Regulations for Internships

Faculty of Medicine VU Amsterdam
Master Personalized Medicine (research)

2024-2025

Index

1 Introduction

The Minor and Major internships are both an important part of the Master program. Each internship involves many different aspects and skills of scientific research, such as performing a literature survey, theoretical preparation of experiments/analyses, practical execution of experiments/analyses, report writing, giving an oral presentation, and participating in the scientific activities of the host institute. The regulations outlined below describe, in chronological order, the process of completing an internship. The various stages of the process are supported by forms provided on: https://vu.nl/en/student/students-masters-programme-medicine/master-oncology-and-master-personalized-medicine. The student is responsible for finding a suitable place for each internship, finding an Amsterdam UMC assessor and for the timely completion of all forms (including signatures).

Required forms

- Digital approval form:
  https://fd20.formdesk.com/vuamsterdam/Approvalform_minor_major_ScienceMasters
- Internship Portfolio consisting of:
  - List of Agreements (A)
  - Research Proposal (B)

  Master Personalized Medicine - Vrije Universiteit Amsterdam (vu.nl)
- Digital interim Assessment form:
  https://fd20.formdesk.com/vuamsterdam/Interim_Assessment_Internship
- Digital assessment form first assessor:
  https://fd20.formdesk.com/vuamsterdam/Assessment_form_internships_ScienceMasters
- Digital assessment form second assessor:
  https://fd20.formdesk.com/vuamsterdam/Independent_asessment_Science_Masters

Optional forms

- Digital form approval optional courses (to be used for requesting extension of the minor internship):
  https://fd20.formdesk.com/vuamsterdam/requestoptionalcourse_Science_Masters

Contact information

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2 General information

2.1 Length and credits

The Master program includes two separate internships, which together are awarded with 60 ECTS (European Credit Transfer System). 1 week is awarded with 1.5 ECTS (based on 40 hours a week, e.g. daily office hours 09.00 - 17.30 including one half hour-break). The Minor internship is awarded with 24 ECTS (16 weeks). The Major internship is awarded with 36 ECTS (24 weeks). The minor internship can be extended with 2 or 4 weeks which is awarded with 3 or 6 ECTS respectively. This extension can partially substitute the optional courses and needs to be requested via the digital request form for optional courses. The major internship can be longer than 24 weeks, however, extra ECTS cannot be obtained. To obtain the ECTS, the internship has to be successfully completed and graded (the practical work, the presentation as well as the report) and the internship portfolio and final report need to be handed in to the program coordinator. The internship report needs to be handed in within 3 months after finishing the practical period.

2.2 Contents and requirements

Requirements before starting an internship

Before starting the Minor Internship, the student needs to have obtained at least 24 ECTS from the compulsory courses in the first semester of the master program. Before starting the Major Internship, the student needs to have successfully completed the Minor Internship (OER/TER master Personalized Medicine, article 8.2.1). In all cases, the student needs to have received approval from the Examiner Internships/Literature Studies (ILS) after filling out the digital approval form.

Requirements for internship placements

The Minor internship needs to be performed in The Netherlands and preferably at the Amsterdam UMC, VU or UvA. An internship at other institutes or a company is possible. The Major internship can be performed in any renowned national or international institute.

Requirements for internship topics

The research topic of the Minor internship does not need to be related to the content of the master program, but the topic of the Major internship should, depending on the subject of your Master program and the specialization followed.

Requirements for supervision

These requirements are detailed in paragraph 2.3.

Practical requirements and aims

- The student is expected to learn how to develop and carry out scientific research. At first, these activities need to be done under supervision and in a later stage the student should work more independently.
- Research questions and hypotheses have to be clear to the student from the start.
- During the internship, there needs to be sufficient time for the student to perform research independently and develop the associated research skills. It is not allowed to employ the student just for routine analysis.
- It needs to be clear to the student how the research has to be conducted, and a project description and broad planning of activities should be available from the start.
- During the internship, a literature survey, theoretical experiment/analysis preparation, practical execution of experiments/analyses, writing of the final report, work discussions and participation in scientific activities at the host institute should be included.

- In principle, all facilities will be taken care of by at the host institute. This includes daily supervision, IT and laboratory infrastructure, equipment, lab materials, possibilities for oral presentations and work meetings, and finally supervision of the final report.

Responsibilities of the host institute and the student

- The tasks performed by the student during the internship cannot be considered as a substitute of an employee of the host institute.
- The host institute has to accept responsibility for injury, accidents or damage by the student during the presence or during the performance of practical tasks at that host institute, assuming that the injury, accidents or damage come with the legal responsibility of the host institute and/or its employees.
- The student needs to have a private liability insurance, covering possible costs of events that may happen during an internship and for which the student is legally responsible

Multiple internships in the same department

While it is allowed to do two internships within the same department or host institute, it is not allowed to do both internships under supervision of the same daily supervisor and on the same topic. As a rule of thumb, the introduction of both reports needs to be different. It is allowed to have the same assessor for both internships.

Major Internship and end terms

After the Major internship all the end terms of the Master program have to be met, and the report based on that internship is considered to be the Master Thesis.

2.3 Supervision and guidance

The following forms of supervision and guidance during the internship can be distinguished:

Examiner Internships/Literature Studies

The Examiner ILS is responsible for the approval of the internship and the application of the correct procedures with regard to the grading process. The examiner has the final responsibility for the assessment and the final grade and is responsible to benchmark and confirm the validity of the assessment done at the host institute. When a student has a grade lower than 6.0 or higher than 8.5, the examiner can contact the assessor to ask for a motivation of the assessment.

Assessor

The assessor is responsible for the quality of the internship and the assessment of the research proposal, the interim assessment and the final assessment of the practical work, presentation and written report. The assessor has to work at least at the level of assistant professor (UD) and has to be approved by the Examiner ILS. For the assessments, the assessor needs to use the rubrics provided in Appendix 1. For an internship outside the Netherlands, please check the 'Nuffic Grade Conversion Information' in Appendix 2. It is recommended that the assessor participates in the research project on a regular basis (preferably in weekly meetings but at least once a month).

Daily supervisor

The daily supervisor is a person with the scientific background of at least a PhD candidate or an experienced research technician and this person should be working on the project on a regular basis. This daily supervisor will teach the student practical skills, rules for working in the lab and/or data handling and planning of the experiments and/or analyses. The assessor consults the daily supervisor for the assessment on all subjects, and in particular the practical assessment.

Amsterdam UMC Assessor

The written report needs to be assessed by a second assessor from Amsterdam UMC (VU, VUMC, or AMC) as well. This Amsterdam UMC assessor needs to be invited by the student but has to be approved by the Examiner ILS and needs to work at least at the level of assistant professor (UD). The Amsterdam UMC assessor will critically review the report and give a mark for the report without considering the writing process or practical skills. For external internships, the Amsterdam UMC assessor is also asked to serve as backup for questions of the student and/or the assessor.

3 Course of events during the internship

3.1 Before the start of the internship

Before starting the internship, the student is required to request approval of the Examiner ILS via the digital Approval Form provided in the following link:
https://fd20.formdesk.com/vuamsterdam/approvalform_minor_major_ScienceMasters
Hand in the form well in advance to obtain approval in time. Internships can only be started after approval of the Examiner ILS. If an additional agreement is needed, the UNL internship agreement should be used (appendix 3).

Approval for an internship abroad is no longer valid when the travel code announced by the Dutch Ministry of Foreign Affairs for the relevant country is orange or red. In that case, conducting the scientific internship in the country previously approved is not permitted.
Students who nevertheless want to go abroad for their research internship under code yellow, are obliged to take this up this with the program coordinator and the examiner ILS. Any costs in the event of cancellation or early return as a result of a change to code orange or red will not be reimbursed by any funds.

3.2 Within 2 weeks

A completed List of Agreements (A) between the student and the assessor of the internship needs to be handed in to the program coordinator within 2 weeks after the start of the internship. The List of Agreements includes the start and end date (including writing of the final report) of the placement, supervision agreements, proposed dates for oral presentations, facilities to be used and possible interruptions of the period due to optional courses/holiday. The student should keep a copy of the List of Agreements in the Internship Portfolio.

3.3 Within 6 weeks

The student needs to write a Research Proposal (B), which includes the title and aim of the study, background information, materials and methods, expected results and a schedule. A format for the Research Proposal is provided in the Internship Portfolio. The student needs to hand in the Research Proposal (B) to the program coordinator within 6 weeks and includes it in the Internship Portfolio too.

