



Utrecht University

Faculty of Humanities

(Research) Master's internships

A manual for
(Research) Master's
students

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Introduction

- This manual contains *general* information for (Research) Master's students of the Faculty of Humanities who will be doing an internship as part of their degree programme.
- Your programme has specific internship requirements, and it is very important for you to get acquainted with those as well.
- The information on your degree programme's requirements can be found via students.uu.nl/en > choose your programme > Study programme > Internships.
- On this internship page you can also find who the contact person is for questions regarding internships.
- Please read this manual and the information on the website carefully before you look for an internship.

Practical information

What is an internship?

An internship is a period during which you gain work experience as part of your degree that matches the level and content of your degree programme. You will be carrying out work at a company or at an organisation and will be supervised by an employee of the organisation offering the internship (the external **internship supervisor**). The work will usually result in a specific product, such as an exhibition, a translation or a research or policy report. In addition, you will be supervised by a lecturer of the faculty (the **supervising lecturer**). They will focus on your learning process and ensuring the internship meets the requirements of the degree programme.

Before you start your internship, consider what you would like to learn during the internship. It is essential that you clearly identify and formulate your learning goals, and how you intend to achieve them. The main goal is your learning process: developing skills and gaining new insights.

Once you have graduated, you will no longer be able to do an internship under the responsibility of the university. If you do choose to do an internship after graduation, please be aware that the university has no role and the rules in this manual do not apply.

The internship serves as a bridge between your current life, as a student, and your life after graduation. You will be given the opportunity to become acquainted with the world outside of your programme, to show initiative and to try out what suits you. This endeavour will rely in large part on your ability to be independent and proactive.

After you have completed your internship, you will:

- be familiar with the work carried out in the field you have chosen;
- have an insight into the organisational structure, tasks, the lines of communication, the workload, the organisational culture and the atmosphere within an organisation;

- be familiar with the distinctive business processes and jargon of the organisation;
- have learned the value of the theoretical foundation you gained during your studies and how to apply it;
- have gained a better understanding of your own talent, abilities and ambitions, allowing you to position yourself more assertively and take a more targeted approach to finding a suitable job;
- have a larger network with contacts who can contribute to helping you find a suitable job;
- in some research internships: experience with performing research in a context of professional practice, and with reporting research results to a particular audience. You know how to balance scientific requirements and the practical feasibilities within a company or organisation.

Professional practice internships

The professional practice internship is aimed at operational responsibilities. It goes without saying that there should be a clear connection between your study programme and the organisation and assignment, and that the work is on an academic level. Think for example of policy implementation, writing in-depth articles or other communication products, organising meetings (seminars, lectures, conferences), setting up a database, lobbying/advocacy or advice, or contributing to the development/provision of training courses or workshops.

Research internships

In addition to the specific operational responsibilities associated with an internship, research internships also comprise a clear research component. The requirements for the balance between practical tasks and research tasks vary per programme. The research will be conducted on behalf of the host organisation and will result in an individual final product, such as a scientific publication, a survey or an advisory or research report. Depending on the requirements of your own programme, the research may take place at a university, a research institute, an organisation/company with a research department or another organisation where practice-oriented research in your field of study is possible. Your internship supervisor should preferably have research experience.

Teaching internships

During a teaching internship, you teach workgroup courses within the Bachelor's programmes at the university. You also have additional tasks: support the development of new teaching materials, assisting in assessments (under the responsibility of the course instructor), evaluating the course in order to improve the next editions of the course, educational research, etc.

Teaching internships are rare and almost exclusively initiated by a lecturer. However, if you are interested in a career in academia, a teaching internship might be something for you. To see if a Bachelor's programme offers these internships, contact the internship contact person of your own programme.

Credits and planning

The number of credits you can get for your internship depends on your programme. You

can find this information in the Factsheet or on the internship page. 1 EC stands for 28 hours, so a 15 EC internship mean 420 hours, or about 10,5 weeks of full-time work. In consultation with the internship organisation you will determine how long your internship will be and whether it will be a full-time or part-time internship.

For some programmes the internship is mandatory. Most programmes have an assigned moment (block or semester) for the internship. You can find this information in the Factsheet or on the internship page.

