

# UNIVERSITY OF TWENTE.

## Faculty of Engineering Technology

### Assignment Agreement

The parties:

#### The educational institution

University of Twente  
Faculty of Engineering Technology  
Drienerlolaan 5  
7522 NB Enschede  
The Netherlands

and

#### The student

..... (name student)  
S..... (student number)  
..... (address student)

Born on ..... in .....

Student of the Faculty of Engineering Technology, study program

..... Bachelor / Master\* is executing  
a graduation project / internship\*.

and

#### The assignment offering organization

.....(name organization)  
.....(address)  
.....(City/Country)

have agreed as follows:

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

The purpose of the assignment for the student is to gain practical experience in applying theoretical knowledge as obtained during his/her study programme in a professional setting. The assignment should also offer the opportunity to gain new knowledge and skills. This agreement is therefore not an employment agreement. The assignment offering organization and the educational institution will see to it that tasks and responsibilities assigned to the student are in accordance with the intended learning objectives. The student is responsible to achieve these learning objectives. The assignment offering organization will provide the facilities necessary for the student to execute his/her tasks and to obtain the learning objectives.

\*Scratch out if not applicable

## Article 2: Supervision

Supervisor from the educational institution:

Name: .....

Contact details: .....

Supervisor from the assignment offering organization:

Name: .....

Contact details: : .....

## Article 3: Assignment Agreements

The assignment period is as follows:

Start of the assignment period:.....

End of the assignment period:.....

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

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

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

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

The compensation of travel expenses will be .....

## Article 4: Insurances

The student of the University of Twente is insured for Third Party Liability at the AON Insurance Brokers (policy number V0100108104) during the execution of his/her assignment.

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

## Article 5: Disputes

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

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

**The assignment ends:**

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

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

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

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

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

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

**Article 7: General conditions**

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

Drawn up in triplicate and signed at

Date/place

Date/place

Date/place

...-...-...../ Enschede

...-...-..... / .....

...-...-..... / .....

Name/signature  
Managing Director ET  
University of Twente

Name/signature  
Student

Name/signature  
Representative  
Assignment offering organization

.....

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