The date of the Interim Assessment has been agreed on in the List of Agreements (A), but should be no later than 6 weeks after the start of the internship. One week before the evaluation, the student needs to write a self-reflection using the following digital form:
https://fd20.formdesk.com/vuamsterdam/Interim_Assessment_Internship
and send it to the internship assessor. This reflection will be discussed during the Interim Assessment. After the digital form of the Interim Assessment is completed by the assessor, saved and sent, it will automatically be sent to the program coordinator and the Examiner ILS to safeguard the progress of the internship. The student is required to add a copy of the Interim Assessment to the Internship Portfolio as well.

When the Interim Assessment indicates that the student might fail the internship, the assessor and the student can decide to continue the internship. In this case, the student needs to write a self-reflection report in which learning goals are discussed to ensure improvement. The student and the assessor need to schedule a new interim assessment to monitor the progress. Additionally, the assessor needs to contact the program coordinator and/or the examiner ILS. Based on the interim assessment, the assessor can also decide, independently or together with the student, to terminate the internship. In this case, the assessor needs to inform the program coordinator and/or examiner ILS of this decision.

3.4 Halfway through the internship

The student is required to give at least two oral presentations during an internship: one to practice and one final presentation that will be assessed with a mark. Halfway through the internship, the student should give the first presentation to the members of the research group or department/host institute where the student performs the internship.

3.5 End of the internship

At the end of the internship, the student will give a final oral presentation. Additionally, the student will hand in the final report as a PDF file to the daily supervisor, the assessor, the Ammsterdam UMC assessor and the program coordinator. The final assessment will be completed in the presence of the assessor, the daily supervisor and the student. The Rubrics (Appendix 1) must be used for the assessment. The link to the digital Assessment Form is:
https://fd20.formdesk.com/vuamsterdam/Assessment_form_internships_ScienceMasters
This form consists of several criteria (see Appendix I and part 4. Internship assessment) that reflect the final qualifications (end terms) of the Master program.

Along with a pdf of the final report, the student will send the following link for assessment of the final report to the Amsterdam UMC assessor:
https://fd20.formdesk.com/vuamsterdam/Independent_asessment_Science_Masters.

The Examiner ILS validates both Assessment Forms and will determine whether the assessments are complete and written feedback has been provided.

To successfully complete the internship, the student must hand in a digital and completed Internship Portfolio to the program coordinator by the end of the internship. A template can be found on Master Personalized Medicine - Vrije Universiteit Amsterdam (vu.nl) under "Internships". The portfolio must contain a Front page, the List of Agreements (A) and the Research Proposal (B), the interim assessment and the digital evaluation of the placement. The Internship Evaluation needs to be filled in online via the following link:
https://fd20.formdesk.com/vuamsterdam/internshipOC/?get=1&sidn=abcf0a8e6c7a4238acc4f9dde5e7d6dd. As mentioned, a copy of the final report in PDF format needs to be handed in to the program coordinator as well.

Only when the internship is assessed as sufficient (Chapter 4) and the portfolio is complete, the student will receive the credits for the internship. The student is responsible for the timely completion (including signatures) of all forms and assessments. The table below provides a time-line that the student has to follow to ensure successful completion of the internship.

	Student	**Assessor**
1. Month before start	Apply for approval by filling out the digital **Approval Form**.	Accept the digital **Approval Form** through the link sent by email.
2. Within 2 weeks after start	Fill out the **List of Agreements (A)** and send it to the program coordinator.	Fill out the **List of Agreements (A)** with the student.

3. Within 6 weeks after start	Hand in the **Research Proposal (B)** to the program coordinator. Fill out the self-evaluation on the Digital **Interim Assessment Form** and send it to the assessor and daily supervisor one week before the evaluation meeting. The form, including the points of improvement, will also be send to the program coordinator and the examiner ILS. In case of a (partially) insufficient assessment, discuss with the assessor whether the internship will be continued. In case the internship is continued, write a plan with a self-reflection and learning goals and plan a new interim meeting.	Correct the **Research Proposal (B)**. Evaluate the student based on the rubrics (Appendix 1) and fill in the **Digital Interim Assessment Form.** In case of a (partially) insufficient interim assessment, decide whether the internship should be continued and discuss this with the student. Contact the program coordinator and/or the examiner ILS about the decision.
4. Halfway	Give an **Oral Presentation**.	
5. End of the Internship	Give a final **Oral Presentation**. Send a pdf of the Final **Report** and the link tot he assessment form to your daily supervisor and first assessor for the assessment. Send a pdf of the **Final Report** and the link tot he assessment form to your Amsterdam UMC assessor for the second assessment. Send a pdf of the **Internship Portfolio** together with a pdf of the **Final Report** to the program coordinator. Fill out the digital **Internship Evaluation**.	Fill out the digital **Assessment Form**. Make use of the Rubrics (Appendix 1) and, if applicable, the Conversion Table (Appendix 2)

All forms: https://vu.nl/en/student/students-masters-programme-medicine/master-oncology-and-master-personalized-medicine
Approval Form: https://fd20.formdesk.com/vuamsterdam/approvalform_minor_major_ScienceMasters
Interim assessment form: https://fd20.formdesk.com/vuamsterdam/Interim_Assessment_Internship
Assessment form assessor: https://fd20.formdesk.com/vuamsterdam/Assessment_form_internships_ScienceMasters
Assessment form second assessor: https://fd20.formdesk.com/vuamsterdam/Independent_asessment_Science_Masters
Internship evaluation form:
https://fd20.formdesk.com/vuamsterdam/internshipOC/?get=1&sidn=abcf0a8e6c7a4238acc4f9dde5e7d6dd

4 Internship assessment

For each aspect of the internship, a mark will be given based on specific criteria (See Appendix 1). The final grade is calculated using the weight of 40%-20%-40% for the marks of the research practice, the final presentation and the final report, respectively. To pass, the final grade and all three average marks have to be 5.5 or higher. An insufficient average mark (<5.5) for the practical work leads to a direct fail of the internship, after which the student has to do a new internship. When the average mark of any of the other two assessment items of the internship is insufficient (<5.5), that specific item can be redone. A maximum of 2 repeats is allowed for the presentation and the report. Pending passing of that item, the internship result will be registered as insufficient.

4.1 Research practice

The research skills are considered most important for achieving the end terms of the Master's program and therefore count for 40% of the final grade.

4.2 Oral presentation

An oral presentation on the work during and the results of internship research project will be held for the members of the research group or the department/host institute. The emphasis should be on the ability of the student to answer questions and to discuss the research project. The mark for the oral presentation counts for 20% of the final grade.

4.3 Report

Contents of the report

The final report of a placement will have the format of a scientific publication, as is common in the field of research. The report will be written in English and contains the following sections:

- Abstract;
- Introduction/Background with the hypothesis and aim of the study;
- Materials and methods;
- Results;
- Discussion with conclusions and recommendations;
- References.

When necessary, supplementary data can be provided in appendices. It is essential that the report clearly describes how experiments have been performed and, if necessary, how they can be repeated. Note: research performed during an internship is often part of a larger research theme, and often preliminary data was available at the start, or additional data was collected by others in the group. It is crucial that that the exact contribution of the student is described in the report.

Feedback on and assessment of the report

Agreements have to be made concerning feedback on and assessment of the report. The supervisor and assessor will receive a complete draft report, and they should return it to the student with written comments within 5 working days. These comments will subsequently be discussed. The draft report will be provided with feedback a maximum of two times before the final report is handed in. The mark for the report counts for 40% of the final grade.

The student has to send the report to the Amsterdam UMC Assessor for a second assessment. Within 20 working days, the Amsterdam UMC assessor has to fill in the independent assessment form. The student has to send the link to the independent assessment form to the Amsterdam UMC assessor: https://fd20.formdesk.com/vuamsterdam/Independent_asessment_Science_Masters

When the mark for the report given by the assessor and the Amsterdam UMC assessor differs less than 1.5 point, the mark for the report will be the average of the two grades. When the difference is >1.5 point,

the report will be sent to a third assessor (second independent assessor) who will also grade the report. The second independent assessor will be appointed by the examiner ILS. In this case the final mark of the report will be the average of the three marks.

Deadline for handing in the final report

The report has to be finished and handed in within 3 months after finishing the practical work period of the internship. The final grade for the internship will not be registered when the student fails to submit a pdf of the written report and the Internship Portfolio to the program coordinator.

Use of Generative AI

The use of Generative AI during the internship is not allowed. With this, the program follows the current VU guidelines for the use of Generative AI: Generative AI, Copilot and ChatGPT - Vrije Universiteit Amsterdam (vu.nl). If you have a valid reason for using generative AI during your internship, please discuss this with your daily supervisor and assessor and contact the program coordinator and the examiner ILS to request an exception.

