**MODEL INTERNSHIP AGREEMENT**

The undersigned:

1. <name of agency providing the internship> with registered office at <address>, duly represented in this matter by <name and title>, hereinafter referred to as ‘the Internship Provider’;   
   and
2. <name of intern>, born in <place of birth> on <date>, residing at <address>, and duly represented by [[1]](#footnote-1) <name of representative>, hereinafter referred to as ‘the Intern’;  
   and
3. <name of educational institution> with registered office at <address>, duly represented in this matter by <name of representative of educational institution> in the capacity of <job title>, hereinafter referred to as ‘the Educational Institution’,

WHEREAS,

* The internships are part of the study programme based on the curricula used.
* The activities to be carried out by the Intern must primarily serve an educational purpose.
* During the internship period the Intern remains student of the Educational Institution.
* The internship is part of the learning process; the Intern is taught in practice under the ultimate responsibility of the Educational Institution.
* The Internship Provider is aware that the internship fee is subject to wage tax.
* The Intern does not participate in collective labour agreements for employees of architectural firms and does not accrue any holidays or holiday entitlements, and therefore does not receive any holiday allowance.
* The Intern and Internship Provider have taken note of the contents of the Internship Regulations for Architectural Firms.

HAVE AGREED AS FOLLOWS:   
  
 **Article** **1**  
This Agreement constitutes an integral part of the Internship Regulations for Architectural Firms (Stageregeling voor Architectenbureaus) as drawn up by the Collective Labour Agreement (CLA) parties BNA, FNV, CNV and De Unie.   
These Internship Regulations are included in Appendix 6 of the [CLA](https://www.sfa-architecten.nl/wp-content/uploads/2021/10/CLA-ARCHITECTURAL-FIRMS-2021-2023.pdf).

**Article 2**The internship is part of the academic year <year-year> as part of the study programme <name of study programme> at <name of educational institution>. The internship will start on <start date> and will end on <end date>.

**Article 3**

Unless otherwise agreed, the Intern’s daily internship hours are in accordance with the architectural firm’s working hours.

**Article 4**

The relevant provisions of the Internship Regulations for Architectural Firms apply with regard to leave and time off.

**Article 5**During the activities in the context of the internship, in accordance with Article 3 of the Internship Regulations for Architectural Firms, the Internship Provider will pay the Intern an allowance of <amount> euros gross per month.

**Article 6**The intern will receive a travel allowance of <amount> euros in accordance with the stipulations of Article 4 of Internship Regulations for Architectural Firms.

**Article 7**

During the internship, the following objectives should be pursued:  
• <description of internship objectives>

**Article 8**The Intern’s activities comprise:  
• < description of Intern’s activities>

**Article 9**Mr/Ms <name of internship supervisor> will supervise the Intern on behalf of the Internship Provider.

**Article 10** The Intern must comply with the internal rules of the Internship Provider. These rules have been communicated to him/her in advance.

**Article 11**In the event of absence and upon return, the Intern shall immediately inform the internship supervisor.

**Article 12** The intern is obliged to keep secret all information entrusted to him/her in confidence or that he/she knows or should reasonably assume to be of a confidential nature.

**Article 13** No later than at the end of the internship period, an interview will take place between the internship teacher, the internship supervisor and the intern with the purpose to assess the internship.

**Article 14** This Agreement may be terminated, suspended, extended or shortened at the initiative of either Party in consultation with the other Parties. This will require the approval of both the Internship Provider and the Educational Institution.

**Article 15**

<space for other arrangements>

Agreed on and drawn up in triplicate in <city/town> on <date>.

<signature> < signature> < signature>

<name of representative <name of Intern and, if applicable, <name of representative  
of Internship Provider> name of his/her legal representative> of Educational Institution>

|  |
| --- |
| **Disclaimer**  This is a model agreement. Nothing in this document creates any rights or obligations. As far as the concrete details are concerned, the Internship Provider, Intern and Educational Institution may request advice from the Stichting Fonds Architectenbureaus prior to signing. This advice will focus as much as possible on the present situation. |

1. Include if the Intern is a minor [↑](#footnote-ref-1)