

## Internship policy and allowance

### 1. Introduction

- 1.1 These regulations apply to interns, with interns being understood to mean ‘students at an educational institution who have a (compulsory) internship as part of their studies’. In this context, internship is understood to mean ‘a (usually) uninterrupted period during which an intern at an educational institution undertakes activities in the organisation under a certain degree of supervision, based partly on the educational programme of the educational institution’. An internship agreement is agreed upon with the intern.  
The intern is primarily an apprentice and does not have an employment contract with TNO.
- 1.2 In deviation from the provisions of Article 1.1, TNO also offers a short-term internship of no more than 6-8 weeks, without the intern being affiliated with an educational institution and having to complete a (mandatory) internship as part of that affiliation. In such cases, the intern will enter into an internship agreement that sets out the arrangements regarding the internship. The intern, as intended in this article, is excluded from the provisions set out in these internal regulations, unless the parties expressly declare any provision of these internal regulations applicable in the internship agreement. The intern does not have an employment contract with TNO.

### 2. The internship

#### 2.1 Allowance

The intern will be paid the following gross allowance:

Level of education	Gross allowance per month
University education	EUR 615,00
Higher vocational education	EUR 615,00
Secondary vocational education	EUR 390,00

This internship allowance is based on a 5-day work week, assuming 40 hours of internship per week (5 8-hour days). For internships involving fewer than 40 hours per week, the internship allowance is calculated in proportion to the number of hours agreed upon.

Example:

*An intern works for 5 hours a day, 4 days a week. The calculation is as follows:  $5 \times 4 = 20$  hours*

*$20 \text{ hours} / 40 \text{ hours} \times \text{monthly fee} = \text{internship allowance.}$*

For internships that last shorter than initially planned, the internship allowance will be recalculated proportionately.

## 2.2 Travel expenses

Interns will not receive an allowance for travel expenses from their home address to the location of the internship, unless they can prove that they are not receiving any other kind of travel allowance. In the latter case, interns who are not entitled to a public transport season ticket (*OV-kaart*) can apply for reimbursement through a Service Request<sup>1</sup> at the start of internship. They will receive an amount of EUR 100.00 gross per month, in proportion to the part-time factor. The same applies to a proportion of a month, regardless of the travel distance.

## 2.3 Extra accommodation expenses

If the place of residence of the intern is more than 50 kilometres from the location of the internship and if the intern has double living expenses, the actual additional accommodation costs incurred may be reimbursed on submission of invoices up to a maximum of EUR 315,00 per month, in addition to the allowances referred to in paragraphs 2.1 and 2.2 above, insofar as the reimbursement does not exceed the actual costs. A Service Request<sup>2</sup> can be submitted for this purpose.

## 2.4 Leave

During the internship, the intern may take leave with retention of the allowance mentioned in paragraph 2.1 for 8 hours per internship month, assuming an internship of 40 hours per week. Leave is calculated in proportion to the internship's duration and hours per week and is rounded up to whole hours if necessary. Leave can also be taken to fulfil obligations set by the educational institution. Agreements about this are made between the intern, the TNO internship supervisor, and the educational institution before the start of the internship. Leave hours not taken will not be paid out.

If the number of internship leave hours granted in accordance with the provisions as mentioned above is insufficient, additional internship leave may be granted by the TNO internship supervisor for the missing hours, but without retaining the allowance. Of the costs mentioned under 2.1 above, only the reimbursement for the additional accommodation expenses (if applicable) will continue to be paid for the duration of this additional internship leave. However, this will only be the case for a maximum of two calendar weeks.

### PLEASE NOTE:

- Regarding internship leave for the celebration of religious and other holidays other than those generally recognised in the Netherlands, what is stipulated regarding employees in terms of leave in [My Time](#) shall apply *mutatis mutandis* for interns regarding internship leave.
- The Executive Board may make further arrangements in consultation with TNO HR for those cases not covered by the aforementioned provisions.

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<sup>1</sup> Intranet TNO → MY HR Services → Internship travel expenses

<sup>2</sup> Intranet TNO → MY HR Services → Pension cost

## 2.5 Reporting sickness and recovery

If you are unable to attend due to illness during your internship period, you must report this to your department or internship supervisor (manager) by telephone before 09:00. You must also inform your department or internship supervisor of your recovery. Being sick for more than 5 days may affect your internship allowance. Your sick report will be submitted to UWV after 5 days.

For most courses, you must also report your sickness and recovery to your educational institute. Please contact the internship supervisor of your educational institution for this protocol.

## 2.6 Liability insurance

As an intern, you are covered by TNO's liability and accident insurances. These insurances apply while working for the internship, including travelling to and from its location.

