



## Applying for a research internship

*Information for students*

### What is a research internship?

- A research internship implies that you combine your master thesis with doing research for a host organization. It equips you with practical experience and helps to develop your CV, and/or puts you on track of getting a job.
- A research internship has two purposes: 1. contribute to the state-of-the-art scientific knowledge, 2. help the host organization answer managerial or policy-related questions.
- A research internship is NOT a classical internship in which you perform regular work activities at the organization. During a research internship, you collect and analyze data, and also report to the organization. However, the academic thesis remains the key deliverable; the host organization has to agree with this in advance. In other words, you will devote most of the time to writing a sound academic thesis.
- On top of this, the host organization may demand a managerial summary of your thesis, and/or presentation of your findings. A research internship implies an extra workload on top of your regular coursework.
- In principle, a research internship can be planned in the period of February to June 2018 for an average of 2 – 2.5 days per week. However, deviations are possible depending on your availability, and in consultation with the host organization and your U.S.E. thesis supervisor.

### How do I find a research internship?

- *Option 1:* Apply for a research internship position offered by U.S.E.. From our social networks we regularly receive requests for interns. In the week of November 20-24 all MSc programs will organize a kick-off session. Some professors will offer research internships with a company, start-up, NGO or government organization. You can simply apply for such a position, provided that you meet the requirements (e.g., some organizations only host Dutch students, require advanced econometric skills, etc.). The selection process is competitive as usually several students apply. The selection process may also include a job interview with the host organization.
- *Option 2:* You may organize a research internship yourself. The internship should at minimum meet the requirements outlined hereafter.

### No guarantee!

- We do our best to accommodate your wishes, but can provide no guarantees. A research internship should be organized in such a way that you can do 1. Scientific research 2. On topic relevant to your MSc program 3. Within the timeframe of the thesis process 4. With the availability and approval of your U.S.E. thesis supervisor.
- Some supervisors at U.S.E. offer well-defined thesis topics that cannot be combined with any kind of internship. For example, some thesis topics are offered together with a particular dataset that the student will analyze. In such cases the supervisor may not be available to supervise a research internship – so it is recommend to check this in advance at the thesis kick-off meeting.

### **Organize a research internship yourself (option 2)**

A research internship application should always meet the following minimum requirements:

- The internship revolves around a research project that does not only serve the interests of the host organization, but can also contribute to state-of-the-art scientific knowledge in the domain of your MSc program.
- The research can be done within the time restrictions of your MSc program. The internship should be finished in June 2018. The internship may take longer, but then the process should be organized in such a way that you can finish your thesis before June 29 – the general submission deadline.
- The internship is done at an external host organization, which may be a company, NGO, government organization, or other institution.
- The host organization provides an internal supporter. S/he supports your research internship by providing feedback, connects you with relevant data/sources/interviewees, and provides us with input to grade your thesis. Most important is that the supervisor will be responsive to questions if any problems arise.

If you are interested in organizing a research internship yourself, please do the following:

- First contact Francesca Vink, U.S.E.'s career officer ([f.vink@uu.nl](mailto:f.vink@uu.nl)). She can provide you with an information package for the host organization that you have in mind. Also, you can consult her about the typical organizations that are a good match for a research internship.
- It is up to you to find a host organization. The host organization is asked to provide a one-pager including company information, the context of the internship, and an initial problem statement or research question.
- If your application is considered potentially viable, the career officer will involve your internship coordinator in the process: Rients Galema (BF/FM), Julia Swart (EP), Niels Bosma (BDE), Hein Roelfsema (IM) or Johan den Hertog (L&E).
- The thesis coordinator will help you to fine-tune the internship proposal, and ensure it can meet U.S.E.'s standards. Or he/she may immediately connect you with a U.S.E. thesis supervisor to delegate this task.
- Please notice that your research internship can only start with the approval of your U.S.E. thesis supervisor. We do reject applications – most often because the host organization poses a problem that cannot be turned into an academic problem, is over-asking, requires the student to do regular work, or asks for expertise that is not a match with U.S.E.'s domain.
- You should apply for and have fully explored your research internship opportunities *before December 1, 2017*.
- After the December 1 deadline, you might still explore internship opportunities, but now directly with your thesis supervisor. The topic is then restricted to his/her expertise. Again, please notice that some supervisors offer no internship opportunities due to the nature of their expertise, or the kind of theses assigned to them (e.g., master theses based on secondary datasets and extensive quantitative analysis).
- Any internship project should be approved by your thesis supervisor before February 5, 2018 (i.e. the start of period 3).