# Format for drafting an agreement for student-NGO collaborations[[1]](#footnote-1)

To be used by NGOs and universities to streamline communication between them in relation to student research assignments/internships.

1. **Front page:**
* Title; name researcher/student, academic supervisor, NGO/implementing NGO supervisor/coach; date
1. **Introduction**
* Introduction to the topic/assignment
* Research questions/objectives of the research
* Research methodology
* Objectives of [internship/student-NGO collaboration], taking into account:
	+ **Expectations** and **personal and professional growth** of student/researcher and NGO/educational institute/implementing NGO supervisors, e.g.
		- This internship is a success, when ….
		- My personal learning objective is … [e.g. coaching and mentoring skills].
		- What I expect from [the student/my supervisors], is ….
		- What [the student/my supervisors] can expect from me, is…..;
	+ Strengthening linkages between research, policy and practice.
1. **Expected output**
* E.g. **presentation** of findings by researcher for [NGO]. This product is expected to be delivered [after completion of the thesis at [name educational institute]]. The student retains full copyright to this material.
* E.g. a courtesy copy of the **final thesis** paper. This product is expected to be delivered [date/after completion and approval of the thesis at [name educational institute]]. The student retains full copyright to this material.
* E.g. a **lessons learned technical brief** based on the research findings. After finishing the research, the researcher and NGO will collaboratively develop a technical brief in [language], including recommendations for policy and practice. This product is expected to be delivered [date]. The technical brief will consist of [number of pages] and be created according to [NGO] standards.
1. **Collaboration and division of tasks**

This is a collaboration between [NGO] and [educational institute]. The involved partners are [e.g. implementing NGO where research will be conducted]. We agree upon the following division of responsibilities:

* The internship **agreement** starts on [date] and ends on [date]. The student/researcher works on the basis of [hours per week]. [Student/researcher] is present at the [NGO/implementing NGO] office on [weekly days].
* The student/researcher will adhere to the [NGO/implementing NGO] ethical **code of conduct**, including confidentiality of research participants.
	1. **Guidance and support**
* The student/researcher will be allowed to **participate** in [NGO/implementing NGO] meetings and activities considered relevant for the research or contributing to the internship objectives.
* The [educational institute] provides the student/researcher methodological **support and guidance** concerning research procedures. The educational institute is **responsible** for the final qualification of the research, taking into consideration the inputs delivered by [NGO] and its implementing partner.
* A [NGO] and [implementing NGO] coach, which will be [name] and [name], will be assigned to provide [**supportive assistance/on-site supervision**] to the student/researcher. The [supportive assistance/on-site supervision] to the student/researcher will consist of [hours per week].
* [implementing NGO] will identify a **local point of contact** responsible for immediate details of the research project and will provide a **working space** at [implementing NGO] to the student/researcher and will –when requested- strive to facilitate **access** of the researcher to participants for data collection.
* [NGO] provides the student/researcher with an **internship fee** of [Euros] per month for the duration of [number of months] and **reimburses** [e.g. international travel and living expenses].
* **Interim evaluations** and a **feedback session** will take place [date/after completion of (see planning)] between [educational institute supervisor], [student], [coach NGO] and [coach implementing NGO] to address the objectives of the research and internship.
	1. **Research**
* [NGO] requests the deliverables within the framework of [project]. The data collected within the framework of the agreement is **property** of the [student/researcher], [educational institute], [NGO] and [implementing NGO].
* The products expected in this agreement will be **developed** by [student/researcher] and according to this agreement signed with [NGO] and [implementing NGO].
* In publications, the student/researcher will **acknowledge** all relevant partners who have contributed to the work being published.
* [NGO] coordinates the **linkage** between the local programme needs and the larger programme priorities.
1. **Planning, budget and responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Period** | **Activity** | **Stakeholders involved** | **Budget** | **Responsibility (activity/budget)** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  | **Total** |  |

In agreement,

………………………………………….. …………………………………………..

Signature [student/researcher] Signature [NGO]

………………………………………….. …………………………………………..

Signature [educational institute/supervisor] Signature [implementing NGO]

1. This format is part of the Share-Net Netherland’s publication “Successful student-NGO collaborations – a Practical Guide”, published July 2017. [↑](#footnote-ref-1)