Supervision

Before your internship starts: internship contact person

Your study programme will tell you how to start looking for an internship and what the requirements are. Some programmes have their own large network in the field or overviews of previous internships so that you can easily find addresses where you can apply for an internship; in other programmes your own initiative is more important.

Your questions about internships can be directed to the internship contact person of your study programme. On the internship page of your programme (students.uu.nl) you will find the contact person for your (research) master's programme. You can contact this person with all your questions about internships, both regarding content and procedure.

Internships abroad

An internship abroad is highly recommended, especially if you are studying one of the modern foreign languages. Once you have found an internship abroad, in addition to the steps for an internship in the Netherlands, you will go through **one additional mandatory step** to arrange your registration in Osiris:

Once your supervising lecturer and internship supervisor have approved your final internship work plan, register your internship under the 'Abroad' tab in Osiris. As proof of approval from your programme (requested under 'additional information'), upload your signed Approval Form Internship Work Plan.

Please note that this registration is necessary so that the International Office can contact you in case of a changed situation (travel advice, calamity, etc.) in your destination country.

In addition, there are a few extra points to take into account for an internship abroad. For example, the travel advice of your destination may affect whether or not you are allowed to leave. Also, in certain countries you will need a visa or work permit, and it may take several months to arrange these.

Check the internship page on your programme's website at students.uu.nl for the latest information on this.

Erasmus+ and other scholarships

Are you doing an internship in Europe and are you eligible for an Erasmus+ scholarship? Then the data you entered in step 2 will form the basis of your application for this

scholarship. You will be notified when the information you provided has been checked. The last step in the application procedure is to have the International Office of Humanities complete and sign your Learning Agreement (the part under 'sending institution'). They will then process your scholarship application.

More information about the Erasmus+ grant for internships via the 'Internship Abroad' paragraph on your programme's internship page at students.uu.nl.

You may also be eligible for other scholarships that make it financially easier to intern abroad. The [beursopener](#) gives an overview of which scholarships are available.

Internships in the Netherlands

Please keep in mind that most organisations in the Netherlands use Dutch as their working language. That means that the options for non-Dutch speakers in the Netherlands are limited. However, there are some options and we are continuously expanding our knowledge of organisations where Dutch is not required, or sometimes with only passive knowledge (reading and listening). Therefore, if you are having trouble finding a suitable internship where Dutch is not required, contact your internship contact person for tips and inspiration.

Registration in OSIRIS and important documents

Your registration in OSIRIS will be arranged by the Faculty of Humanities Internship Office at the Humanities Student Desk. Unlike for other courses, you will not be able to complete the registration yourself. You can find all relevant documents on the internship page of your programme, on students.uu.nl/en > choose your programme > Curriculum > Internships. Below is an overview. More about the registration in following pages.

Before you start your internship

- Guidelines internship work plan – (Research) Master's
- Approval form – (Research) Master's
- Standard UU internship agreement

After completing your internship

- Assessment form – (Research) Master's (including programme specific addendum)
- Assessment form – Teaching internship in the (Research) Master's
- Feedback form internship supervisor – (Research) Master's

Other

- Form extension internship agreement

Before you start (Part I): Finding an internship

Exploratory stage and actual search

It is recommended to start exploring your career interests, ambitions and options at an early stage. How much time it takes to find an internship varies from person to person. But to find an internship that really suits you, in many cases it is necessary to start the orientation about four to five months in advance. If you want to do an internship abroad, you often need about a year because for many countries you also need to arrange accommodation, a visa and work permit.

The steps you take in your internship orientation can also be a helpful preparation for finding a job when you are graduated.

Once you have an idea of what type of internship you would like to do, you will be able to fine-tune your search. The process of finding an internship yourself is a valuable experience. The search process can be very demanding on a personal level. It will require perseverance, imagination, presentation, etc. We recommend that you start the process of searching for an internship well before the desired start date. Many large organisations that work with interns will publish their internship vacancies three or four months in advance. Do not wait for the perfect vacancy but send out open applications.