Plagiarism and misconduct

The report will be checked for plagiarism by the program coordinator and the plagiarism report will be sent to the Examiner ILS. The assessor can ask for a copy of this plagiarism report before submitting the digital final assessment form. In case of an overlap of more than 20% (excluding references) and/or in cases where the examiner ILS suspects there is a possible case of misconduct, the student and the fraud committee will be informed by means of a written report (Article 22, Rules and Guidelines of the Joint Examination Board Science Masters).

5 Additional information and guidelines

Confidentiality and Intellectual property

The performed research and the final report are at discretion of the host institution at which the internship is performed. When necessary, agreements about confidentiality can be made between examiners, assessors and Amsterdam UMC assessors. Within the Amsterdam UMC - VU University medical center, the approval to perform the internship already includes these conditions. Some departments have additional forms for this. Reports of internships and literature studies are centrally archived. Upon request, the files can be treated as confidential. Please contact the program coordinator about this.

All Master's students fall under the Vrije Universiteit Intellectual Property (IP) regulations. If delay is expected because of IP questions, the assessor is responsible for discussing the problem with the program coordinator and Examiner ILS in advance. Together an appropriate solution will be discussed to minimize delay of the study program and risk for the host institution.

Co-authorship

The student can be co-author at the time of publication of the results, when the senior author deems the contribution sufficient.

Responsibilities of the internship assessor

The assessor of the host institution is responsible for the completion of the internship and will do the utmost to help the student fulfil all components of the internship assessment in the agreed time frame.

6 Appendices

Appendix 1: Assessment criteria Internship Faculty of Medicine VU Amsterdam

This assessment matrix should be used as a guideline for internship supervisors in the assessment of students enrolled in Master Personalized Medicine of the Faculty of Medicine VU Amsterdam. Note that marks <6.0 or >8.5 should be motivated specifically in writing on the form. Written feedback on the performance of the student is always required.

Attitude			
Insufficient (<5.5)	*Sufficient (5.5-6.9)*	*Good (7.0-8.4)*	*Excellent (8.5-10)*
Motivation			
The student carries out research because it is required, but shows little or no interest. The student is frequently absent and/or engages in issues that are not relevant to the investigation. The student is quickly distracted from the research tasks.	The student is interested in scientific research and carries out the research in a sufficient manner and as agreed to in advance. The student spends sufficient time on the research.	The student works hard and shows clear interest in scientific research. The student is enthusiastic.	The student always works hard and is very interested in scientific research. The student is a source of enthusiasm and (also) knows how to motivate and inspire others.
Cooperation			
The student prefers to go their own way and is incapable of cooperating. The student only selectively listens to advice. The student shows little insight into their weak points and does not seem to be able to change their behavior based on feedback.	The student cooperates sufficiently and easily becomes part of the group. The students takes advice, feedback and criticism to heart and is able to use them to improve themselves. The student helps others when necessary.	The student is good at cooperating with others and asks for advice and feedback when necessary. The student quickly uses the feedback and criticism to develop themselves.	The student is excellent at cooperating and often takes the initiative. The student asks for feedback when necessary and is open to criticisms on their research and/or behavior and uses this to improve themselves.
Creativity			
The student is incapable of designing new experiments and/or analyses independently and does not give input in the process.	The student can design new experiments and/or analyses based on prior research.	The student comes up with several new and interesting experiments and/or analyses that have added value for answering the research question.	The student is able to independently design excellent new and complete experiments and/or analyses that add great value to the project.
Research Skills			
Insufficient (<5.5)	*Sufficient (5.5-6.9)*	*Good (7.0-8.4)*	*Excellent (8.5-10)*
Safety			
The student does not work in a safe manner and has little to no knowledge of the safety rules of a biomedical laboratory and/or (clinical) data handling.	The student can work safely in a biomedical laboratory or clinical research environment and applies the safety rules of a biomedical laboratory and/or (clinical) data handling adequately.	The student has no problems working safely in a biomedical laboratory or clinical research environment and is experienced in applying the safety rules of a biomedical laboratory and/or (clinical) data handling.	The student always works in a safe manner and has excellent knowledge on how to apply the safety rules of a biomedical laboratory and/or (clinical) data handling. The student assists their colleagues in working safely, when necessary.
Accuracy			

The student is not able to perform experiments and/or analyses accurately and often makes errors that require experiments and/or analyses to be repeated.	The student can perform experiments and/or analyses accurately with few significant errors.	The student has no problems performing experiments and/or analyses accurately and makes very little errors. The student is efficient.	The student performs experiments and/or analyses flawlessly and therefore exceeds expectations in the amount of work they can accomplish.
Planning			
The student is not able to stick to the planning by themselves. The student cannot adapt to new circumstances and this results in problems.	The student adheres to the arranged schedule and asks for help or changes/adjustments to the schedule in time.	The student adheres to the planning and is flexible in creating a new plan and following it, if necessary.	The student adheres to the planning, adjusting it as necessary while still staying within the agreed time limits. The student can perform different activities simultaneously.
Insight			
The student is not able to define the relevance of the experiments and/or analyses for testing the hypothesis. Accordingly, the students is not able to design new experiments and/or analyses.	The student is able to define the relevance of the experiments and/or analyses for the project and, with the guidance of the supervisor, designs new experiments and/or analyses.	The student independently defines the relevance of the experiments and/or analyses and designs new experiments and/or analyses with minimal supervision.	The student independently defines the relevance of the experiments and/or analyses for testing the hypothesis. The student uses literature to reflect on the acquired results and designs new experiments and/or analyses to further test the hypothesis.
Professional Behavior			
Insufficient (<5.5)	*Sufficient (5.5-6.9)*	*Good (7.0-8.4)*	*Excellent (8.5-10)*
Autonomy			
The student does not function adequately without strict supervision. The student does not feels little to no responsibility for their activities.	The student works largely independently and feels responsible for their activities.	The student works independently. The student feels responsible for their activities and is able to reflect on them.	The student works independently and reflects in an excellent manner on their activities and learning process. The student takes action and shows initiative to solve problems and achieve the best results.
Initiative			
The student is dwelling and does not participate sufficiently in decision-making. The student takes little initiative and responds reluctantly to changes.	The student takes sufficient initiative but sometimes awaits directions of the supervisor.	The student takes initiative and contributes ideas and possible solutions. The student makes decisions in consultation with the supervisors.	The student takes initiative easily and is, albeit with approval of the supervisor, able to make decisions independently.
Oral presentation			
Insufficient (<5.5)	*Sufficient (5.5-6.9)*	*Good (7.0-8.4)*	*Excellent (8.5-10)*
Presenting skills			
The presentation is too long or too short and difficult to follow. The public does not feel engaged. There is insufficient use of audiovisual aids.	The presentation meets the time standard. The manner of presenting is clear and audiovisual aids are appropriately used.	The presentation meets the time standard. Enthusiastic and clear presentation style. Good use of audiovisual resources. The slides support the presentation.	The presentation meets the time standard. Clear presentation with informative slides. Lively and enthusiastically presented. The presentation is engaging for the audience.

Presentation

The structure is messy and cluttered. It lacks essential information. The arguments put forward are (sometimes) unclear. The student provides little scientific justification.	Clear structure with introduction, methods, results and discussion. A clear and consistent overview of the research and the main results is given. The student provides sufficient scientific justification.	Clear structure with introduction, methods, results and discussion. There is a clear and consistent overview of the research and the main results are well-discussed. The arguments put forward are logical, valid and scientifically substantiated.	Excellent structure with introduction, methods, results and discussion. There is a clear and consistent overview of the research and the main results are well-discussed and placed in context by means of scientific literature. Arguments used are logical and valid. The student draws clear conclusions and provides concrete and useful recommendations for future research.

Discussion

The student does not adequately address the questions from the audience. The answers are not clear and to the point.	The student answers questions from the audience using their own data and scientific literature. The student gives adequate answers.	The student answers questions from the audience using their own data and scientific literature. The student shows they understand the subject and research field and puts the questions in a broader context.	The student answers the questions from the public in a clear and appropriate manner, showing they master the subject and research field. The student initiates and continues a lively discussion.

