

**General Terms and Conditions  
for the Internship Contract (BOL/BBL)**

Grafisch Lyceum Rotterdam

March 2026

## 1. Terminology and structure

The Internship Contract and/or Practical Training Agreement sets out the arrangements between the student, the SBB-accredited training company and Grafisch Lyceum Rotterdam.

The contract consists of the Internship Contract and/or Practical Training Agreement together with these General Terms and Conditions.

Arrangements between the intern and the training company in which Grafisch Lyceum Rotterdam is not involved may be recorded in a separate agreement. Examples include the amount of any internship remuneration and working hours.

## 2. Preconditions

The Student Council of Grafisch Lyceum Rotterdam has approved the model Internship Contract /Practical Training Agreement of Grafisch Lyceum Rotterdam and the accompanying General Terms and Conditions.

This contract is entered into by the student, Grafisch Lyceum Rotterdam and the training company, and is administered by Grafisch Lyceum Rotterdam. The student is enrolled at the institution.

This Internship Contract/Practical Training Agreement is governed exclusively by Dutch law. On the date of signing the Internship Contract/Practical Training Agreement, the company or organisation providing the work-based learning placement, the training company, holds accreditation from SBB for the qualification programme in which the student is enrolled, as referred to in Article 1.5.3 of the Adult and Vocational Education Act (*Wet Educatie en Beroepsopvoeding*, or WEB).

Any agreement entered into solely between the training company and the student, without the knowledge and involvement of Grafisch Lyceum Rotterdam, shall have no legal validity.

## 3. Nature of the contract

These General Terms and Conditions, together with the BPV Record (*bpv-blad*), constitute the Internship Contract and/or Practical Training Agreement as referred to in Article 7.2.8 of the Adult and Vocational Education Act. This contract sets out the general rights and obligations of the parties. Arrangements relating specifically to the student's work-based learning placement (*beroepspraktijkvorming*, or BPV) are set out in the BPV Record. The BPV Record forms an integral part of this contract. Wherever the abbreviation BPV is used in this contract, it refers to the work-based learning placement specified in the BPV Record.

## 4. Changes during the BPV

Any changes shall be recorded in writing in a new BPV Record.

The student, the training company and, where applicable, the parents or legal guardians (where the student is under 18 years of age) shall receive the new BPV Record.

A period of ten working days shall apply for the submission of corrections. If no response is received within this period, the new BPV Record shall replace the previous version and shall form part of the Internship Contract and/or Practical Training Agreement. If the student or the training company indicates that the amended BPV details have not been recorded correctly in accordance with the request or with the consent of the non-requesting party, the institution shall correct the relevant BPV details.

If the student or the training company raises an objection on the grounds that the BPV details have been amended without a corresponding request or consent, the institution shall withdraw the new BPV Record. In such cases, the student shall continue the BPV placement at the training company in accordance with the original BPV Record until the consent of both parties has been obtained.

## 5. Content and set-up

Work-based learning placement (internship) forms part of every vocational education programme as referred to in the Adult and Vocational Education Act (WEB). The internship takes place at a training company (*leerbedrijf*) accredited by SBB and is carried out on the basis of an Internship Contract and/or Practical Training Agreement. The Internship Contract and/or Practical Training Agreement records the arrangements relating to the internship, enabling the student to acquire the knowledge and practical experience required for the qualification and/or elective module (*keuzedeel*). The activities undertaken by the student as part of the internship have a learning purpose.

The BPV is based on the educational and developmental objectives applicable to the programme, as described in the programme's Internship Folder (*Stagemap*). The student shall make the Internship Folder available to the training company for inspection.

## 6. Obligations of the training company

The training company shall make every reasonable effort to enable the student to achieve the agreed learning objectives and successfully complete the BPV. The training company shall provide adequate day-to-day supervision and training for the student in the workplace. It shall invest in a long-term partnership with the school and participate in the agreed contact meetings between the student, the school and the training company.

Companies shall provide a socially safe learning environment and shall ensure equal opportunities for all students during recruitment and selection processes.

The training company shall appoint a workplace trainer (*praktijkopleider*) who will be responsible for supervising the student during the BPV. The student shall be informed of the identity of the workplace trainer at the start of the BPV. The details of the workplace trainer are included in the Practical Training Agreement.

The training company agrees to facilitate the assessment of the BPV by a representative of the institution at the training company's premises.

The training company shall enable the student, during the BPV period, to participate in the education provided by the institution in accordance with the applicable timetable, as well as in any assessments and examinations.

The training company shall provide the student with the basic equipment required for the BPV.