## 2.7 Early termination of internship

If you find yourself in a situation in which it is necessary to terminate your internship early, you should notify your internship supervisor and your educational institution.

## 2.8 How to claim for a Certificate of Good Conduct (VOG) application

Once you are employed, you can claim the cost of the VOG through a Service Request<sup>3</sup>. Therefore, always keep the proof of payment of the VOG.

## 3. Administrative action

You have received documents to fill in from HR Services. It is important to complete these documents as soon as possible and return them by email (preferably in PDF) to [hrservices@tno.nl](mailto:hrservices@tno.nl). If the relevant documents are not in our possession on time, we cannot let you start your internship (for insurance reasons, for example).

This concerns the following documents:

### 1. Internship agreement

The internship agreement should be digitally signed.

### 2. Identification document

In line with the Compulsory Identification Act (*Wet op de identificatieplicht*), which also applies to interns, TNO must verify your identity. For this, we ask for a copy of your identity card or passport (front and back).

### 3. Social Security Number (BSN) and Dutch residential address (applies to interns living abroad)

Before starting your internship, you must have a Dutch social security number (BSN) and a Dutch residential address. Without the BSN and Dutch residential address, your internship cannot start. Moreover, the BSN can only be applied for in the Netherlands.

Please note that an appointment to apply for a BSN does not necessarily mean you will receive it immediately. There is usually some processing time.

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<sup>3</sup> Intranet TNO → MY HR Services → VOG claim (for interns, guests, and hiring)

4. **Proof of citizen service number (BSN) (only applicable for interns with non-Dutch nationality)**

Any intern with a non-Dutch nationality must provide official proof of their BSN. This can be anything that mentions the BSN and a name.

5. **Payroll tax form**

If you are eligible for an internship allowance, you need to fill in the 'declaration of data for payroll taxes' form. The date on the payroll tax form must match the start date. Please note that if you want the payroll tax discount to apply on a later date, HR Services must also receive a form for the intervening period.

6. **Proof of internship as part of course**

This is a form sent by HR Services that needs to be signed by a teacher at the educational institution. This document is needed to prove that the internship is a necessary part of the intern's studies. Only internships linked to a study are eligible for reimbursement. Without this document, there is no proof of a link between the intern's studies and the internship, meaning the internship cannot be reimbursed.

7. **Proof of educational institution**

This should be an official document from the educational institution that confirms enrolment for the school year in which the internship is taking place. Please note: a Studielink or copy of a school pass will not be accepted as proof of enrolment at an educational institution.

8. **Certificate of Good Conduct or screening (certificate of no objection)**

A certificate of good conduct (VOG) is required to gain access to TNO sites. This declaration must always be requested by and for TNO. In other words, a future intern who has a VOG through a side/volunteer job must request a new VOG for their work activities at TNO. The application will be initiated by HR Services. In some cases, interns will have to deal with more sensitive information during their internship, thus requiring a screening. Such a screening is also requested for and by TNO through HR Services.

**Please note:** If you have lived abroad in the past four years and were registered as a resident there for more than three months, you need to also apply for a certificate of good conduct for this country.

Please inform HR Services in advance which countries are involved. For more information on how to apply for this, please contact the embassy.

9. **Proof of BIC/SWIFT**

Interns with a non-Dutch bank account should provide proof of their bank account's BIC/SWIFT. This has to do with further processing in our systems. The bank may not yet be known in our systems. To pay the intern, a proof of BIC/SWIFT is therefore needed to add the bank to the systems.

Enquiries about this can be directed to HR Services via email address [hrservices@tno.nl](mailto:hrservices@tno.nl).

## 4. End of the internship

There are several important points to consider when your internship at TNO comes to an end.

### 5.1 Salary slips and annual statement

You can access your data up to and on the last working day of your employment. After your last working day, you will no longer be able to log in. This means you will not be able to see your salary slips after this date. Therefore, make sure you download them on time, should you need your salary slips after your exit date.

You will receive your final salary slip (with your final settlement) and your annual statement later by email or post. Your salary slip can be downloaded via Intranet: TNO → Navigator → My Salary.

### 5.2 Expense claims

After your last working day, you can no longer submit claims via Intranet. Therefore, make sure to submit pending claims (such as for your VOG application) on time.

### 5.3 Returning items

You will need to hand in your laptop on your last working day. Therefore, make sure to save all the documents you will need on time. After returning your laptop, you will no longer have access to these documents.

**Please note:** Check your internship agreement for the correct exit date. If your agreement runs until 1 December, for example, your last day is 30 November. This means you will no longer have access to the systems on 1 December.