Report - writing process

Insufficient (<5.5)	*Sufficient (5.5-6.9)*	*Good (7.0-8.4)*	*Excellent (8.5-10)*
Process of writing			
The student is not able to translate the results and literature into a coherent and effective report within the required amount of time and needs a lot of help.	The student is translating the results and literature into a coherent and efficiently written report within the required amount of time. The student needs some guidance.	The student easily and independently translates the results and literature into a coherent and efficiently written report.	The students easily and independently translates the results and literature into a coherent and efficiently written report at the level of a peer-reviewed scientific paper.
Processing of literature			
The student is not able to gather and interpret the correct and relevant literature.	The student is able to gather and interpret literature relevant to their project.	The student is able to gather and interpret literature relevant to their project and put it into the context.	The student efficiently gathers and interprets relevant literature. The student is able to discern the quality of papers accurately and has a good impression of the scientific consensus.
Processing of results			
The student is incapable of interpreting the results and putting them in the context of relevant literature.	The student interprets the results sufficiently with the use of relevant figures and graphs. The student uses some relevant literature to support the results.	The student interprets the results accurately and uses figures and graphs to improve the report significantly. The student uses a variety of relevant literature to support and reflect on the results.	The student easily interprets the results and uses figures and graphs that are of high scientific standard. The students puts the results into context with the most relevant literature and accurately reflects on them.

Overall concept

The student is not able to write a coherent report with a clear structure. The student uses flawed arguments to answer the research question.	The student is able to write a coherent and structured report. The student uses appropriate arguments to answer the research question.	The student is able to write a coherent report with a good structure. The student answers the research question using arguments supported by the results and literature.	The student writes an excellent, coherent report with great structure. The student is able to answer the research question fully by using a variety of arguments supported by their results and relevant literature.

Report - content

Insufficient (<5.5)	*Sufficient (5.5-6.9)*	*Good (7.0-8.4)*	*Excellent (8.5-10)*
Abstract/summary			
The summary is incomplete with regards to one or more of the following: context, research question, methodology, results, conclusion. The results are not (effectively) linked to the stated research question.	The summary is understandable and contains all the components in a logical order: context, research question , methodology, results and conclusion. The results are effectively linked to the stated research question.	The summary is understandable and easy to follow separate from the internship report. The summary contains all the components in a logical order: context, research question, methodology, results and conclusion. The results are clearly linked to the stated research question.	The summary shows the essence of the research carried out and is easy to follow separate from the internship report. The research is summarized well. The summary includes a brief description of the context, research question, methodology, results and conclusion. The results are clearly linked to the stated research question and the description is excellent.
Introduction			
The student formulates an unclear and insufficiently defined research question. Background information and scientific/social importance the research are insufficiently and incoherently described. The introduction is not (completely) connected to the research question. The student uses few references.	The relevance of the research question, the background, and the scientific/social importance of the research are described. The student uses a sufficient number of scientific references. The introduction is a coherent whole, but remains somewhat superficial. The introduction is (mostly) constructed according to the funnel model (from wide to narrow).	The student uses relevant scientific literature to introduce the background information and support the scientific/social importance and the research question, leading to new insights. The introduction ends with a clear and well-defined research question. The introduction follows the funnel model (from wide to narrow) correctly.	The introduction consists of an in-depth analysis of the problem using relevant scientific publications. This thorough analysis opens up new insights and logically ends in the research question. The research question is clear and well-defined. There is great consistency in the text. The introduction is deepening, but also gives an overview of the research topic. The introduction follows the funnel model (from wide to narrow) in an excellent manner.
Materials and methods			
The materials and methods are not (fully) in line with the research question. The student shows little understanding of the selected methods and analyses. The description of the methodology is unclear and/or incomplete.	The described materials and methods fit the research question and contain all elements needed to answer the research question. The materials and methods show that student understands the methods and analyses chosen in this study.	The described materials and methods fit the research question and contain all elements needed to answer the research question. The student gives a complete and transparent description of the methods and analyses chosen and justifies them.	The materials and methods are complete and insightful and methods and analyses are described in a way that another researcher can reproduce the research easily and without further explanation, even if complex techniques were used. The student justifies the methods and analyses chosen in this study compellingly.

Results

The presentation of the data is unclear and/or incomplete. The results do not answer the research question (sufficiently) and/or do not clearly follow from the methods described in the materials and methods section.	The results are adequately described. The results (partially) answer the research question. The student presents the results in a combination of tables, charts and/or figures and text.	The results follow from a complete and thorough analysis of the data and answer the research question. The results are well-structured and presented in clear tables, charts and/or figures and further explained in the text.	The results follow from a complete, thorough and structured analysis of the data and fully answer the research question. Tables, charts and/or figures are used to present the results, supplemented with a clear explanation in the text. The results section reflects that the student has an excellent understanding of the methodology and analyses used.

Discussion/conclusion

The discussion is incomplete and lacks critical elements, such as clear conclusions and recommendations. The student fails to effectively link results to the research question and does not adequately use relevant literature to interpret the findings or place them in a scientific context. Alternative explanations and limitations are not considered, and the implications of the research are not addressed. The overall analysis is superficial and does not demonstrate a comprehensive understanding of the topic.	The discussion includes basic conclusions and recommendations but remains somewhat superficial. The student uses adequate scientific literature to interpret the results and provide context but does so in a limited manner. The research question is answered, though the explanation may not be fully developed. The discussion addresses the main elements of a proper scientific discussion but lacks depth in critical analysis, consideration of limitations, and broader implications.	The discussion includes all essential elements of a proper scientific discussion and describes them clearly. The student effectively uses relevant scientific literature to interpret the results and place them in a scientific context. The research question is answered clearly, with thoughtful consideration of alternative explanations and limitations. The student reflects critically on their research and integrates findings with existing knowledge, demonstrating a solid understanding of the topic.	The student presents a concise yet complete discussion of their findings, integrating them with the theoretical background and relevant scientific literature. Through advanced critical thinking, the student identifies limitations and proposes feasible solutions. The research question is answered coherently, and the student shows exceptional insight into the scientific field. The discussion is well-structured, demonstrating a thorough understanding and significant contribution to the broader scientific context.

Appendix 2: Nuffic Conversion Table for internships outside the Netherlands

See next page.

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Grading systems in the Netherlands, the United States and the United Kingdom

Suggestions for grade conversion

Grading scales in different education systems are often misinterpreted and grading practices in other countries are easily misunderstood. The world of international student mobility is full of examples of students applying for admission to a university in another country and being refused on the grounds that their grades are not good enough, even if their grades are considered high by the standards in their own country's system. In most cases the problem simply comes down to a lack of information. Experience shows that this problem is significantly mitigated when institutions provide degree and diploma supplements, explaining the grading scale used. Ideally, these supplements should include the percentages for which grades are awarded at the institution so that the grades of the student concerned may be clearly understood.

This article identifies some of the main differences between the Dutch grading system, which is based on a numeric scale of 1 through to 10, and the letter grades used in the United States and the United Kingdom. The article concludes with a grade conversion table for these three countries.

The grading scale in the Netherlands

In the Netherlands, the traditional grading scale is from 1 through to 10, where 1 is the lowest and 10 the highest grade. The pass mark for a single subject is 6, but for school leaving examinations, where six or more subjects are examined, two 5s or one 4 may be condoned if compensated by high grades in other subjects. Grades 1 through to 4 are very rarely given, and the same is true for grades 9 and 10. The most common grades in both secondary and higher education are 6 and 7. Grading in secondary and higher education differs to the extent that high grades are slightly less frequent in secondary education than in higher education.

Data from 2010 on examination results for the pre-university stream (VWO[1]) reveal the following distribution (in percentages) of the grades awarded:

10	=	0.1
9	=	2.4
8	=	12.5
7	=	34.3
6	=	38.5
5	=	10.7
4	=	1.4
3	=	0.08
2	=	0.01
1	=	0.0

[1] *VWO = Voorbereidend Wetenschappelijk Onderwijs, or preparatory university education. This is the most selective of the three main streams in general secondary education in the Netherlands. The VWO diploma grants access to university education.*

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Grading culture

Grading practice in the Netherlands differs from that in the US and the UK inasmuch as the top grades (10 and 9) are rarely awarded, regardless of the actual achievements of a given group of students. This is part of the grading culture in the Netherlands. When the 1 through to 10 scale was officially introduced back to the late 19th century, it was decided that a 10 should only be awarded in cases of absolute perfection. Furthermore, as at the time it was felt to be almost blasphemous for mere mortals to be judging what constituted absolute perfection, a 10 was hardly ever awarded. A 9 was considered to be only a slightly less impossible goal to reach. With the advent of multiple choice testing and yes/no answers to questions, 10s and 9s actually came within reach of ambitious students. To this day, however, these grades are still very rarely awarded in oral examinations or open question testing, such as essays, presentations, project reports or dissertations.

