

## Regulation for internships as part of Bachelor's programmes

The document "Internship at the Faculty of Humanities: Guidelines for students" offers further information on the provisions set out in this regulation.

### 1. Introduction

An internship can be included in a Bachelor's programme either as part of the electives or as an extra-curricular component. The internship represents a study load of 10 ECs (280 working hours) to 20 ECs (560 working hours). The student has to be enrolled in the study programme under which the internship falls for the duration of the internship period. The internship takes place in the third year of study. For study programmes that offer electives in the second year of the curriculum, the internship takes place in the second semester of the second year. A student can only start on his/her internship once he/she has successfully completed the first-year examination (*propaedeuse*).

### 2. Internship plan

Before an internship can start, it must first be approved by the Board of Examiners of the student's main study programme. The Board of Examiners assesses the suitability of the internship on the basis of an internship plan that is approved and signed by the internship lecturer (from one of the Faculty of Humanities study programmes), and the internship supervisor (from the internship organisation). This internship plan is formulated according to the faculty template. The Faculty's Internship Coordinator is to be asked for advice. Within two weeks of receiving the internship plan, the Board of Examiners will reach a decision regarding approval of the internship plan.

### 3. Internship assignment

The internship assignment has to be suitable for a Bachelor's programme. This can be working on a research question during the internship or carrying out activities at an academic level. The internship assignment leads to a final product.

### 4. Internship report

The student concludes the internship by writing an internship report consisting of two parts: a description and reflection of the internship itself and a final product. The final product of the internship assignment as well as any other documents produced in this context should be included in the internship report. In the case of an immaterial final product (such as a festival or conference), the report must contain a detailed description of the process leading up to the final product.

### 5. Assessment

The internship lecturer determines the final assessment of the internship on the basis of the following criteria:

1. Communication: the quality of the student's communication with the internship lecturer and internship supervisor before, during and after the internship
2. Preparatory phase: the formulation of the internship plan and other preparatory activities
3. Functioning during the internship: based on the assessment of the internship supervisor, the student's interim reports during the internship period, and the assessment of the lecturer regarding the student's functioning in the course of the interim visit (if internship in the Netherlands) or telephone consultation (if internship abroad)
4. Internship report: contents and quality of the internship report
5. Final product: the quality and description of the final product (as described in the internship plan, usually a report of the student's research activities) of the internship

The student is required to at least obtain a pass for components 3 and 4 in order to successfully complete the internship.

## **6. Responsibilities**

The student is responsible for:

- a. Finding an internship position
- b. Completing all required documents and obtaining all required approvals in timely fashion
- c. Organising a visa and accommodation in case of an internship abroad

The department administration is responsible for:

- a. Implementing the faculty internship policy
- b. Any further required actions arising from the faculty internship regulation

The internship lecturer is responsible for:

- a. Assessing the internship plan prior to the internship
- b. Supervising the student during the internship
  - In the Netherlands by means of a visit to the internship organisation
  - Abroad by means of a video conference (for instance via Skype)
- c. Assessing the student's performance in consultation with the internship supervisor
- d. The final assessment of the internship
- e. Registering the final assessment in uSis

The Board of Examiners is responsible for:

- a. The assessment of the internship as described in the internship plan. In approving the internship plan, the internship lecturer also acts as internship examiner.

## **7. Other**

Individual departments are free to expand on the faculty requirements by adding additional conditions as long as these are in line with faculty guidelines.

## **8. Citation**

This regulation can be referred to as: *Regulation for internships as part of Bachelor's programmes.*

## **9. Entry into force**

This regulation enters into force one day after it has been officially established by the Faculty Board. This regulation was established by the Faculty Board on November 14, 2015 following consultation with the Faculty Council on February 2, 2016.