Did you find an interesting internship? Check with your programme if it meets the requirements (the internship contact person of your (R)MA can help you). Is it a suitable internship? Then it is time to apply.

Tips for the exploratory stage and internship search

- Attend **informative meetings** on how to fill your optional course profile or on career opportunities. We organise the annual Humanities Careers Night (Carrièrenacht GW) (<https://carrierenachtgw.nl/>) at which you will be able to listen and speak to alumni with interesting careers. Furthermore, you can visit Your Perspective sessions or listen to the podcasts in this series, (<https://students.uu.nl/en/hum/personal-development/career-services/your-perspective>). The degree programmes sometimes also provide information sessions on the job market and on internships.
- Follow the **news**: you will be sure to see all sorts of organisations and topics on the news that are related to your degree. This will give you an idea of the size and diversity of your field. If necessary, ask lecturers which channels would be useful.
- Speak to people in **your own circle** who have a fulfilling job or work at an interesting organisation.
- Think about what **type of organisation** you would like to end up in: what attracts you to that organisation and why? What suits you in terms of hierarchy, atmosphere, impact, etc.? There are free tests on <https://students.uu.nl/careerservices> which will be able to help you discover what matters to you in your work and what kind of work would suit you. This might help you pick an internship organisation.
- Think about the **type of work** you would like to do. Ask yourself the following questions: What can an internship add compared to taking other courses? Do you want to put your research skills into practice, or do you want to do something

completely different? Are there skills you want to develop? What are your strengths, what do you already have experience in, what knowledge do you have? What kind of results and experience do you want to have at the end?

- Find alumni with interesting jobs on **LinkedIn**. This will allow you to discover all sorts of jobs and companies that may be of interest to you. Visit the websites and social media channels of those companies and find out whether they have internship vacancies (or if they accept open applications).
- Furthermore, you might send **alumni** with interesting jobs a connection request alongside an invitation to tell you about their job and give you tips. Not everyone will accept that kind of request or invitation, however the conversation may be inspiring to both parties.
- It may be useful to try to find links to any **activities** you (used to) do outside of university and to your **personal interests**. Are there any issues or activities that you are particularly interested in in that domain or any areas you would like to develop further? Keep in mind that you cannot use a (part time) job as an internship.
- Check if there are any people in your **immediate social environment** who have interesting jobs or work at an interesting organisation. Ask them for information and, if possible, whether you would be able to introduce you to people within their network – make sure to use LinkedIn and other social media. In any case, you should ensure that any information that can be found about you, e.g. on social media, is correct and looks professional.
- The internship coordinators of the degree programmes will ensure the dissemination of **internship vacancies** through Blackboard, newsletters, LinkedIn and/or Facebook, etc. The Faculty of Humanities also has an [internship database](#) where you can find a range of internship vacancies. The ([internship](#)) [vacancy site](#) for the whole university may also show relevant positions. And be sure to ask fellow students and lecturers for tips!

Check the suitability: the internship requirements

When you're searching for an internship it is important to know beforehand what the requirements are for the internship organisation and activities. The choice of an internship placement is free - within the restrictions of your programme. Make sure you read all the information of your programme and the general guidelines in this manual carefully.

Please note: each programme has its own additional requirements for the internship and fills in the requirements below in its own way. You cannot therefore derive any rights from information in this guide. Be well informed about what applies to your degree programme.

Please note: be sure not to make any definitive commitments to a host organisation until your supervising lecturer has approved the internship. For that reason, you should always consult with the lecturer before making any agreements with the internship organisation.

There are several elements to look out for when determining whether an internship is suitable.

General internship requirements

- You should have the opportunity to take part in the world of employment at the organisation.
- You mainly do work that matches the level of your degree programme.
- You should be able to do work that matches or supplements the knowledge and/or skills that you have acquired during your studies.
- You should be given the opportunity to learn from your internship:
 - As an intern your main goal is to learn and, as such, you cannot be employed or have the same responsibilities as a full employee. This also means that you should be given adequate supervision of good quality from one of the employees (preferably at an academic level, especially in the case of a research internship).
 - this means that the host organisation must give you the opportunity to be in contact with the supervising lecturer, as well as reflect on the internship experience and draft a report of the internship period during working hours. This counts towards the credits that you are awarded at the end of your internship. You can spend a maximum of 10% of your time each week to do so: during an internship of 40 hours a week, you will spend a maximum of 4 hours a week on reflection and writing your report.
- Most programmes require a clear research assignment as part of the internship. In case of doubt, ask your internship contact person.
- Your internship takes place partly or entirely on location (and therefore not exclusively from home), it is important that you are given a workspace: in most cases, a desk.

