

Preparing for a career

**Royal
Academy of Art
The Hague**

Internship Forms

www.kabk.nl

Part A *Internship plan*
Part B *Agreements
and Internship Contract*
Part C *Evaluations*



Part A Internship plan

Student's details

First name	
Surname	
Preferred name	
E-mail address	
Telephone number	
Student number	
Department	
Academic year	
Specialisation, <i>if applicable</i>	
Contact person, in the event of an emergency: Name and telephone number	
Relationship with contact person	

Part C Final evaluation by internship provider internship supervisor

- Insufficient
- Doubtful
- + Sufficient
- ++ Good

C. Social skills				
Contact with employees				
Contact with clients				
Contact with external parties				
Adapting to the organisation's rules				
Adapting to the working climate in the organisation				
Working together with other experts in complex situations				
Communication skills				
D. Personal qualities				
Flexibility				
Creativity				
Inventiveness				
Critical reflection of his or her own work				
Willingness to change his or her own work or attitude				
Powers of persuasion				
Dealing with pressure of work				
Ambition				
E. Development				
Dealing with problems				
The degree to which a change was visible after feedback				
Insight into current themes				
Artistic development during internship				
Personal development during internship				



Part C

Final evaluation by internship provider internship supervisor

- Insufficient
- Doubtful
- + Sufficient
- ++ Good

Feedback about specific aspects of the student	--	-	+	++	Comments
A. Assignment					
Applicability of knowledge and results for the needs of the organisation					
Method of working on the assignment					
Result of the assignment					
Own creativity/style made visible during the assignment					
B. Attitude towards the work					
Self-reliance					
Takes initiative					
Sense of responsibility					
Commitment					
Work rate					
Works systematically					
Works in an organised/ordered manner					

Part A

Internship plan

Summary of learning objectives

What do you want to learn during your internship?
What knowledge and skills would you like to acquire?

What would you like to achieve during the internship?
What is your personal internship goal?

Motivation for this internship provider

Which internship provider are you considering?
Why would you like to do an internship at this location?

What do think you can achieve at this company? What tasks would you like/will you be able to carry out? *If already known, describe what has been agreed and the tasks you are expecting to perform.*

Agreed and initialled by KABK internship coordinator:

Date: _____

Signature: _____



Part B Internship contract

1. This contract is subject to the general terms and conditions shown below.

Student's details

Surname		
First name(s) and initial(s)		
Student number		
Study programme and academic year		
Date and place of birth		
Gender	<i>male</i> <i>female</i>	Nationality
Study level	<i>Bachelor</i> <i>Master</i>	
Home address at the time of signing		
Telephone number		
E-mail address:		
IBAN number		
Contact details in the event of an emergency		

Details of educational institute

Name of educational institution:	Royal Academy of Art The Hague
Street, postal code, town/city	Prinsessegracht 4, 2514 AN, The Hague
Telephone number:	+31 70 3154777
Website	www.kabk.nl
Internship coordinator	
Telephone number internship coordinator	
E-mail address internship coordinator:	

Details of internship provider

Name of the organisation	
Street, postal code, town/city	
Telephone number	
Website	
Internship supervisor	
Telephone number internship supervisor	
E-mail address internship supervisor	
Position of internship supervisor within the internship provider:	

Part C Final evaluation by internship provider internship supervisor

Name of internship provider		
Internship period	Start	
	End	
Name	Date	
Position		Signature

Tasks, projects, and work duties that the student intern undertook during the internship _____

Knowledge, skills, and competencies that the student acquired during the internship period _____

Feedback about the student intern and the internship period _____



Part C

Guidelines for internship report by student

In your internship report, you describe your internship period, your work duties, lessons learned, action points for the near future, and the internship provider. Ask your internship coordinator what requirements your internship report must meet, whether it should be a written report, a verbal presentation, or a combination of the two.

Part B

Internship contract

Agreements

Internship period	from	
	to	
Working days and hours per week		
Number of ECTS credits for the internship		
Job description		

Learning objectives:

Primary tasks, projects, and work duties that the student will be undertaking during the internship (<i>see part A</i>)	
Knowledge, skills, and competencies that the student intern will acquire during the internship period (<i>see part A</i>)	
Date for submitting interim evaluation by the student intern (<i>part C</i>)	
Date of appointment between KABK internship coordinator and internship supervisor	
Date for submitting final report by the student intern	
Date for submitting final assessment by the internship provider internship supervisor	
Expense allowance for the student intern per month	
Student intern's healthcare insurance number	
Student intern's liability insurance number	



Part B Internship contract

Signature

The undersigned confirm the correctness of all the clauses in this agreement and agree to the general terms and conditions.

Name of internship provider	
Name of internship supervisor	
Date	
Place	
Signature	
Name of student intern	
Date	
Place	
Signature	
Name of internship coordinator	
Date	
Place	
Signature	

Part C Interim evaluation by the student

Please comment on the received supervision

What does the internship add to your designer/visual arts study programme?

Has the study programme equipped you with sufficient skills to be able to carry out your work duties for the internship provider? Examples that come to mind include artistic skills, communication skills, technical skills, and knowledge of software.

Is the internship as you expected? *Why, or why not?*

What is your aim for the final period of your internship?



Part C

Interim evaluation by the student

About the internship provider

What work activities do you carry out for the internship provider?

Is the work in accordance with the agreements that were made at the start?