Each student shall receive an appropriate internship allowance or remuneration. At a minimum, this shall include reimbursement of all expenses incurred by the student in connection with the internship. In addition, collective labour agreements (CAOs) may contain provisions regarding an appropriate internship allowance. The training company shall reimburse the student for all costs that the student is required to incur, whether by law or by the requirements of the training company, in order to undertake the internship. This reimbursement shall include travel expenses where these are not reimbursed in another manner and, where applicable, the cost of a Certificate of Conduct (*Verklaring Omtrent het Gedrag*, or VOG. (This provision applies to both BOL and BBL students.)

The Working Hours Act (*Arbeidstijdenwet*) applies to all interns. The training company shall take measures in accordance with the Working Conditions Act (*Arbeidsomstandighedenwet*) to protect the physical and mental well-being of the student.

## 7. Obligations of the institution

The institution shall provide adequate supervision through the BPV supervisor (internship coordinator). The student and the training company shall be informed of the identity of the supervisor at the start of the BPV. The supervisor's details are included in the Practical Training Agreement. The school shall invest in long-term relationships with training companies and shall participate in the agreed contact meetings between the student, the school and the training company.

The internship coordinator shall monitor the progress of the BPV by maintaining regular contact with both the student and the training company's workplace trainer. In accordance with the Internship Charter (*Stagepact*), there shall be at least three contact moments, including at least one visit to the premises of the training company. The internship coordinator shall monitor the student's progress and ensure that the student's learning objectives are aligned with the learning opportunities available within the training company.

The institution shall publish the timetable in a timely manner so that both the student and the training company can take it into account. The institution retains final responsibility for determining whether the student has successfully completed those elements of the qualification programme that are undertaken during the BPV. The assessment procedure and the method of assessment for the BPV are set out in the programme's Education and Examination Regulations (*Onderwijs- en Examenregeling*, or OER).

The institution shall take into account the training company's evaluation of the student as part of the student's overall assessment.

## 8. Obligations of the student

The student shall make every reasonable effort to achieve their learning objectives and successfully complete them within the agreed timeframe. This must be achieved on or before the planned end date specified in the BPV Record. In particular, the student is required to actively participate in the BPV and to be present on the days and at the times agreed with the training company, unless there are compelling reasons why this cannot reasonably be expected.

In the event of absence from the BPV, the student shall comply with both the procedures and regulations applied by the training company and the rules set out in the Student Charter (*Studentenstatuut*).

The student shall comply with the rules, regulations and instructions in force within the training company in the interests of good order, safety and health. The training company shall inform the student of these rules before the commencement of the BPV.

## 9. Liability and insurance

The training company is required under the Dutch Civil Code (*Burgerlijk Wetboek*) to provide a safe working environment in order to prevent the student from suffering harm during the performance of their duties.

The training company shall be liable for any loss, damage or injury suffered by, or caused by, the student during the performance of those duties, unless the training company can demonstrate that it has complied with its statutory obligations or that the loss, damage or injury was substantially caused by the student's intentional misconduct or deliberate recklessness.

Grafisch Lyceum Rotterdam shall not be liable for any loss, damage or injury suffered by the student, the training company or third parties arising from the performance of the BPV.

In all cases, the institution's liability shall be limited to the terms and extent of cover provided under its insurance policies. This means that any liability of the institution shall be limited to the amount paid out by the institution's insurer.

Grafisch Lyceum Rotterdam assumes that the student maintains the customary forms of insurance, including health insurance and personal liability insurance.

The training company is advised to obtain insurance covering accidental loss or damage caused by the student during the performance of their duties.

## 10. Confidentiality, data sharing and privacy

The student shall keep confidential all information entrusted to them in confidence, all information disclosed to them under an obligation of confidentiality, and any information that they know, or can reasonably be expected to understand, to be confidential in nature.

The student has the right to inspect their own student file and, in particular, the BPV-related data processed by the institution.

When exchanging information relating to the student, the institution and the training company shall comply with the General Data Protection Regulation (GDPR) (*Algemene Verordening Gegevensbescherming*, or AVG). This includes, among other things, handling the student's personal data with due care and providing transparent information to the student regarding such processing. The institution's Privacy Regulations specify which student data may be shared with the training company, under what conditions such sharing may take place and when the student's consent is required.

## 11. Problems, disputes, complaints and internship discrimination during the BPV

In the event of a dispute, the student shall initially contact the workplace trainer and/or the institution's BPV supervisor. They shall work with the student to seek a suitable resolution.

If the student considers that the problem or dispute has not been resolved satisfactorily and that its cause is the training company's failure to comply, or insufficient compliance, with the arrangements set out in this contract, the student may discuss the available options with the institution's BPV supervisor.