On top of that, the following issues should also be considered. If necessary, ask your internship contact person for advice.

- Are the working conditions adequate: would you have a workspace? Would the technological facilities be adequate?
- Is the company a professional organisation? For example, do people receive remuneration for their work in the organisation? Is the company registered with the Chamber of Commerce? Does it have professional premises?
- Will there be enough supervision, both in quantitative terms (e.g. will the organisation take the time to discuss and support the progress of your learning objectives) and qualitative terms (does the organisation have sufficient expertise regarding supervision of interns)?
- Is the assignment related to your programme?
- Will you be given the opportunity to carry out work at an academic level (intellectual ability, level of independence)?

Applying for an internship

Does your internship meet all the requirements? Then it is time to apply for the internship. Just like for any job, for most internship positions you will have to apply. Take this opportunity seriously: in all likelihood you will be one of many applicants, so make sure that your cover letter and CV are clear and look professional (please read these [Career Services tips](#)).

Make sure that you have all the necessary information about the organisation before you get in touch with them. A company's website, social media channels and Wikipedia page will often provide an accurate picture.

Open application

If you have found an organisation that interests you but does not offer any vacancies you can send an open application – unless their website specifically states that open applications will not be considered. In your cover letter, explain why you want to do an internship at that organisation as well as what role you could and would want to take on – include your CV. Consider calling them first to ask which staff member you can send the application to. Prepare your conversation well and make sure you call from a quiet place. Keep your message concise and to the point.

Before you start (Part II): Things to do once you have found an internship

Step-by-step plan internships

for (research) Master students of the Humanities



Legenda

- Check your programme's internship page for its specific procedure
- Internship abroad? Start on time and also register your internship in the Abroad tab in Osiris (between step 6 and 7)
- Tip: Ask for a testimony or reference from your internship supervisor (for your LinkedIn profile)
- Step before you start (steps 1-7)
- Step during your internship (steps 8-9)
- Step after your internship (steps 10-11)

Internship supervisor = supervisor at the internship organisation
 Internship Office = contact for course and grade registration in Osiris
 Internship coordinator of your study programme/core teacher = contact from your programme for content questions
 Internship coordinator of the department = contact for procedural questions

Find the right internship page via students.uu.nl > name of your programme > Curriculum > Internships



Before you start your internship, you need to take these steps:

1. Found an internship? Notify your programme coordinator and write an internship work plan
2. You will be assigned a supervising lecturer, or you look for one yourself
3. Discuss your work plan with your internship supervisor and supervising lecturer and process their feedback
4. You and both supervisors agree on the work plan via the approval form
5. You and the internship supervisor sign the agreement (your lecturer does not!)
6. Send the work plan, approval form and agreement to the Internship Office (gw.stage@uu.nl)
7. The Internship Office will check all documents, sign the agreement and register your internship in Osiris.

Your internship can start now! All steps will be explained below.

Writing your internship work plan

Ahead of the actual start of your internship, you will be outlining the content and goals of the internship in an **internship work plan**. Often you will already have a clear idea what the internship will entail during your initial interview with the host organisation. As a rule, your preliminary plan should be drafted based on that first interview.



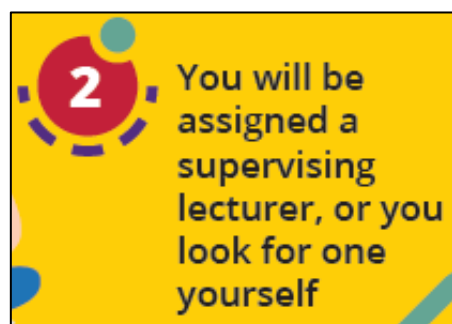
When writing your internship work plan, always use the guidelines on the internship page of your study programme, at students.uu.nl > name of study programme > Curriculum > Internships.

