

IAESTE EMPLOYER INTERNSHIP AGREEMENT

Adapt this template to your national legal and administrative requirements.

This document is not intended to replace any employment, service, internship or other contract required under local law. If a legally binding local agreement is required, use the appropriate national document in addition to or instead of this template.

Preliminary agreement for preparing and confirming an IAESTE internship offer

This agreement records the employer's intention to host one or more IAESTE interns and the main conditions discussed with IAESTE. It is designed to be pre-filled by the IAESTE Committee after a meeting, call or email exchange and then reviewed and confirmed by the employer. The final internship offer will subsequently be created and confirmed in the IAESTE Exchange Platform (EP).

1. Parties and purpose

This Agreement is made between:

IAESTE Committee	[Committee / legal entity name]
Represented by	[Name, position]
Address / contact	[Address, email, phone]
and Employer / Host	[Organisation name]
Represented by	[Name, position]
Address / contact	[Address, email, phone]

Background. IAESTE is an international association facilitating professional internships for university students and recent graduates. The parties wish to cooperate in creating a meaningful internship opportunity that responds to the Employer's business, project or skills needs while providing relevant professional training for the intern.

The parties therefore agree to cooperate in preparing the following proposed internship offer(s), subject to final confirmation of the offer details in the IAESTE Exchange Platform and any applicable national requirements.

2. Proposed internship commitment

Number of interns	[e.g. 1 / 2 / 3]
Internship period	Between [earliest start date] and [latest end date]
Preferred duration	[e.g. 8–12 weeks / 3–6 months]

Date flexibility	[Fixed / flexible by ___ weeks / to be agreed with candidate]
Location	[City / workplace / hybrid if applicable]
Department / team	[Department / business unit / research group]
Supervisor	[Name / position, if known]

Employer commitment. The Employer intends to keep the above internship opportunity available for the IAESTE process and to inform IAESTE promptly if its capacity, dates, conditions or requirements change. The exact offer details and nomination/selection timeline will be confirmed before publication in EP.

3. Work offered

The work description should be specific enough for a student to understand what they will do, what they will work on and what they can learn.

Project / purpose	[What project, product, research area or business need will the intern support?]
Main tasks	[Task 1] [Task 2] [Task 3]
Tools / methods	[Software, equipment, methods, technologies, etc.]
Learning / exposure	[Professional or technical experience the intern will gain]

4. Student profile

Relevant study fields	[Up to three general disciplines where possible]
Academic level	[Bachelor / Master / PhD / Recent graduate, as applicable]
Essential skills	[Only requirements genuinely needed to perform the work]
Preferred skills	[Useful but not essential]
Language requirements	[Required language and realistic level]

Other requirements	[Only if necessary and compliant with local law / IAESTE policy]
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5. Internship conditions

Working hours	[Hours per week / typical working schedule]
Remuneration	[Amount, currency, gross/net if applicable, payment frequency]
Employer fee to IAESTE (*If applicable)	[Amount / calculation / not applicable]
Accommodation	[Who arranges / estimated cost / support available]
Visa / work permit	[Committee support and employer documentation required]
Insurance	[Local arrangement / student responsibility / committee-covered where applicable]
Other local conditions	[Payroll, tax, service arrangement, workplace requirements, etc.]

6. Recruitment and selection

Internship Programme	[Exchange / Global / to be confirmed]
Candidate process	[Nomination / candidate review / other local process]
Interview	[Yes / No / optional]
Employer decision-maker	[Name / position]
Expected decision time	[Within ___ days after candidate presentation; subject to IAESTE policy]

The Employer makes the final decision on the candidate presented through the IAESTE process [ADD MORE DETAILS]. For Exchange Internships, the offer is normally handled through a single nomination. For Global Internships, the applicable candidate can be selected from multiple nominations.

7. Basic cooperation principles

Principle	Agreement
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Meaningful professional work	The internship should provide relevant professional training connected to the student's studies and the work described in the final offer.
Clear requirements	Employer requirements should be clear, realistic and limited to what is genuinely needed for the internship.
Supervision	The Employer will appoint an appropriate supervisor who can guide and support the intern's work.
Remuneration	The Employer will provide remuneration in accordance with IAESTE and local requirements, as confirmed in the final offer.
Communication	Both parties will communicate important changes promptly, including changes to dates, requirements, selection, supervision or cancellation.
Non-discrimination	The internship will be managed in line with IAESTE's commitment to non-discriminatory practices and applicable local law.
Exchange Platform	The final internship offer, nomination and status changes will be handled in the IAESTE Exchange Platform in accordance with IAESTE procedures and GDPR policies.

8. IAESTE support

Subject to the local committee model and national rules, IAESTE will support the Employer in preparing the final offer, managing the offer in the Exchange Platform, coordinating the candidate process and providing relevant information on mobility arrangements. Country-specific responsibilities and services should be clarified by the local committee before publication of the offer.

9. Nature of this agreement and final offer confirmation

This Agreement records the parties' mutual understanding and intention to cooperate in providing the internship opportunity described above.

The internship will be implemented in accordance with the conditions agreed between the Employer and IAESTE and with the applicable IAESTE Internship Programme rules.

The final internship details, including the work description, candidate requirements, dates, duration, remuneration and other agreed conditions, will be confirmed by the Employer before publication or final confirmation in the IAESTE Exchange Platform.

If any material condition changes after this Agreement is signed, the parties should agree the change before it is communicated or confirmed to the student.

10. Confirmation

By signing below, the Employer confirms that the information above reflects the internship opportunity currently intended and authorises the IAESTE Committee to use this information to prepare the final internship offer for review and publication in the IAESTE Exchange Platform.

For the Employer / Host	For IAESTE
Name: _____	Name: _____
Position: _____	Position: _____
Signature / Date: _____	Signature / Date: _____

Template for adaptation by IAESTE Committees. Complete country-specific fields and review local legal requirements before use.