This tradition is different from what is customary in the US, where high grades are awarded to reward and encourage rather than single out absolute perfection. Statistics show that North American educators have always been more generous in the awarding of grade As than their European counterparts. The danger in this practice is that it may lead to grade inflation, which in fact, has become a trend in American higher education over the past 30 years. Grade inflation may well be linked to a more competitive attitude in American higher education, where it is far more common for students to compete for scholarships and where admission to the best universities depends on having the best grades. By contrast, university admission in the Netherlands, as in most continental European countries, is not so much based on high grades as on having the right school leaving certificate. The type of secondary school attended and the type of examination subjects taken are accorded more importance than the individual grades obtained. In the Netherlands, secondary education is divided into different academic and vocational streams with differing educational aims. Of these, the pre-university stream (VWO) is the most selective, accounting for just 17% of the entire student population in secondary education. Consequently, the pre-university stream has always served as a selection mechanism in itself, and the examination results of individual students are considered to be less important than possession of the VWO diploma.

The wrong approach

When thinking about grade conversion, differences in culture and education systems as described above must be taken into account. If grading scales are simply placed side by side, and, starting from the top, each grade in one scale is equated to the grade in the corresponding position in the other scale, serious mismatches will be the result. If, for example, we placed the Dutch numeric scale side by side either the American or the British letter scale, a Dutch 10 would be equated to an American or British A, a 9 to a B, an 8 to a C and so on. While it may seem unlikely that anyone would take such an approach, conversions like these have been known to happen. There are examples of foreign universities requiring a 10 in all seven examination subjects on the Dutch VWO diploma, where it was apparently reasoned that, if 10 is the top grade awarded in the Netherlands, a top student from the Netherlands should have a 10 in each subject. In reality, the chance of attaining a 10 in all seven subjects is close to nil.

Frequency distribution

Clearly, this is not a realistic approach. If grades are to be compared fairly, grade conversion should instead be based on the frequency distribution of grades. Only when the percentages are known for the various grades awarded can grades from different systems be matched. Looking at the 2010 data on the highest-achieving VWO graduates for example, we know 12.5% were awarded a grade 8 (2.4% a grade 9 and 0.1% a grade 10). Therefore, in order to convert this properly to a grade under another country's grading system, we need to know which grade was awarded to the lower 12.5% of the top 15% of students in that system.

When analysing the frequency distribution of passes in the Dutch, American and British grading systems, the

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pattern that emerges is that the two most common grades in the Dutch system are at the lower end of the scale of pass grades (6 and 7), while the two most common grades in the American and British systems are to be found at the higher end (A and B). In Dutch secondary education, grades 6 and 7 are awarded in 39% and 34% of cases respectively. In the UK, A* and A are awarded in 27% of cases and the B in 26%[2]. National percentages for high school examination grades in the US are not available, but the occurrence of A and B in undergraduate studies at American universities is about 40% (and even higher in postgraduate education).[3]

Conversion table

The following table is based on the data available for secondary education examinations in the Netherlands and the UK. For the US, the grades are taken from academic transcripts of undergraduate programmes issued by American universities.

Note: In pre-university education (*General Certificate of Education*) in the UK, grades run from A*, A, B, C, D to E. In the US, pass grades normally only include A, B, C and D. In the British system the asterisk (*) is only used in relation to a grade A, as the highest grade possible. In the US system, the * is not used, but schools and universities may use + or - to differentiate grades.

NL	UK	US
10	A*	A+
9.5	A*	A+
9	A*	A+
8.5	A*	A+
8	A	A
7.5	A-	A
7	B	B+
6.5	C	B
6	D	C
5.5	E	D
5	F	F
4	F	F
3	F	F
2	F	F
1	F	F

[2] *The distribution of grades obtained by GCE A-level graduates in 2011 is as follows:*
A = 8.2% B = 25.6% D = 15.1%*
A = 18.8% C = 23.6% E = 6.5% U (unclassified) = 2.2%.
(source: Joint Council for Qualifications).

[3] *These percentages are taken from a sample of 50 academic transcripts issued by American universities and submitted to Nuffic.*

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In the UK, honours bachelor's degrees are awarded with a class, indicating the overall performance of the graduate during the programme and at examinations. Classes are normally divided into four categories: first class honours (1), second class honours, upper division (2.i), second class honours, lower division (2.ii), and third class honours (3rd). In the following table lists the classes and the percentages of graduates awarded each class, next to the grades to which they correspond in the Dutch grading system (the class percentages are rounded off to the nearest multiple of 5).[4]

UK honours bachelor's degree	corresponding Dutch grade
First class (ca. 15%)	grades 8, 9 and 10
Second class, upper division (ca. 50%)	7 to 8
Second class, lower division (ca. 30%)	6 to 7
Third class (ca. 5%)	5.5 to 6

This article was prepared by the International Recognition Department of Nuffic. By appointment of the Ministry of Education and Sciences this department serves as the Netherlands information centre or academic and professional recognition in the context of the networks of national information centres of the European Union (NARIC) and of the Council of Europe/UNESCO (ENIC): http://www.enic-naric.net.

[4] *Statistics are taken from the Higher Education Statistics Agency in the UK.*

Nuffic is the Netherlands organisation for international cooperation in higher education. Our motto is Linking Knowledge Worldwide. This means linking people, because it's knowledge that makes us unique as people. Nuffic works in line with Dutch government policy to serve students and higher education institutions in three key areas:

Programme Management
Administrating international mobility programmes (scholarships) and institutional cooperation programmes.

Information Services
Providing information about higher education systems in the Netherlands and in other countries; providing credential evaluation services; providing information in the Netherlands about studying abroad, and in other countries about studying in Holland; promoting Dutch higher education in other countries; encouraging international mobility.

Expertise
Conducting studies into international cooperation in higher education; providing information to expert groups and consultation forums; transferring our knowledge of international cooperation in higher education through courses and seminars.

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Appendix 3: UNL internship agreement

See next page.

Complete this form in Adobe Acrobat only.
For a good printable version, the entry fields must not be exceeded

Universities *of* *The* Netherlands

Internship Agreement for Academic Education

University

Institution:

Faculty/Department:

Address:

Telephone number:

Email:

Internship host

Internship host/company:

Telephone number:

Email:

Intern

Name:

Telephone number:

Email:

Details of agreement

Internship agreement between the University, the Internship host and the Intern

See explanatory notes

Details of Internship Agreement

Intern	Name:
	Address:
	Telephone number:
	Email:
Non-EU/EEA Student	V-number
	Hereby declares that they: 1. are registered as a student at a Dutch educational institution for the term of this agreement; 2. hold a valid Dutch student or residence permit, which at least covers the period of the Internship. 3. A copy of the residence permit shall be attached to this agreement. 4. A copy of this agreement should be in the possession of the University and the Internship host.
Study programme: (delete if not applicable)	Bachelor/Master
University mentor	Name:
	Address:
	Telephone number:
	Email:

Internship supervisor	Name:
	Function:
	Address:
	Telephone number:
	Email:
Optional: Study adviser	Name:
	Telephone number:
	Email:
Project	Title:
	Subject:
	Description:

Internship period	From to
Internship location	
Course code	
The number of Internship ECTS credits	
Internship pay[1]	€ gross per month
Expense allowance[2]	€ net per month
Leave	The Intern is entitled to days of leave
Optional provisions insurance/ MAT/PIC (see article 16.6)	Declares that: Article 16.4 ☐ is applicable ☐ is not applicable Article 16.6 ☐ is applicable ☐ is not applicable
Specification of the background knowledge (including computer software) contributed for the purposes of the Internship by the University and/or Intern	

1 Reimbursements will be specified in gross amounts, except where they are intended as direct compensation for expenses incurred by the Intern, which are to be paid by the Internship host, based on agreements. Internship pay represents a reimbursement of expenses. From a fiscal point of view, a paid employment relationship exists with the institution providing the internship if the internship allowance (Article 7.1) is more than just a reimbursement of expenses on the basis of which social security contributions (including tax on wages) must be withheld in that case. Viewed from the perspective of labour law, there is no relationship of employment and thus no contract of employment within the meaning of Article 7:610 of the Dutch Civil Code, but rather learning on the job, whereby employer liability (Article 7:658 of the Dutch Civil Code) does apply.

2 An allowance for reasonable travel or expenses is not deemed to constitute income. The Internship host will not withhold any social contributions (including tax on wages) from actual travel or reasonable study costs.

