Internship Work Plan Form

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| --- | --- |
| student | |
| Student name | |
| Student number | Bachelor’s/Master’s programme |
| Supervising Lecturer (Utrecht University) | |
| Name | |
| E-mail | Department/school/programme |
| Internship Supervisor | |
| Organisation | Address |
| Name supervisor | |
| E-mail | Telephone |
| Located in The Netherlands/Abroad (delete as appropriate) | |
| I have registered my ‘Stay Abroad’ in Osiris: yes / not applicable  (delete as appropriate) | |
| internship information | |
| Start date | End date |
| Level and type of internship (check the appropriate box)  BA level 2 – Work internship  Master – internship  BA level 3 – Research internship | |
| Total ECTS  7,5 ECTS  15 ECTS  30 ECTS  other:… ECTS \* | |

\* 1 EC = 28 hours of study/work

|  |  |  |
| --- | --- | --- |
| Approval internship | date | signature |
| Student |  |  |
| Supervising Lecturer (Utrecht University) |  |  |
| Internship Supervisor |  |  |

**Instructions**

This form is the first part of the student’s internship documents. This form is necessary for the student to get registered for the internship in Osiris (the student registration system).

The supervising lecturer should only sign this Internship Approval Form once the Internship Work Plan has been approved. The Internship Work Plan is a description of the contents of the internship.

Student and internship supervisor should also fill out the Internship Agreement (the contract).

The following documents should be sent via email to the Internship Office (stage.gw@uu.nl):

- The Internship Agreement

- The approved Internship Work Plan

- The Internship Work Plan Form

The Internship Office will check all forms, and sign the Internship Agreement on behalf of the Faculty. Copies of the Internship Agreement will be sent to all parties involved.