**Using the UNL agreement for your internship and/or graduation project**

It’s fantastic that you’re going to do an internship or graduation project. You’ve found a great company where you want to complete an internship or graduation project. The company also believes you’ll be a good fit and, together, you have come up with a plan for what you could do at the company. Your placement is all sorted, but now what? Now comes the practical and legal part: you have to sign an Internship Agreement. We would like to help you here. You are expected to use the UNL agreement for your internship and/or graduation project. It’s best to start with this on time, since processing it may take a while owing to work pressure. It is preferable for you and the university/your supervisor to have several weeks to arrange everything rather than just a few days.

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First, it’s important to see what kind of agreement you need. As a university, we use the UNL agreement. This is an internship agreement that was created by all the universities in the Netherlands in cooperation with the business community and the student union. It is really useful because it means that the document is both beneficial for you and the internship provider (the company where you will complete your internship). Are you going to do an internship outside the Netherlands, or are you a student from a non-EEA country? If so, please get in touch with the Liaison Office. The UNL internships agreement and the explanatory note can be found on this website:

[Gemeenschappelijke stageovereenkomst Universiteiten (universiteitenvannederland.nl)](https://www.universiteitenvannederland.nl/nl_NL/gemeenschappelijke-stageovereenkomst-universiteiten.html).
These documents are available in English and Dutch.

**Why we want you to use the UNL agreement**

We would like you to use the UNL agreement, and we have our reasons for this. In addition to all the universities in the Netherlands using it, it’s good to apply a uniform policy in the university too. This agreement covers matters for students, the university and internship providers well, like confidentiality and intellectual ownership, for example. Moreover, every student’s rights and obligations are the same under this UNL agreement. It is also a three-party agreement, which is often not the case with in-house agreements. This means we can help you as a university, should any unexpected problems arise.

**Help, my company wants to use its own agreement!**

Say you have sent the UNL agreement to your internship provider, but their response isn’t in the affirmative. They want to use their own agreement. This happens fairly often, so don’t panic. You should indicate that this agreement is used by every university in the Netherlands and that the business community participated in its creation too; perhaps not specifically the company where you’ll be completing your internship or graduation project, but others, including Philips and the Netherlands Organisation for Applied Scientific Research. Close attention has been paid to their needs. It is also possible to include minor additions to the UNL agreement. This means if there is only a small matter they want adjusted, it is probably possible with the UNL agreement. Please send us a message to seek advice using internshipsagreements.ssg@wur.nl; you can include us as a CC in your response to the internship provider, for example. We then look at the matter with you and, if necessary, mediation can start as soon as possible.

**What can you do if the company doesn’t want to use the UNL agreement?**

Raise the above points with your internship provider. Indicate that every university in the Netherlands uses the UNL agreement for internships and/or graduation projects. Explain that the agreement is really good for you, them and us as a university. Send the agreement to them in their desired language: English or Dutch. Read the explanatory notes to see if you can find answers to their objections there. Check with your internship supervisor at Wageningen University to make sure you haven’t overlooked anything. Supervisors deal with agreements regularly and often know which points the university pays extra attention to. Call the company. This is sometimes easier and quicker than if you keep emailing back and forth. Include internshipsagreements.ssg@wur.nl as a CC in your email chain.

**They still want to use to their own internship agreement**

You’ve sent the company an email containing the details mentioned above, but they still want to use their own agreement. It is still possible to forward your internship provider’s objections to the Liaison Office at internshipsagreements.ssg@wur.nl. If you included us in the CC, we likely already know, but you should ask your question directly in an email. We will then get in touch with you and/or the internship provider. We will then act as mediator between you and the internship provider to see if we can work things out. The basic principle is that we use the UNL agreement.

**What do we need to help you as best we can?**

To help you as best we can, we need some information, namely:

* Contact details for the internship provider; the name of the contact person, their email address and telephone number
* The internship provider’s internship agreement
* The internship provider’s reasons for not wanting to use the UNL agreement

We will look at what the objections are, the contents of their own agreement and how we can align everything as best we can. As indicated above, the basic principle is to use the UNL agreement. However, we do not want you missing out on a great opportunity for a great internship because of the use of an agreement. As such, we offer our help as mediators, and we may contact the internship provider. There are specific exceptional cases where both agreements can be signed, and the UNL agreement takes precedence. This way, we ultimately hope to create a win-win situation and for you, as a student, to do your internship or graduation project.

**Why are my emails not being responded to?**

If you started the process of getting your internship agreement signed on time, you have nothing to worry about. We will reply to your email as quickly as possible, but in any case, within two weeks. This could be to your emails or emails from the internship provider. So bear in mind that it may take a little longer before you hear anything yourself. Negotiations often take some time. If a month passes and you don’t hear anything, you can always send an email to check how things are going. Your previous email might not have arrived, or many other students may have approached us first. Above all, stay in control of your UNL agreement. You can always come and ask me your questions. I can be found in the Leeuwenborg on the first floor in the Liaison Office on Mondays.

We’ve never failed to come to an agreement with a student and internship provider before. So one thing remains for me to say to you. Good luck and enjoy your internship.

Minke van der Eijk
Liaison office Department of Social Sciences