Sometimes it is not possible to describe your work in detail beforehand, because many things are not yet known. In that case, a general description will suffice. Do write down the agreements in as much detail as possible: this is the best way to keep track of them during the internship.

Supervision during your internship

Supervising lecturer

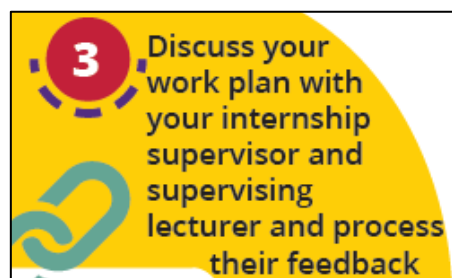
As soon as you have found an internship, report this to the internship contact person of your study programme to check whether it is suitable. In some programmes, you will already know who your supervising lecturer will be, in other programmes you will be assigned a supervising lecturer after you find an internship. The supervising lecturer must approve the internship work plan before you start and assesses your report afterwards. You make arrangements with your supervising lecturer beforehand about the manner and frequency of supervision.



Internship supervisor

The internship supervisor is the *external* supervisor at the organisation where the internship takes place. This is your day-to-day supervisor, who will get you started and be your first point of contact.

Should you encounter any problems during your internship: please approach your internship supervisor first. Only if you are unable to resolve the situation together and if no other solution can be found within the host organisation, should you contact your supervising lecturer who will be able to act as a mediator. If you are unable to resolve matters with your lecturer, then please contact the internship contact person of your degree programme.

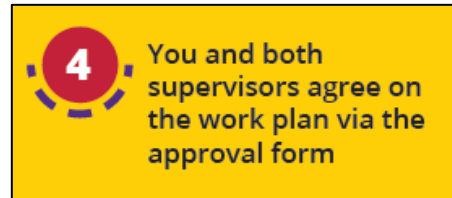


In case of a (research) internship *within* Utrecht University there will also be two supervisors, one acts as supervising lecturer and the other as internship supervisor. Both

roles cannot be fulfilled by only one person.

Approval form

Before you start your internship your internship work plan needs to be approved by both your supervising lecturer and your internship supervisor. To do so, you all three sign the **approval form**.



Internship agreement

The **internship agreement** is required to establish a few legal and financial aspects formally and in writing. The agreement is a contract between the Faculty of Humanities, the host organisation and you as a student. The agreement gives each of the parties the same information regarding the 'rules of the game' that apply to this internship. This prevents any difference in interpretation arising later on regarding the exact agreements.

The internship agreement is signed by the three parties: by the host organisation, the student, and by an employee at the Humanities Internship Office on behalf of the university. The agreement is therefore not signed by the lecturer.



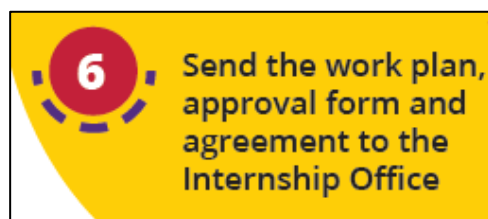
The UU standard agreement or another agreement

The internship page of your degree programme on students.uu.nl includes a standard internship agreement that is available for download. If the host organisation uses its own internship agreement, the use of the faculty's agreement is not required (in addition). You could use the faculty's internship agreement as a checklist: has everything been covered that needs to be covered? Please consider that it may take longer for a non-standard agreement to be processed. If in doubt or if anything remains unclear, always seek the advice of your internship contact person.

Please be mindful of any verbal commitments you make, as they are also legally binding. Be transparent if you are unsure about accepting an internship position or if the internship has not yet been approved by the lecturer.

Registration

Once you have carefully prepared the three documents (internship workplan, approval form and internship agreement), you can email them to the Internship Office via gw.stage@uu.nl so that your registration can be processed in OSIRIS.



