should be done according to the following example scheme:**

Calculated grade:	Final rounded grade:
> 7.00 and < 7.25	7.0
> 7.25 and < 7,75	7.5
> 7.75 and < 8.00	8.0

- **Except for the grade 5.5; this must be rounded to 6.0**

Final Grade:	

General remarks:

Name and signature of the UT Internship Supervisor:

Name ……

Signature ……

Date: ……

INTERNSHIP AGREEMENT INFORMATION

Internship/graduation Agreement Faculty BMS - <u>Two Parties (Dutch and EU Students)</u>

This model internship/graduation agreement is derived from the model agreement of the Association of Universities in the Netherlands (Universiteiten van Nederland). The agreement can be used for both internships and graduation projects within organizations. Wherever 'internship' is mentioned below, this also refers to a graduation project, and where 'internship host' is mentioned, this also refers to the organization where you carry out your graduation project.

This is a two party agreement, meaning that the student and the internship host sign the agreement. T<u>he UT is not a party in this agreement</u>. For Dutch and EU students, Faculty BMS strongly prefers a two party agreement.

We strongly recommend that you take the template **Appendix 2** at the end of this guide to your internship host and ask them to sign this agreement. However, if the internship host insists on using a different agreement, this is allowed. In that case, we recommend that you pay close attention to the issues below:

- That the duration of the internship is properly stated in the agreement and that there is no open-endedness (e.g. no end date);
- That clear agreements have been made about facilities, working hours and leave;
- That the copyright on internship report/thesis/workpiece rests with the Intern;
- No penalty clause for the student/intern has been included (this means that if you violate agreements, for example on confidentiality, the organization can impose a (significant) fine);
- That there are no provisions in the agreement that would impede the Intern's choice of employer or work in the future;
- That as a student/intern in the agreement you also have the status of an intern and not an employee. This position actually affects the legal status and obligations of both internship host and intern, for example in the field of social security. Furthermore, as an intern you have no result obligation with the organization, because the learning experience must be central. In the case of employee status, such an obligation to achieve results does, of course, apply.
- Pay close attention that the internship host does not transfer legal liability to the student/intern or to the UT. If nothing is mentioned in the agreement about liability, the general law applies. According to the Civil Code, an internship host is liable for any injury

or damage the intern may suffer during the performance of the internship activities. The provider of the internship is also liable for damage caused by the intern to third parties during the performance of the internship activities. The above naturally only applies when damage is not caused as a result of gross negligence or intent on the part of the intern. It is also good to know that the UT has a collective liability insurance for its employees and students. The student must also take out private third party liability insurance, health insurance and (recommended) accident insurance.

- In the case of a graduation project it is important to know that the thesis is in principle a public document that will be included in the repository of the library of the University of Twente. In some cases an internship host may have difficulty with this, for example when the student has had access to and used (company) confidential information during the thesis project. There are several permitted ways to shield confidential information in the thesis, for example by not mentioning certain company information or by scaling data. It is also possible to mention confidential data only in an appendix that is not included in the repository. If necessary, discuss this with your thesis supervisor from your study program. If the internship host still does not want the thesis to be included in the repository, then in very exceptional cases it is possible to make an exception. For this, you should submit a request to the examination board of your program. For the exact procedure, please discuss it with your supervisor and preferably make the necessary arrangements before the start of your project. Even though a thesis is treated confidentially, your supervisors, the examination board, and the accreditation board must still have access to your thesis at all times (e.g. for grading purposes).
- We increasingly see that agreements include provisions on intellectual property. In most cases it will be stipulated that all intellectual property created during the internship belongs to the internship host (excluding the copyright on the internship report or the thesis, these always belong to the student/intern). This is determined by law. An exception concerns a situation when the results were party produced by the university supervisor(s). Compare any provisions on intellectual property in the internship host's agreement with the provisions as stated in the BMS model agreement. If the internship host's provisions differ, ask them to amend them.

If you encounter elements in the internship host's agreement that conflict with the above advice, please request that the internship host modifies or removes these elements before signing.

If you have any questions or doubts, please contact the Internship Coordinator: internshipcoordinator-bms@utwente.nl.