Particulars	• Please note that for certain countries (outside the EEA), a research permit may be required (for instance: **https://www.cbd.int/abs/text/** and **https://www.nvwa.nl/onderwerpen/nagoya-protocol**) • Possibly by the final assessor in Article 6(4) approved as the competent delegate <.....>; • Any deviation from the confidentiality obligation of the confidential information in the Internship Report mentioned in Art. 10(2), can be extended with a substantiated appeal to the University to a maximum of 5 years, in principle, and, for long-term breeding processes or drug development including labs and bioinformatic processes that serve this purpose, or other particularly sensitive knowledge and technology that may have negative consequences for the national security of our country and damage to Dutch innovative capacity, up to < > years. • There may be grounds for the applicable exception terms of confidentiality to be agreed in writing between the Internship host and the Intern/University before the end of the Internship Agreement, whereby such agreed terms will form part of this Internship Agreement. • Other....
Particulars in case of emergency (for instance, due to coronavirus)	• The Intern shall have a duty to comply with the health measures applicable in the country and taken by the Internship host; • The Internship supervisor is the primary contact person for the Intern in cases of emergency; • The Internship supervisor takes responsibility if any assistance is necessary (e.g. contact with embassy); • Intern, University mentor and Internship supervisor come to an alternative for how the Internship work plan is executed if the Intern is unable to complete their Internship on location. • Other....

Company in-house regulations and instructions	The company-specific terms and conditions (in-house rules, code of conduct, allowances, attendance registration, leave arrangements, sickness reporting, etc.) may be added here and apply to the Intern in accordance with Article 9.2 *Terms and Conditions of the Internship Agreement.*
Version number 1.0	After consultation with the private sector in an online consultation, this Internship Agreement was adopted by the Executive Board of Universities of the Netherlands (UNL) on June 24, 2022.

The following constitutes an inseparable and integral part of this Internship Agreement:

- The Terms & Conditions attached to this Internship Agreement for Academic Education are accepted by the University, Intern and Internship host upon signing the Internship Agreement.
- National agreements on intellectual property and students: Addendum Guidelines Intellectual Property and Students.

The undersigned parties declare that they have read and fully understood the agreement and the accompanying 'Terms and Conditions of Internship Agreement for Academic Education'.

The parties to this Internship Agreement have agreed as such on:

Intern	On behalf of the Internship host	On behalf of the University
digital signature	digital signature	digital signature
Name:	Name:	Name:
	Position:	Position:

Please ensure that the University signatory is authorised to sign the Internship Agreement. If in doubt, please contact the lawyer of the relevant University department. If desired, all pages of this Internship Agreement can be initialled.

Conditions of the internship agreement for academic education

Article 1 DEFINITIONS

1.1 Study programme: a Bachelor's or Master's programme of study within the University, listed in the CROHO register.

1.2 University mentor: a Study programme lecturer who assumes responsibility for supervising and assessing an Internship and/or thesis on behalf of the University.

1.3 Internship coordinator: a supervisor of the Internship procedures acting on behalf of the Study programme.

1.4 Internship regulations: regulations drawn up by the Study programme, which include the regulations that it has drawn up for Internships, including their objectives and substance.

1.5 Internship work plan: a plan drawn up by the Intern that sets out the educational activities and work that have been stipulated in consultation with the Study programme and the Internship host, and that the Intern will be performing during their Internship. If necessary, a data management plan may constitute part of this.

1.6 Internship supervisor: an Internship host staff member who assists the Intern in the workplace during their Internship.

1.7 Internship: practical placement that constitutes part of the curriculum.

1.8 Internship host: Internship organisation.

1.9 Internship Agreement: the agreement between the University, the Internship host and the Intern, or between the University and the Intern.

1.10 Intern: a student enrolled in a Study programme with whom an Internship Agreement is concluded.

1.11 University: the institution where the Intern is enrolled as a student.

Article 2 PURPOSE OF THE INTERNSHIP

2.1 The Intern shall be afforded an opportunity to acquire practical experience with an Internship host for the purposes of their University Study programme where the Intern is enrolled.

2.2 Their Internship constitutes part of the curriculum. The mandatory components of the Internship are set out in the applicable study guide, the Education and Examination Regulations and/or in the Internship Regulations of the University.

2.3 The purpose of the Internship and the activities to be performed are included in the Internship work plan attached to the Internship Agreement.

Article 3 DEDICATED HOURS

The Intern's dedicated working hours shall be identical to those applicable within the Internship host's organisation, with a maximum of 8 hours per day unless otherwise stipulated in the Internship work plan. Furthermore, the Intern shall be entitled to participate in educational activities at the University (Article 8.3) at the times specified in the Internship work plan, including consultation with the University mentor.

Article 4 THE INTERN'S STATUS

4.1 The Internship is designed to expand the Intern's knowledge, skills and experience for the benefit of their Study programme. As such, this Internship Agreement does not seek to serve as a contract of employment under the terms of Article 7:610 of the Dutch Civil Code, nor is it intended to be as such either.

4.2 The Intern shall remain registered as a student at the University during the Internship.

4.3 The Internship will be carried out under the responsibility and supervision of the Study programme in which the Intern is enrolled.

4.4 No restrictions may arise pursuant to the Internship in relation to the Intern's future work with other institutions or businesses.

4.5 The Internship host will not enter into any other type of (temporary) employment, including hiring or employment on any other basis, with the Intern in addition to this Internship Agreement for the period indicated on the cover page under 'Details of Internship Agreement'.

4.6 The Intern will not enter into any other commitments with the Internship host, its suppliers, clients or other relations in addition to this Internship Agreement, during the period stated in the Internship Agreement.

Article 5 SUPERVISION

5.1 The Internship supervisor shall oversee the progress of the Internship on behalf of the Internship host.

5.2 The Internship supervisor and the Intern shall consult each other with some regularity, or as required, for the purposes of mentoring and on a number of evaluation occasions, preferably halfway through the Internship period and after it has ended.

5.3 The Intern will submit an Internship work plan to the University mentor and the Internship supervisor one (1) month before the start of the Internship, in which the supervision will be made specific. The University mentor and the Intern arrange a progress meeting with each other at least once.

5.4 The Internship supervisor and the University mentor shall conduct an evaluation interview with the Intern at least once.

Article 6 ASSESSMENT

6.1 In accordance with the relevant guidelines in the Internship Regulations and/or Education and Examination Regulations, the Internship supervisor fills in an evaluation form provided by the University.

6.2 The examiner prepares the final assessment in accordance with the guidelines mentioned in Article 6(1).

6.3 The assessment shall be discussed with the Intern.

6.4 The examiner shall be responsible for the final assessment of the Internship.

Article 7 PAYMENTS

7.1 In the event that the Intern receives Internship pay, the Internship host shall withhold any salary deductions and the customary premiums.

7.2 To the extent that it concerns expenses incurred by the Intern on behalf of the Internship host and does not concern travel costs from the home address to the Internship location, these expenses will be borne by the Internship host and may be submitted by the Intern to the Internship host, subject to the internal standards used by the Internship host for expense claims.

7.3 With regard to costs relating to commuting, arrangements may be made between the Intern and the Internship host.

Article 8 TIME OFF AND ILLNESS

8.1 The Intern shall be entitled to time off. In principle, the accrual of time off will be the same as the Internship host's leave arrangements. The Internship supervisor may only accede to a request for additional time off in consultation with a University mentor.

8.2 The procedure for extraordinary leave and the Work and Care Act (Wet arbeid en zorg) shall, in principle,[3] apply as they do in relation to the Internship host's employees. In the event that the Intern takes time off in excess of the number of agreed days of leave, the Internship period shall be extended by the excess.

8.3 No days off need be taken for educational activities such as examinations, resits and Internship review days.

8.4 In the event that they are sick, the Intern shall report this to the Internship supervisor in accordance with the Internship host's rules.
The same shall occur when providing a report of recovery. Any agreed expense arrangements shall not apply during the period of illness or leisure time.

8.5 If the Intern is sick for longer than two (2) weeks, they shall also notify the University mentor of this.

Article 9 INTERNAL RULES AND INSTRUCTIONS ISSUED BY THE INTERNSHIP HOST

9.1 The Internship host shall present the Intern with its internal rules and regulations and/or codes of conduct that are applicable in relation to its staff. The Intern shall have a duty to comply with these regulations. The Intern shall have a duty to heed the Internship supervisor and/or University mentor's instructions.

9.2 In the event of a serious conflict between the internal regulations and this Internship Agreement, the Internship coordinator, University mentor or the Examination Board shall decide whether the Intern may commence the Internship under the internal regulations of the Internship host.

Article 10 CONFIDENTIAL INFORMATION

10.1 The Intern/University and the Internship host are obliged to keep the knowledge, data and other information they receive from each other confidential. This includes the trade secrets of these parties that become known to the Intern/University and the Internship host during the internship period and that the parties know or can reasonably suspect must be kept secret and may not be disclosed to third parties, hereinafter referred to as 'Confidential Information'. This confidentiality shall be valid indefinitely.

