Found an internship: what next?

Internship outside The Netherlands?

- Yes
  - Ask a lecturer from your department to supervise you
  - Start writing your internship plan and send the first draft to the Internship coordinator (careerservice@hum.leidenuniv.nl)
  - If the draft version is approved hand it over to supervisor and lecturer for feedback
  - After approval internship supervisor and lecturer collect the signatures
  - Send the signed internship plan to the Student Career Service. They will sign and send it to the board of examiners

- No
  - Explore the grant possibilities and the deadlines
  - Check the colour code of the Dutch travel advice for your destination
    - Red/Orange = destination not approved
    - Green/Yellow = destination approved
  - Unsafe = destination not approved
  - Safe = destination approved
  - Read the brochure ‘Health & Safety during your internship abroad’
  - And register your stay abroad with HIO via this link
  - Do you have any questions or doubts make an appointment with the internship coordinator

Internship approved?

- Yes
  - Your internship can start!

- No
  - Finalising your internship: internship report, evaluation form and final evaluation with internship lecturer