Internship/graduation Agreement Faculty BMS - Three Parties (Non-EU students)

This model internship/graduation agreement is derived from the model agreement of the Association of Universities in the Netherlands (Universiteiten van Nederland). The agreement can be used for both internships and graduation projects within organizations. Wherever 'internship' is mentioned below, this also refers to a graduation project, and where 'internship host' is mentioned, this also refers to the organization where you carry out your graduation project.

This is a three-party agreement, meaning that in addition to the student and the internship host, the UT also participates. For Dutch and EU students, Faculty BMS strongly prefers a two-party agreement (see above, "Internship/graduation Agreement Faculty BMS - Two Parties").

But sometimes the internship host wants a three party contract to be signed. **Furthermore, for non-EU students it is obligatory to sign a three party internship agreement.**

It is important to mention that within Faculty BMS currently only the portfolioholder education is authorized to sign. If you wish to request a signature on behalf of Faculty BMS, please send the agreement to the Internship Coordinator of Faculty BMS: internshipcoordinator-bms@utwente.nl. She will then request a signature from the portfolioholder education, and then return the signed agreement to you.

We strongly recommend that you take the template **Appendix 2** at the end of this guide to your internship host and ask them to sign this agreement. However, if the internship host insists on using a different agreement, this is allowed. In that case, we recommend that you pay close attention to the issues below:

- That the duration of the internship is properly stated in the agreement and that there is no open-endedness (e.g. no end date);
- That clear agreements have been made about facilities, working hours and leave;
- That the copyright on internship report/thesis/workpiece rests with the student/intern;
- No penalty clause for the student/intern has been included (this means that if you violate agreements, for example on confidentiality, the organization can impose a (significant) fine);
- That there are no provisions in the agreement that would impede the student/intern's choice of employer or work in the future;

- That as a student/intern in the agreement you also have the status of an intern and not an employee. This position actually affects the legal status and obligations of both internship host and intern, for example in the field of social security. Furthermore, as an intern you have no result obligation with the organization, because the learning experience must be central. In the case of employee status, such an obligation to achieve results does, of course, apply.
- Pay close attention that the internship host does not transfer legal liability to the student or to the UT. If nothing is mentioned in the agreement about liability, the general law applies. According to the Civil Code (Dutch Burgerlijk Wetboek), an internship host is liable for any injury or damage the intern may suffer during the performance of the internship activities. The provider of the internship is also liable for damage caused by the intern to third parties during the performance of the internship activities. The above naturally only applies when damage is not caused as a result of gross negligence or intent on the part of the intern. It is also good to know that the UT has a collective liability insurance for its employees and students. The student must also take out private third party liability insurance, health insurance and (recommended) accident insurance.
- In the case of a graduation project it is important to know that the thesis is in principle a public document that will be included in the repository of the library of the University of Twente. In some cases an internship host may have difficulty with this, for example when the student has had access to and used (company) confidential information during the thesis project. There are several permitted ways to shield confidential information in the thesis, for example by not mentioning certain company information or by scaling data. It is also possible to mention confidential data only in an appendix that is not included in the repository. If necessary, discuss this with your thesis supervisor from your study program. If the internship host still does not want the thesis to be included in the repository, then in very exceptional cases it is possible to make an exception. For this, you should submit a request to the examination board of your program. For the exact procedure, please discuss it with your supervisor and preferably make the necessary arrangements before the start of your project. Even though a thesis is treated confidentially, your supervisors, the examination board, and the accreditation board must still have access to your thesis at all times (e.g. for grading purposes).
- We increasingly see that agreements include provisions on intellectual property. In most cases, it will be determined that the intellectual property of products created during the internship will belong to the internship host (excluding the copyright on the internship report or the thesis, these always belong to the student/intern). This is determined by law. An exception concerns a situation when the results were party produced by the university supervisor(s). Compare any provisions on intellectual property in the internship host's agreement with the provisions as stated in the BMS model agreement. If the internship host's provisions differ, ask them to amend them.

- If you encounter elements in the internship host's agreement that conflict with the above advice, please request that the internship host modifies or removes these elements. When the UT/Faculty BMS is asked to sign an agreement from the internship host, contact the Internship and Assignment Coordinator first (see below).
  If you have any questions or doubts, please contact the Internship Coordinator of Faculty BMS, at internshipcoordinator-bms@utwente.nl.