All information and results developed in the framework of the Internship assignment will be kept confidential by the parties until the Internship report is complete and the agreement between the Internship provider and the Intern/University on its publication and confidentiality has been established in accordance with Article 12.

3 For instance, this does not include care leave. Interns also do not fall under the responsibility of the in-house medical officer.

Confidentiality does not apply in instances where Confidential Information, in the context of the assessment and supervision of the Internship assignment (e.g. the Internship report or the graduation report), must necessarily be shared with the University. The Intern may only share this Confidential Information with the University once the Internship host has given explicit permission. The Internship host may also impose conditions on the sharing of this Confidential Information with the University, but without preventing the Intern from being assessed or graduating.

The same rules apply to the Intern as to employees of the Internship host with respect to Confidential Information. Where the Trade Secrets Act[4] applies, the Intern shall:

a. refrain from invoking any right that the Intern may have or may be entitled to under that Act as *holder* of those trade secrets, and
b. comply with all obligations that this Law imposes on a *holder* of trade secrets, including the obligation to take reasonable steps to keep such trade secrets confidential.

The Intern may include Confidential Information about the Internship host in a confidential attachment of the Internship report, only if necessary and relevant for the Internship and after prior written agreement with the Internship host.

10.2 If the Internship host has given permission to include Confidential Information in the Internship report, thesis or other report, the confidentiality obligations as set out in this Article will not apply to the entire Internship report, thesis or other report but only to the separate components containing the Confidential Information. As an exception to the indefinite duration of confidentiality referred to in paragraph 1 of this Article, the confidentiality period for these components of the Internship report, thesis or other report will be as short as possible, in principle not exceeding two (2) years in order to be able to establish IP rights or publish peer review articles.

On the basis of a substantiated request, the Internship host may consult the University to keep certain Confidential Information of the Internship report, thesis or other report confidential for up to five (5) years. This longer period requires thorough argumentation as to the reason and the duration of the period and is included on the cover page of this agreement under Particulars.

In highly exceptional cases, such as long- term breeding programmes or drug development, including lab and bioinformatic processes that serve this purpose, or other particularly sensitive knowledge and technology with negative consequences for the national security of our country and impairment of Dutch innovative strength, a longer period may be agreed in consultation with the University.

10.3 University employees or other persons working for the University who, by virtue of their position and statutory duties, have access to Confidential Information of the Internship host, are bound, in addition to this Agreement, by the obligation of non- disclosure in accordance with the Collective Labour Agreement (CAO) for Dutch Universities, the professional code and/or applicable complaints or disputes regulations. To the extent that such an employee or other person has access to Confidential Information belonging to the Internship host:

a. the employee shall refrain from invoking any right that the employee may have or may be entitled to under the Trade Secrets Act as *holder* of those trade secrets, and
b. they shall comply with all obligations that the aforementioned Law imposes on a *holder* of trade secrets, including the obligation to take reasonable steps to keep such trade secrets confidential.

10.4 This duty of confidentiality shall not apply in relation to information that demonstrably:

a. was already publicly available when it was obtained; or
b. became publicly available other than through the actions or negligence of the Parties; or
c. was already in the possession of the Parties before the commencement of the Internship, provided that this information has not been directly or indirectly obtained from the Internship host, the University or Intern; or
d. was produced independently by the Parties without using any information supplied by the Internship host, University or Intern;
e. may be released with the written permission of the Parties; and/or
f. must be disclosed by the Parties by virtue of a statutory obligation, by virtue of an irrevocable decision of a competent public court or by virtue of an otherwise binding and unassailable decision of any administrative body, any regulatory or self-regulating body or authority (including the University's Scientific Integrity Committee or the National Scientific Integrity Initiative (LOWI), on the understanding that in such a case:
   I. the University and, in the given case, the Intern will enable the Internship host to take such steps as may be in the Internship host's interest in confidentiality; and
   II. only that part of the Confidential Information that is described in the relevant provision or in the relevant decision will be disclosed and only to the bodies, authorities and (legal) persons named therein.

10.5 In the event that the Internship host believes that the Intern has violated the duty of confidentiality or has failed to take reasonable steps to refrain from disclosing trade secrets, the Internship host will hold the Intern accountable and consult the University.

4 https://wetten.overheid.nl/BWBR0041459/2018-10-23 and https://business.gov.nl/regulation/trade-secret-protection/

In the event of a proven violation, the University may call the Intern to account and take appropriate measures. Under no circumstances shall the University be liable for the Intern's failure to comply with their duty of confidentiality.

In the event of established liability by one of the parties to this agreement for breach of confidentiality, liability shall be limited to the amount that will be paid out on the basis of the liability insurance taken out.

If no payment is made by the insurer due to demonstrable intent or gross negligence, in principle, no limitation of liability shall apply.

Article 11 BACKGROUND INFORMATION, CONTRIBUTED KNOWLEDGE, OUTCOMES AND INTELLECTUAL PROPERTY

11.1 The knowledge and know-how (background information) provided by the Internship host for the purposes of the Internship, including any intellectual property rights to the same, remain the property of or are held by the Internship host and do not create any rights of use outside the framework of the Internship. The background information provided by the University for the purposes of the Internship, including the intellectual property rights vested in it, will remain the property of the University and will not create any rights of use.

11.2 Any intellectual property rights to outcomes produced by the Intern while carrying out their Internship, including any in an Internship report, thesis or any other research findings, such as a report, written machine language and/or source code but excluding the copyright to the Internship report or other report or thesis shall be vested in the Internship host, unless:

a. The University can demonstrate that it has made a substantial contribution to the creation of the results generated; or
b. The results generated by the Intern (including know-how or an invention) that are not related to the subject matter of the Internship assignment and have been written, created or invented solely by the Intern during free time and without the use of Confidential Information, background information and facilities of the Internship host.

Any copyright on an Internship report, thesis or any other research findings, such as a report, shall constitute the Intern's intellectual property.

11.3 Insofar as necessary, the Intern transfers the intellectual property rights referred to in Article 11(2) to the Internship host in advance and delivers them to the Internship host, which transfer and delivery the Internship host accepts. Acting at the Internship host's request, the Intern shall do anything else required to assign such intellectual property rights, such as sign any documents needed for the transfer, application for and/or registration of such intellectual property rights.

11.4 If the Intern is subject to applicable law (e.g. patent law or copyright law) and as elaborated in the Appendix: 'Addendum Guidelines Intellectual Property and Students', which is part of this Internship Agreement, is entitled to compensation for lack of intellectual property rights, the Internship host, as the entitled party, is responsible for the payment thereof.

11.5 Prototypes and work products made within the framework of the Internship (including any crosses of genetic material, established DNA profiles, cell cultures, etc.) will be the property of the Internship host, unless otherwise agreed by the Parties.

11.6 The University shall be entitled to use any non-confidential outcomes produced during the Internship, at all times, for its internal, non-commercial research purposes or its educational, public relations and/or application purposes free of any royalties.

11.7 If the Intern has made a patentable invention, the Internship host will ensure that the Intern is listed as an inventor or co- inventor in the patent application and patent, respectively.

11.8 If the University can demonstrate that it has made a substantial contribution to the creation of the results generated, then the rights to these results and intellectual property belong to the University. If the right to final results, to which the University has made a substantial contribution, is indivisible or cannot be divided into partial rights, a joint intellectual property right exists for both the University and the Internship host. In order to avoid joint intellectual property as much as possible, the University is willing to assign the ownership of any outcome or intellectual property right to the Internship host in return for a competitive fee (which is to be agreed on). In such a case, the University shall receive a free licence from the Internship host for educational, non- commercial research, publication and public relations purposes. The transfer of intellectual property rights belonging to the University to the Internship host may not be withheld by the University on unreasonable grounds. If there are (joint) rights to results that accrue to the University, the Internship host and University will establish prior to the graduation session which rights to the results are (1) jointly owned, (2) owned by the University, or (3) owned by the Internship host.

11.9 Prior to any publication and, if applicable, prior to the registration of intellectual property rights, the parties will inform each other in writing about the results generated by them in the Internship and the intellectual property rights vested or to be vested in them.

11.10 Unless otherwise agreed, any costs involved in the application for and/or maintenance of a patent shall be borne by the applicant.

11.11 The foregoing provisions shall also apply mutatis mutandis to source code developed over the course of a graduation project.

