



## Internship regulations

**U.S.E.**

**As of 04-06-2019**

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### **1. *These internship regulations are applicable to:***

Internships that are inserted into the bachelor study programme Economics and Business Economics at the Utrecht University School of Economics.

### **2. *Aim of internship***

- a) The student becomes familiar with the professional practice of economists at an academic level.
- b) The student learns to apply his/her knowledge in a practical situation.
- c) The student increases his/her professional and academic skills with the work performed on behalf of the organisation offering the internship.

### **3. *Duration and extent***

The duration of the internship is a minimum of 30 working days. The minimum number of working days for a part-time internship is three days per week. Internship is given 7.5 or 15 ECTS if the internship is approved beforehand by the internship coordinator and is assessed as satisfactory after completion.

### **4. *Insertion of internship in the study programme***

- a) An internship can be inserted as an elective or extracurricular course.
- b) A maximum of one internship can be inserted.



### **5. *Approval of internship***

The student can apply to the internship coordinator of the Utrecht University School of Economics for approval of the internship. When you want the internship to take part of your chosen track this has to be approved by the internship coordinator.

The internship coordinator answers student's questions via [internships.use@uu.nl](mailto:internships.use@uu.nl)

### **6. *Approval requirements***

- a) The student is enrolled at the Utrecht University School of Economics of Utrecht University.
- b) The student applies for the approval of the internship coordinator of the Utrecht University School of Economics a minimum of two weeks before commencement of the internship. In every case the student must already have 90 ECTS. The content of the internship fits with the study programme or with the professional field.
- c) The internship coordinator has signed the approval form.
- d) The student has never been employed by the organisation offering the internship.

### **7. *Internship assessment***

The internship coordinator assesses if the internship has been fulfilled by:

1. A portfolio including the assessment report from the supervisor of the intern post, the internship report of the student (a summary about the company, your duties there, your internship assignment and whether you think you have fulfilled it, your reaction to the assessment form, your positive and negative experiences and your plans for the future), and eventual pieces of work produced during the internship.
2. A final meeting between the internship coordinator and student.
3. No mark is given, you will either get a pass or a no pass.

Approved by the Board of Undergraduate Studies U.S.E.