

Implementing regulation 7 – Interns

Part I – Interns

Article 2 – Scope

This implementing regulation applies to interns from lower secondary vocational education, senior secondary vocational education, higher professional education at a university of applied sciences or higher education at a research university.

Article 3 – Internship agreement

1. An internship agreement will be concluded between the internship provider, the educational institute and the intern, which will in any case include the following:
 - a. name of the educational institute;
 - b. name and address of the intern;
 - c. duration of the internship;
 - d. location of the internship activities;
 - e. name of the internship supervisor;
 - f. name of the internship mentor;
 - g. working hours;
 - h. internship allowance (see article 5);
 - i. other allowances;
 - j. number of days' holiday (see article 7);
 - k. internship plan (see Article 4).
2. The internship provider must ensure that the parties involved receive a copy of the internship agreement signed by all parties.

Article 4 – Internship plan

1. The internship supervisor and the intern will draw up an internship plan in consultation with the internship mentor, which will in any case include:
 - a. the internship assignment;
 - b. a time schedule for the internship assignment;
 - c. the times at which the internship supervisor and intern will discuss the progress of the internship and the intern's performance;
 - d. the arrangements regarding the reporting method and time(s);
 - e. the presentation of a copy of every internship report by the intern to the internship supervisor.

Article 5 – Internship allowance

1. The amount of the internship allowance depends on the level of education of the course for which the internship is being followed.
2. The monthly allowance amounts to:
 1. €190 per month in the case of a lower secondary vocational education course;
 2. €230 per month in the case of a senior secondary vocational education course;
 3. €300 per month in the case of a university of applied sciences programme.
3. In the case of an internship period shorter than two months, no internship allowance will be granted in principle.
4. The allowance for a part-time intern will be determined in proportion to the working hours percentage.
5. A research university intern is not entitled to an internship allowance unless the internship is in line with the policy of the organisational unit. In that case, the allowance amounts to a maximum of €400 a month.

Article 6 – Commuting expenses and board and lodging costs

1. The intern is entitled to an allowance for commuting expenses in accordance with IR 1 Commuting expenses or an allowance for board and lodging costs and weekend travel expenses.
2. If the intern has been given an annual public transport pass on the basis of the Dutch Student Finance Act for travel on working days, the right to an allowance for commuting expenses will lapse unless travel by public transport is not possible.

3. Interns at the Royal Netherlands Institute for Sea Research (NIOZ) who reside outside a 30-kilometre radius of the Texel place of work will be granted an allowance for housing in 'de Potvis' residential accommodation. The amount of the housing allowance is €213 per month. The housing allowance will be adjusted in line with the percentage of the rent increase as of 1 July every year. In such cases, the intern may not lay claim to other allowances in addition to the internship and housing allowance.

Article 7 – Leave

1. The holiday leave to which the intern is entitled amounts to 25 days on an annual basis. The holiday leave will be granted in proportion to the length of the internship.
2. No holiday leave will be granted if the length of the internship is two months or less.
3. Any absence of the intern as a result of so-called 'return days' or for the purpose of other activities at the educational institute will be deducted from the accrued holiday leave.
4. If numerous return days occur per month, no more than one leave day will ever be deducted per month, unless the number of internship days required by the school per year is not reached.
5. Holiday leave that is not taken will not be paid out.
6. Extraordinary leave will be granted in accordance with the CAO-OI.

Article 8 – Insurance

All interns will be insured against liability for injury inflicted on third parties or injury suffered themselves during the performance of the assigned activities.

Article 9 – Foreign interns

1. An intern who is enrolled at a university within the EEA, not being a Dutch university, may be eligible for reimbursement of his/her travel expenses for a return ticket and an allowance for expenses.
2. The allowance for a part-time intern will be determined in proportion to the working hours percentage.