Article 12 RIGHT OF DISCLOSURE

12.1 If the Intern gives a presentation, the Internship report, thesis or report will be made public. Publication also includes uploading to the University's repository as described in Article 12(2). In doing so, the Intern will take the provisions of Article 10.2 into account regarding the embargo arrangements. The Intern will provide the Internship host with a draft of the thesis report (including the title and summary) no later than one (1) month before the thesis report is officially submitted and, if required, the intended public final presentation. The Internship host has the right to have the graduation report placed under embargo if the Internship host believes that its (potential) intellectual property rights or commercial interests will be harmed. The embargo period shall, in principle, not exceed two (2) years but may, in exceptional cases, be extended to five (5) years, with the exception of a longer period for long-term innovation processes in the sectors next to the relevant knowledge security aspects, as referred to under *Particulars* on the cover page of this Internship Agreement. The extension to five (5) years based on specific Particulars must be approved by the appropriate body of the University. Approval may not be withheld on unreasonable grounds.

The Internship host has - in exceptional cases - the right to demand the removal of information from the graduation report in order to protect its business interests. The Internship host will make the required removal known to the Intern within fourteen (14) days of receiving the draft of the thesis report. If this has removed information necessary for the University's review of the thesis report, this information can be included in a confidential attachment. The Internship host determines if and what information may be included in a confidential attachment. The provisions of Article 10.2 shall apply to the confidential attachment.

If the University is of the opinion that, due to the lack of information, the thesis report cannot be adequately assessed, thus preventing graduation, the University and Internship host will consult with each other to reach a reasonable and equitable solution for all parties within a reasonable period of time.

12.2 When uploading the Internship report or other report or thesis, the Intern shall confer on the University the right to publish such a report through its repository. The confidential attachment will not be uploaded by the Intern.

12.3 If an embargo is agreed on, it will not apply to the metadata in the repository. Where an embargo is granted, the Internship host shall verify whether the formulation of the title, summary or other metadata needs to be revised before the Intern uploads the relevant report. This shall not affect the Intern's right to submit the full graduation report to the University mentor and/or examiners.

Article 13 FEES AND LICENCES FOR SOFTWARE USE

13.1 Any software that the University supplies for educational purposes may not be used for commercial purposes.

13.2 Insofar as the Internship host and/or the Intern has/have any commercial interest in the production of a usable product, any additional costs which the Intern needs to incur in order to do this (the costs of the software and any licensing obligations, amongst other things) shall be borne by the Internship host, unless otherwise agreed.

13.3 The University shall not be liable for any expenses referred to in paragraph 2.

Article 14 PERSONAL DATA

14.1 Insofar as any personal data is used during their Internship, the Intern shall treat it with strict confidentiality, shall comply with all of the stipulated policy and security rules and shall not copy such personal data to mobile media. The Internship host is responsible for ensuring that the Intern is properly informed of the Internship host's applicable policies and safety regulations in this regard.

14.2 The Internship host shall only process the Intern's personal data for the purposes of executing this Internship Agreement. The Internship host shall ensure that data processing occurs in accordance with the General Data Protection Regulation. This shall entail that the Internship host will:

a. not process more of the Intern's data than is necessary for the purposes of executing this Internship Agreement;
b. ensure that the data is correct;
c. not store any data for longer than is necessary for the purposes of executing this Internship Agreement;
d. ensure that only those persons who have been designated for this purpose have access to the Intern's data.

The Intern may invoke their rights in respect of the processing of their data in accordance with the General Data Protection Regulation.

Article 15 INTERNSHIP DISPUTES

15.1 Should there be any difficulties during the Internship, the Intern and the Internship supervisor shall first endeavour to resolve them through close consultation.

15.2 In the event that consultations between the Intern and the Internship supervisor do not produce a solution that is acceptable to both parties, any such dispute may be brought before the University mentor.

15.3 In the event that the Internship supervisor, the University mentor and the Intern are unable to reach a solution, the disputes will be submitted to the Internship coordinator and/or, depending on the importance of the dispute, to the programme director, the Director of the Educational Institute or the Examining Board.

Article 16 LIABILITY AND INSURANCE

16.1 In accordance with Section 7:658(4) of the Dutch Civil Code or similar legislation and regulations applicable in the country in which the Internship occurs, the Internship host shall be liable for any injury or loss that the Intern may suffer while performing Internship activities.[5]

16.2 The Internship host shall be liable for damage caused by the Intern towards third parties during the performance of the Internship activities. The Internship host will not be liable on that basis, if it can be demonstrated that it has fulfilled its duty of care and/or if there is demonstrable deliberate recklessness or intent on the part of the Intern.

16.3 The Intern shall have a duty to take out private third-party liability and health insurance,[6] while accident insurance is also recommended.

16.4 As secondary cover, the University may take out collective liability and accident insurance for its students and Interns.

16.5 The Internship host will make every effort to protect the Intern from any form of harassment or discrimination in the workplace.

16.6 Should the Intern work with genetic material, the Intern shall be required to use such material in accordance with all legislation and government regulations and guidelines that are applicable in respect of such material, including, where applicable, the terms and conditions of the country in which that material originates – Mutually Agreed Terms (MAT) – and/or prior informed consent – Prior Informed Consent (PIC) – and shall provide the University with all the requisite licences and permits when requested to do so.

Article 17 TERMINATION OF INTERNSHIP AGREEMENT

17.1 An Internship shall terminate:
a. At the end of the agreed period;
b. As soon as the Intern ceases to be registered as a student of the University;
c. By the mutual consent of parties; or
d. In the event that the Internship host goes insolvent, is granted a moratorium on payments or its legal persona is dissolved.

17.2 The Internship host is entitled to immediately terminate the Internship Agreement after hearing the Internship supervisor and the Intern concerned:
a. In the event that the Internship host is of the opinion that the Intern repeatedly fails to comply with its rules or instructions in spite of a warning and/or conducts themselves in such other way that the Internship host cannot reasonably be required to continue to cooperate with the Internship.
b. If the Intern or the University fail to comply with their duty of confidentiality in relation to the Internship host pursuant to Article 10.

The Internship host shall immediately notify the University mentor of a decision referred to under (a) and (b) through the Internship supervisor.

17.3 After hearing the Internship supervisor and the Intern in question, the University is entitled to terminate the Internship Agreement immediately and withdraw the Intern:
a. If, in the opinion of the University, the Internship does not meet the educational objectives or does not proceed in accordance with what has been agreed in this Internship Agreement, or if the Internship cannot reasonably be required to continue the Internship with the Internship host.
b. where regulations governing privacy and harassment have been contravened. The University shall immediately notify the Internship supervisor of such a decision through the intervention of a University mentor.

17.4 After consulting with the Internship supervisor and the University mentor, the Internship Agreement may be terminated with immediate effect if the Intern cannot reasonably be required to continue the Internship.

5 By definition, this liability cannot be excluded.
For clarity:
- In accordance with Chapter 6, Article 170 of the Dutch Civil Code, the Internship Provider is liable in the first instance for damage caused by subordinates (in this case also including interns) to third parties, and on the basis of Article 7:661 of the Dutch Civil Code for damage caused by the Intern to the property of the Internship Provider itself.
- In the unlikely event that the liability insurance of the Internship Provider provides no cover or insufficient cover, the Intern must first take out his/her own private liability insurance; if no cover can be found in the aforementioned actions, the collective liability insurance of the University (if taken out) may still be used as a safety net for third-party actions relating to legal liability.
- It is strongly recommended that the Intern takes out his/her own accident insurance.
- Damage involving or by a motor vehicle is excluded from coverage by the University.

6 See link and switch to English: You are studying or doing an internship | Wet Langdurige Zorg (Wlz) | SVB

17.5 Rights and obligations that, by their nature, should survive termination of the Agreement, such as those relating to non- disclosure of Confidential Information and personal data, shall survive termination of this Agreement.

Article 18 SUSPENSIVE CONDITION

18.1 This agreement has been concluded subject to the suspensive condition that the Intern satisfies the conditions governing admission to an Internship by no later than the start of the Internship period. The precise conditions applicable for admission to an Internship are stipulated in the applicable Education and Examination and/or Internship Regulations.

Article 19 APPLICABLE LAW AND DISPUTES

19.1 This Internship Agreement shall be governed by and construed in accordance with the law of the Netherlands.

19.2 If a dispute arises, the parties will endeavour to find a solution in mutual consultation in accordance with the provisions of Article 15 of these 'Terms and Conditions of the Internship Agreement'. Should the parties fail to do so, they shall resort to the district court of the district in which the University has its registered office. The Dutch court of law shall enjoy exclusive jurisdiction to hear a dispute.

Article 20 FINAL PROVISION

20.1 In the event of conflict between this Internship Agreement and any other contract that the Intern signs with the Internship host, this agreement shall prevail.

20.2 In the event of a conflict of interpretation, the contents of the Dutch language version shall prevail.

(digitale) initials

University Internship host Intern