If the parties are unable to resolve the matter through mutual consultation, the student may submit a complaint in accordance with the institution's complaints procedure. The procedure for submitting a complaint is clearly established by the school and accessible to the student. The student's Internship Folder contains a reference (QR code) to the complaints procedure.

The training company shall take active measures to prevent and combat sexual harassment, discrimination, aggression and violence. In cases of sexual harassment, discrimination, aggression or violence, the student has the right to cease work immediately without this resulting in a negative assessment. The student must report the work stoppage immediately to the workplace trainer and the BPV supervisor. If this is not possible, the student shall report the work stoppage to the confidential adviser (*vertrouwenspersoon*) of either the training company or the institution.

In accordance with the Internship Charter, it must be clear to students where they can report internship discrimination or internship-related misconduct within the institution, what support and aftercare are available, and what steps the institution will take following a report.

Serious incidents and/or recurring complaints shall be reported by Grafisch Lyceum Rotterdam to SBB, the Foundation for cooperation on Vocational Education, Training and the Labour Market (*Samenwerkingsorganisatie Beroepsonderwijs Bedrijfsleven*, or SBB).

## 12. Duration and termination of the contract

The Internship Contract and/or Practical Training Agreement shall enter into force upon signature of the first BPV Record and shall, in principle, remain in effect for the duration of the BPV period specified in that BPV Record.

The Internship Contract and/or Practical Training Agreement shall terminate automatically:

- a. Upon the student's successful completion of the BPV, or, in the case of an elective module (*keuzedeel*), once the agreed number of hours has been completed and the BPV has been successfully concluded.
- b. Upon expiry of the planned end date specified in the BPV Record.
- c. Upon termination of the student's enrolment with the institution.
- d. Upon the dissolution of the training company, the loss of its legal status, or where the training company ceases to carry out the professional activities referred to in the Practical Training Agreement.
- e. Where the accreditation of the training company, as referred to in Article 7.2.10 of the Adult and Vocational Education Act (WEB), has expired or been withdrawn. Any automatic termination shall be confirmed in writing by the institution to both the student and the training company.

The Internship Contract and/or Practical Training Agreement may be terminated at any time by mutual agreement between the institution, the student and the training company.

The Internship Contract and/or Practical Training Agreement may be terminated extrajudicially:

- a. By the training company, if the student, despite explicit and repeated warnings, fails to comply with the rules of conduct referred to in these General Terms and Conditions.
- b. By any of the parties where, due to compelling circumstances, it can no longer reasonably be expected that the agreement should continue.
- c. By any of the parties if the institution, the student or the training company fails to fulfil its obligations under the law or under the Internship Contract and/or Practical Training Agreement.
- d. By the student or the training company if any employment contract between the student and the training company, where such a contract exists, is terminated.

Any termination by a party pursuant to the provisions above shall be made in writing to the other parties and shall state the grounds for termination.

Before the agreement may be terminated on these grounds, the party that has failed to fulfil its obligations must be given the

opportunity by the other parties to remedy the breach within a period of two weeks. A formal written notice of default shall not be required where performance is permanently impossible, or where the party concerned has already indicated that it will no longer fulfil its obligations, making the granting of a remedial period unnecessary.

### 13. Alternative internship placement

If the Internship Contract and/or Practical Training Agreement is terminated because the training company fails to meet its obligations - for example, because the internship placement is unavailable or only partially available, supervision is inadequate or absent, the training company no longer holds the favourable assessment referred to in Article 7.2.10 of the Adult and Vocational Education Act (WEB), or because other circumstances prevent the BPV from being carried out properly - the institution shall, where appropriate after consultation with SBB, make every reasonable effort to identify and offer a suitable alternative internship placement to the student as soon as possible.

### 14. Final provisions

In matters not provided for in the Internship Contract and/or Practical Training Agreement, the institution and the training company shall decide after consultation with the student.

Where matters fall within the responsibility of SBB, SBB shall be informed and involved as appropriate.

In 2023, the MBO Raad (Council for secondary Vocational Education and Training) together with various stakeholders including the Ministry of Education, Culture and Science, JOBmbo (national youth organization that gives MBO students a voice in education) and VNO-NCW (Confederation of Netherlands Industry and Employers) / MKB-Nederland (entrepreneurs' organisation), signed the Internship Charter. This charter is aimed at improving the quality of work-based learning placements (BPV) and eliminating internship discrimination. The agreements set out in the charter have been incorporated into the arrangements between the educational institution, the training company and the student during the BPV, and are reflected in the BPV Protocol.