During your internship

Internship log

Depending on the requirements of your programme and agreements with your supervising lecturer you will be keeping a log, and hand in the log a few times during the internship, or all at once at the end. In any case the log provides a basis for your final internship report. In your log, you will be recording your activities and corresponding reflections. In addition, you will be reflecting on the learning process. Are you learning new skills? Are the learning objectives and areas of development that you highlighted in your internship plan still relevant and why?

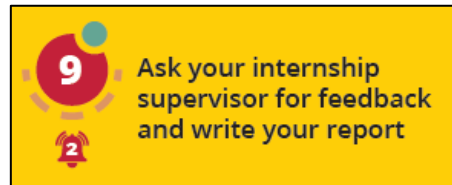


Supervision during the internship

Your internship supervisor is your daily supervisor at your internship. Your supervising lecturer will be in contact with your internship supervisor at least once during the internship. It is also recommended that the lecturer visits the internship organisation once or has an online or telephone interview with you and the internship supervisor together.

Writing an internship report

Every internship is concluded with an internship report, which your supervising lecturer will use to assess your internship. Ask your internship supervisor for feedback a few weeks before the end of your internship. They can use the feedback form which can be downloaded from the internship page of your programme's website. Incorporate this feedback in your internship report.



Did you do a research internship? Then you also write an internship research report. In principle, this part can be found in point 5 of the guidelines below (Product(s) of the independently performed activities). Your programme will tell you how you should submit your internship report and research report (as one document or two separate documents).

Once you have finished your internship report, send it to your supervising lecturer. You are not obliged to submit a copy of that report to your internship supervisor within the organisation, however certain organisations may request that you do. In such cases, please consult with your lecturer: you may be able to omit certain parts that you would rather not share with the organisation. However, if you have done a research internship, you do share the internship research report with the organization. After all, this is research you conducted for them.

We recommend that you start writing your internship report at the beginning of your

internship, while events are still fresh in your memory and so there are no delays to your studies. In addition, the internship report and reflection are part of the weekly hours you spend on your internship (up to 10% of your working hours). Use the logs you have written as reference documents to clearly outline your learning process. Agree with both your supervisors on the language in which you will write the internship report.

Internship report guidelines

The report should be a reflection on the internship (what did I do, what did I learn, what are my learning objectives moving forward) as well as a representation of the product of the internship activities. You should add any supporting documents of independently completed assignments during the internship as attachments.

Just like written products of other courses in your programme, the internship report has to fulfil the formal requirements of academic work: correct use of language (sentence structure, spelling, punctuation); a table of contents; annotation and bibliography according to the formal rules of the field and design and finish according to the guidelines of the programme.

Word count (parts 1 to 4): please check your programme's instructions.

Components

1. Title page including
 - the name of the host organisation, department and internship supervisor
 - address of the host organisation
 - student name, student ID number, degree programme
 - name of the supervising lecturer
 - start and end date of the internship
 - number of EC credits and course code
2. Introduction of the host organisation and assignment
 - An introduction on the process leading up to the internship:
 - Why did you want to do an internship?
 - The search process
 - Why did you pick this particular internship?
 - What were your expectations?
 - Information about the internship and a description of the organisation (objectives, structure, situation of your department within the structure, other issues that stood out for example of hierarchy, atmosphere, company culture, methods, etc.).
 - A summary and justification of your activities.
3. Critical reflection on your own performance and learning process
 - An internship is a form of learning through experience. The lecturer assesses the learning process by means of the reflection in your internship report. Online you can find examples of reflection methods you can use, like the models of Gibbs or Korthagen.

It is particularly important that you reflect on the learning objectives you defined beforehand and give your own assessment of whether the learning objectives formulated in the plan were achieved and to what extent they were adjusted or supplemented during the process. Discuss whether or not there is a relationship

between the learning process during your internship and the skills and knowledge you acquired during the courses of your degree programme.

Also consider the internship as an introduction to the professional world: would you like to work in a similar position or organisation after you graduate? Under what circumstances do you perform best, as a co-worker and as an employee? What would you be able to offer a potential employer in this field? Explain this with examples and new learning goals.

- Guidelines for self-reflection:

Pause and consider what your style of learning and working is, what kind of choices you make in that regard, what skills you use and how it feels.