Yes. Please explain

No. Please explain

Please comment on the supervision received at the internship provider:

Part B

General Terms and Conditions

The internship contract must be present at the address where the internship is carried out, and a completed copy of the form must be kept in the possession of the KABK internship coordinator. The General Terms and Conditions form part of the internship contract. The agreement shall be concluded between the educational institution of the University of the Arts The Hague, of which the Royal Academy of Art The Hague is a faculty (*referred to below as the study programme*) and the internship coordinator who represents the educational institution, the student intern (*referred to below as the intern*) and the internship supervisor of the internship provider, as mentioned on page 4 (*referred to below as the internship provider*).

Article 1: Purpose of the internship

The purpose of the internship is to enable the intern to gain experience of the practical application of theoretical knowledge and of the skills that he or she has acquired, and to acquire new knowledge and skills. The internship provider and the study programme shall ensure that the intern is assigned tasks and responsibilities that are compatible with the student's level of competencies and the educational objectives of the internship period. This agreement is therefore not a contract of employment. Specific agreements, learning objectives, duties and responsibilities are described in the internship contract.

Article 2: Supervision and evaluation

- 2.1 The study programme department will appoint an internship coordinator who will be responsible for the internship, and the internship provider will appoint an internship supervisor. If any problems arise, the internship supervisor will contact the study programme internship coordinator.
- 2.2 At the end of the internship, the study programme department will receive an internship report from the intern, the requirements of which must be made available to the student before the internship starts (*see Part C*). The internship provider will also receive a copy of this report.
- 2.3 The internship provider will provide the intern with an evaluation of his or her internship, together with written confirmation that the work programme has been carried out and completed (*see Part C*).
- 2.4 On the basis of the internship report by the intern and the feedback from the internship supervisor, it is the study programme and the internship coordinator who will assess the intern and who will, or not, award ECTS credits.



Part B

General Terms and Conditions

Article 3: Rights and obligations

- 3.1 The intern shall pay due regard to all the rules and regulations in force at the internship provider.
- 3.2 If the intern is in possession of a public transport student pass ('OV-studentenkaart'), he or she should use it. If any travelling expenses are incurred for the purpose of the internship on days that the public transport student pass cannot be used, the intern may reclaim the costs from the internship provider (*after consultation*).
- 3.3 The internship provider shall make the facilities available to the intern that he or she needs in order to carry out his or her duties and reach his or her objectives.
- 3.4 The intern is obliged to treat confidentially his or her activities during the internship at the internship provider, if the internship organisation so requests.
- 3.5 The copyright relating to the work/results produced by the intern shall belong to the intern, unless specifically agreed otherwise in advance. Both the intern and the study programme may use the results for internal purposes without consulting the internship provider.

Article 4: Social security protection /insurance

- 4.1 The internship provider will protect the intern against any form of intimidation or discrimination at the workplace.
- 4.2 In accordance with Dutch law (*Article 7:658 paragraph 4 of the Netherlands Civil Code*), the internship provider is liable for injury and harm sustained by the intern during the internship.
- 4.3 The internship provider is obliged, prior to the start of the internship by the intern, to have taken out one or more insurances, which cover at least the liability of the internship provider and the intern against each other and against third parties, (*other*) employees and interns of the internship provider, this cover should include:
 - personal injury (*damage by death or injury*);
 - property damage
 - financial loss
 - loss of or damage to data, including all resulting damage, with a minimum coverage of EUR 2 million per year and EUR 1 million per event.

Article 5: Disputes

The intern shall first contact the internship provider internship supervisor in the event of a dispute between the intern and the internship provider. If the dispute between the internship supervisor and the intern cannot be resolved amicably, it shall be submitted to the internship coordinator in order to attempt to find a solution that is acceptable to all parties.

Part B

General Terms and Conditions

Article 6: End and termination of the internship

- 6.1 The internship shall end:
 - A) After the period referred to in the internship contract;
 - B) If the intern ends his or her studies on the study programme;
 - C) If all parties agree that the internship should be terminated;
 - D) In the event of the death of the intern;
 - E) In the event of bankruptcy of, the granting of suspension of payments to, or dissolution of the internship provider.
- 6.2 The internship provider may terminate this agreement, after hearing the student intern and the internship coordinator:
 - A) If the internship supervisor establishes that the intern is not complying with the rules and regulations of the internship provider or instructions of the internship supervisor.
 - B) If the intern does not observe the agreements in relation to confidentiality as meant in Article 3.
 - C) If the intern conducts him or herself in a way that the internship provider cannot reasonably be expected to accept. The internship supervisor shall inform the internship coordinator of any termination of the internship.
- 6.3 The educational institution may terminate this agreement, after hearing the internship coordinator, the intern, and the internship supervisor if the educational institution establishes that the internship does not meet the educational objectives or does not provide the tasks set out in this agreement, or if the intern cannot reasonably be asked to continue the internship. The internship coordinator shall inform the internship supervisor of any termination of the internship.

Article 7: General provisions

- 7.1 These general conditions apply to every contract concluded/signed between the Royal Academy of Art The Hague, the intern and the internship provider. Derogations from the articles in this agreement are only possible if other written agreements between the internship coordinator, the student, and the internship supervisor exist.
- 7.2 The Royal Academy of Art The Hague cannot be held accountable by the intern or the internship provider for not fulfilling any obligation on the basis of this agreement. The intern and the internship provider indemnify the Royal Academy of Art The Hague for any claims in this respect, including claims from one of the parties to this agreement as well as claims from third parties.
- 7.3 This agreement is set up according to Dutch law. Eventual differences arising out of this agreement will be submitted to the authorized judge in The Hague.
- 7.4 The Royal Academy guidelines for internship companies shall apply. They can be found at <https://www.kabk.nl/portal/downloads>