



UCU internship registration form non-academic internship (UCACCINT21)

This is the registration form for a non-academic internship (UCACCINT21) for 7,5 ECTS (graded Pass/Fail; counts as elective course). A reflective evaluation report upon completion is required. Coordinated by UCU Internship Coordinator at the UCU Futures Centre. To be completed and submitted once the internship proposal has been approved by the UCU Futures Centre. All parties (student/tutor/host supervisor/UCU internship coordinator) need to sign this form before the UCU Registrar's Office can proceed with registering the internship in Osiris.

Please complete all internship forms digitally.

Next steps

- Complete the general information in part A
- Sign the form and have your host supervisor and your tutor sign the designated parts
- Submit the form to the UCU Futures Centre (ucf.futures@uu.nl), together with the internship agreement form at least 2 weeks before the start of your internship.
- The internship coordinator at the UCU Futures Centre will assess your application, sign it and forward the completed form to you and the UCU Registrar's Office for further administration.

A. General information

Name student

Student number

Internship period: Fall / Winter / Spring / Summer in academic year

Internship start date

Internship end Date

Total number of work hours

Internship topic



Internship provider (host organisation)

Name host supervisor

Email supervisor

Telephone number supervisor

B. Signing by all involved parties

Student/ Intern

I agree to the following:

- I will strive to perform the internship activities as agreed with the host supervisor and described in the internship proposal
- I am prepared to organise a mid-term evaluation meeting with my host supervisor and the UCU Futures Centre to discuss the internship's progress and evaluation of my learning goals.
- I will contact my host supervisor and UCU Futures Centre in case of any issues that may interfere with completing the internship as described in the proposal.
- I will submit the internship reflection report to both my host and my UCU supervisor within two weeks after completing my internship.
- I will hand the internship grading sheet to my host supervisor for completion, and forward the grading sheet completed and signed to the UCU Futures Centre within two weeks after completing my internship.

Date

Name Student

Signature

Tutor

I declare that I have discussed and agreed with the student on the internship's planning and content.

Date

Name Tutor

Signature

Host Supervisor

I agree to supervise the above project and understand that supervision means the following:

- signing an internship agreement for liability (provided by student)
- I will provide at least 10 hours of supervision for the student.
- I will have a mid-term evaluation meeting with the intern and the UCU Futures Centre to discuss the internship's progress and evaluation of the intern's learning goals.
- I will contact the UCU Futures Centre (ucu.futures@uu.nl), in case of any issues that may interfere with completing the internship as described in the proposal
- I will assess the internship's results and provide feedback in the internship Grading Sheet (provided by the student upon completion of the internship)

Date

Name supervisor

Signature

UCU Futures Centre/Internship coordinator

I agree to supervise the above project and understand that supervision means the following:

- I am familiar with the course outline for ACC / HUM / SCI / SSC internship (aim, format, components, length, deadlines, grades)
- I approve the internship's activities and the student's learning goals as described in the proposal
- I will have a mid-term evaluation meeting with the intern and host supervisor to discuss the internship's progress and evaluation of the intern's learning goals.
- I will contact the Host Institution Supervisor if necessary.
- I will contact the student's tutor in case of problems
- I will assess the internship's results based on the course outline, add a grade on the Grading Sheet (provided by the student), and forward the completed grading sheet to the student and the UCU Registrar's Office

Date

Name UCU internship coordinator

Signature