In the case of your internship, you should be looking back at what happened and relating those experiences to the future. That is why a good reflection report is both retrospective (what, where, how did I learn?) and prospective (what are my learning objectives moving forward?). Conduct an analysis of the strengths and weaknesses. Make sure your analysis goes deep enough: do you understand what happened and why you acted the way you did? This will show yourself to be insightful. Your analysis should subsequently be substantiated as much as possible by reviews or feedback you received from lecturers, supervisors, or co-workers.

4. Critical analysis of the host organisation in the context of the degree programme

Now that you have been around the organisation for a few months and have become familiar with its practices from the inside, it is essential that you consider your host organisation from a critical, independent perspective. Your analysis may relate to the organisation as a whole or to the performance of a department within the organisation. Where possible and where relevant, you should refer to any literature, debates and discussions you encountered during your studies. If you feel that no relevant literature exists, then you must be able to properly substantiate that assertion.

For example, consider the following questions and issues:

- How does the organisation present itself and how does it achieve its aims?
- How does the organisation relate to current trends and themes within the related field? Does the organisation play a role in any topical social debate?
- How does the organisation interpret and implement technical terms and concepts, why does it do so in this way, and what do you feel are the strengths and weaknesses of this approach or interpretation?

5. Product(s) of the independently performed activities

As an appendix to your report, you add the products you have made or worked on. Discuss in advance with your teacher how you can best show your work in your internship report.

Anything can be included: minutes of meetings, a research report, the messages you wrote for your internship organisation's social media, an inventory. Your product can also be non-written, such as an exhibition or a conference. In those cases, it is customary to include documents that give an impression of the product, for example news items or articles about the exhibition, reports of meetings, correspondence, etc. If there is no clear independently realised product, you should include a few written examples of work in the report.

6. The entire log of the internship period (see requirements of your programme)

More information about the logbook can be found in a previous section of this manual.

Confidential information in your internship report

If you have worked with confidential information during your internship, then you should take into account that your internship report will always be reviewed by at least your lecturer, employees of the Student Desk charged with archiving the report and in some cases by other parties (the Board of Examiners, the internship coordinator, an external review panel for the accreditation of the degree programme). For that reason, please ensure that your report only includes information that is suitable for third parties and notify your host organisation in advance. If your internship organization has difficulty with this, you can make agreements in advance with your supervising lecturer and include this in the internship agreement.

Internship report submission deadline

You hand in your internship report with your supervising lecturer within ten working days of completing your internship.

After completing your internship

Assessment of the internship

The supervising lecturer assesses your internship, based on the feedback from your internship supervisor about your performance and in particular on your internship report.

Your performance during the internship

The lecturer will give an assessment of your performance during the internship after consulting with the internship supervisor. This final conversation preferably takes place during a visit to the internship, otherwise by phone or online, ideally with you and the internship supervisor together.

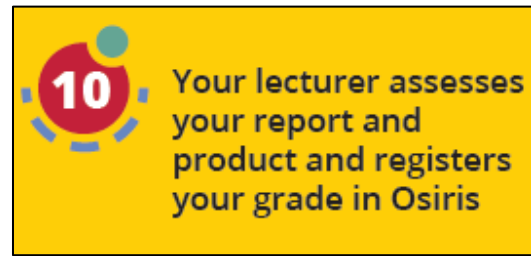
The starting point of the final conversation is the last log and the *Internship Feedback Form* that your internship supervisor has filled out. During the interview, the three of you discuss your functioning at the internship workplace based on this form.

If the evaluation of your supervisor is positive, ask your supervisor for a recommendation on LinkedIn.

The lecturer's evaluation

Your internship teacher is responsible for assessing your internship. When determining

the final grade, the quality of the internship report (and the internship product, for example your research report) is decisive. The assessment is based on standard assessment criteria and additional criteria for your degree programme (these can be found on the internship webpage of your study programme on students.uu.nl/en):



- Assessment form – (Research) Master’s internship (general plus programme criteria)
- Assessment form – teaching internship in the (Research) Master’s

The supervising lecturer will complete the assessment form and will provide feedback and a final grade or a pass/pass/failure (depending on your programme). You can also use this form as a checklist when writing your internship report: have you met all the criteria on the evaluation form? Some programs have additional criteria in addition to the standard forms.

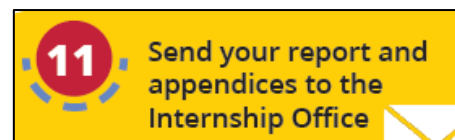
The assessment of the internship supervisor - on your day-to-day performance during the internship - can only affect the final grade by half a point in a positive or negative sense, unless the internship has been given a failing mark (see below). If it concerns a research internship, consult your study program for the weight of the various components (internship report and internship research report) in the final assessment. The ratio may differ based on the learning outcomes of the programme (for example, Research Master’s vs Master’s).

In order to complete the internship successfully, you must score at least a pass on all components (performance, internship / research report). If you are awarded a failure on the internship and/or research report (at least a 4.0 when graded numerically), then you will be given a one-off opportunity to improve that component based on the feedback of the supervising lecturer.

Should it be the case that your final products are awarded a passing grade, but that your performance during the internship is deemed insufficient by the host organisation, then a solution will have to be found in consultation with the director of education. By keeping on track and submitting a log in time, you will be able to prevent any poor performance in the workplace from coming to light only at the end of the process. Both you and the internship supervisor should take action and flag any problems as they arise, to ensure that a solution can be found in time in consultation with the lecturer.

Deadline grade registration

The supervising lecturer must determine the final grade within ten working days after submission and enter it in OSIRIS. Then, hand in your report including attachments to the internship desk via gw.stage@uu.nl



Finance and insurance

Internship allowance

In most cases, students will be awarded an internship allowance, rather than a wage or salary. Only in a few cases will an intern actually end up on the payroll and receive a salary (and is insured as a result, see below).

Cultural and non-profit organisations may offer internships without compensation. These organisations will generally have small budgets and it will be assumed that interns will be 'paid' by the learning experience they gain. Nevertheless, it is entirely reasonable to request an internship allowance or reimbursement of expenses at the very least. An allowance will often range between 200 and 700 euros. The faculty will never be responsible for any costs or expenses you have for the internship.

Insurance policies

If you do not receive any financial remuneration, as an intern you will not be insured for health care costs and unemployment contributions (Unemployment Act, WW). Reimbursement of travel or expenses does not count as remuneration.

If you do receive remuneration, and consequently if you are insured, you are required to pay contributions. As an intern, you will always be insured for WAO (Disability Insurance Act). The faculty is not liable for any form of misconduct during an internship.

Utrecht University & third-party liability insurance

Under section 7:661(1) of the Dutch Civil Code student interns can in principle not be held responsible for any damage caused to the host organisation or third parties during the course of their internship duties. Any costs arising from such damage must therefore be reimbursed by the host organisation except in case of malicious intent or deliberate recklessness on the part of the student intern.

Any exceptions to this must be agreed on in writing, and only to the extent that the student intern is insured against such liability (Section 7:661(2) of the Dutch Civil Code). In view of this, Utrecht University has included an additional clause in its third-party liability insurance:

In its third-party liability, Utrecht University includes insurance of all students of Utrecht University, from all faculties, during their external internship activities, provided that the University is aware of the internship, and that it is conducted under the auspices of the University.

Fraud and plagiarism

Academic integrity serves as the foundation of any academic institution. Utrecht University considers any form of academic dishonesty to be a very serious offence. Utrecht University expects each student to be familiar with and to observe the norms and values that ensure academic integrity.

The most serious forms of deception that can impair this integrity are fraud and plagiarism. Plagiarism is a form of fraud and is defined as the wrongful appropriation of another author's work without proper citation. The text below provides further elaboration on what may be considered fraud or plagiarism, along with a number of concrete examples. If the university discovers a case of fraud or plagiarism, then the degree programme's Board of Examiners may implement sanctions on the offender. The most serious sanction that the Board of Examiners may implement is the submission of a request for expulsion to the Executive Board.

Please find more information on the website of your degree programme under Practical matters