

Internship

Why an internship?

An internship is a gradual way to explore the professional field, to learn from practice, to develop further and to gain insight into your own capacities, wishes and ambitions. This can help you choose a Master's or determine which direction you want to go in after you have graduated. In addition, the experience and contacts you gain during an internship are often of great value for the rest of your studies and later career. Ultimately, employers can really appreciate practical experience on your CV.

What does an internship entail?

During an internship you will continue the learning process in practice. The main purpose of an internship is that the intern gains work experience, usually in the context of the training that the intern follows. For example, you practice how to apply the theory from your training in the workplace. Often an internship agreement is concluded between the employer and the intern.

There are different types of internship:

1. **An internship as a compulsory part of your regular study programme.**
2. **An internship as an optional part of your regular study programme.** For example, if you add the internship to your study programme as an elective, within your free space or in a minor.
3. **Extra-curricular internship outside your regular study programme.** You will then receive extra credits, on top of the compulsory credits within your study programme. This is an option, for example, if you have experienced a delay in your study program or if you wish to obtain additional practical experience.
4. **Voluntary internship:** you will then do an internship *completely outside of the scope* of your education. The university is not involved in this type of internship. You will therefore not receive any guidance, there are no credits for your internship and there will be no mention of your internship on your diploma. Please note: caution is advised with this type of internship, because organizations can easily abuse this type of internship. The main goal of an internship is that the intern learns, and therefore receives the right guidance, is able to make mistakes, bears no ultimate responsibility and does not make (unpaid) many working hours or production. If this is not the case, the work may constitute a job and the 'trainee' is legally entitled to the minimum wage. Before you start, make sure that a good internship agreement has been concluded, which contains clear agreements and conditions about the supervision you receive and the responsibility that you bear.

Would you like to know more about internship agreements and what to look out for?

- Read more about the differences between an internship, work experience placement or a job via the website of the central government.
- An alternative is to investigate whether you can do the same work as a (parttime) job rather than an internship. The following also applies to this: make sure you have a good employment contract.
- Take a look at the national internship agreement from the UNL via universiteitenvannederland.nl.

What types of internships are there?

There are different types of internships:

- **Internship:** During this internship you will observe the daily practice of a professional. Usually you have an observation assignment, but you do not carry out any further work yourself.
- **Research internship or graduation internship / assignment:** During this internship you will conduct practical research. You will often write a thesis as part of this research. Sometimes you also submit another report for the professional practice after your internship, for example an advisory report.
- **(Practice) Internship / fieldwork:** during a 'normal' internship you carry out professional activities yourself in practice. Together with your supervisor, you will see which steps you can take during your internship to further develop yourself. Sometimes an internship report is part of the assignments that you have to complete.

What kind of internship you will do depends on your study programme and the space you have in it for your own interpretation. Often a combination of the above internships is possible. The requirements and periods for internships within your study programme can be found via the [appendix 'internship overview'](#).

Which requirements do you have to meet to do an internship?

In order to do an internship, you usually have to meet certain conditions. Such as:

- You have obtained a certain number of credits / courses, so that you have already acquired the necessary basic knowledge of the field to be able to do a successful internship there.
- You have an approved internship setup, internship location and internship supervisor.
 - o The internship covers a certain duration and length (minimum / maximum number of hours).
 - o There is a clear link between the internship and the content and level of your study, the internship contributes to the learning outcomes of the study, the duration and length (minimum / maximum number of hours).

The requirements and periods for internships within your study programme can be found via the [appendix 'internship overview'](#).

How do you find an internship?

With most studies¹ you will look for a suitable internship yourself. In principle, there are two ways to find an internship: you can dive into the internship offer and/or actively search for companies/organizations that interest you.

Offer

- Radboud Platform Career Central; on this platform organisations, companies and alumni that feel connected to Radboud University can offer their internship vacancies for free.
- LinkedIn group or page of your study programme / faculty
- Brightspace of your education / internship course

¹ There are a few exceptions where the study actively mediates in this regard.

- Investigate through your study where former students have done their internship. Your lecturers often have a wide network with many former students.
- The study programme / study association sometimes organizes an internship market / internship day.
- Intermediary student organizations: Integrand, AIESEC.
- Internship websites ([see appendix 'list with internship websites'](#))

Go look for yourself

If you do not want to be dependent on what is on offer and have a clear idea of the kind of organization you would like to do an internship at, you can take matters into your own hands. Open application regularly appears to be a successful approach. You do not apply for a position, but introduce yourself to a company and make an inventory of the internship opportunities. Often there is more possible than is offered via websites.

Need help?

You can find tips for finding suitable organizations in the 'networking' and 'LinkedIn' module [in the Brightspace Toolbox Career Orientation](#). In this toolbox you will also find tips for applying.

Do you need more help finding an internship or applying for a job? In that case, you can [contact the Career Officer of your faculty](#).

Is your internship suitable? How can you have the internship be approved?

If you have found a suitable internship, request approval for your internship before starting the internship. Your internship position is approved via Osiris, your internship coordinator, your Career Officer, your programme coordinator or your examination board. Check with your own study programme how the application procedure and approval is arranged. You will often find this in the internship regulations or the examination regulations of your study programme. Make sure to submit your application on time to avoid starting at an internship that cannot be approved. You can only get started after your internship agreement has been endorsed by all parties involved.

Appendix 1: Internship overview

Faculty
Faculty of Management
Faculty of Social sciences
Faculty of Philosophy, Theology and Religious Studies
Faculty of Medical sciences
Faculty of Arts
Faculty of Law
Faculty of Science



Appendix 2: List of internship websites

Theme:

- [Government](#)
- [Sustainability](#)
- [International](#)
- [Media and culture](#)
- [Consultancy and advise](#)
- [Other](#)

Theme	Websites
Government Overheid	Werken bij de overheid Stages bij Buitenlandse Zaken
Sustainability	Duurzame stagebank Duurzame Stage Hub
International	Werken voor een internationale organisatie South-Africa Desk OneWorld Paid internship abroad AIESEC
Media and culture	Culturele vacatures Mediastages
Consultancy and advise	UniPartners Integrand
Other	Stageplaza StageMax Stagemotor Joblift Magnet.me Studentenbureau

Appendix 3: example internship agreement

Faculty of Sociale Sciences

620150
Ms B.I.J. example, MA
Kannenmarkt 103
6500 AA Nijmegen

Address
Montessorilaan 3
6525 HR Nijmegen

Mailingaddress
Postbus 9104
6500 HE Nijmegen

www.ru.nl

Date
5th of January 2016

Our reference
11U.013117

contactinformation
peno@socsci.ru.nl
0031 24 361 62 36

Concerns
Internship agreement

your reference
u179308

Dear Ms. Example, / Dear Bo,

A warm welcome to Radboud University/ You are going to do an internship at <name department> of < name faculty / Radboud Services>. Your internship supervisor from Radboud University is <first and last name> .

Internship agreement

Herewith you will receive your internship agreement in duplicate. Please sign and return one copy in the enclosed envelope.

Access to RadboudNet

Soon we will send you an e-mail with login information. Among other things, this will allow you to log in to RadboudNet, Radboud University's intranet, and make use of, for example, mail facilities. You can also use these details to apply for a campus card. This card gives you access to various buildings on campus, but can also function as a parking pass, library card at the University Library or sports card at the Radboud Sports Center.

Contact

If you have any questions about your internship agreement, please contact < first name last name> . The contact information can be found at the top of this letter.

We wish you a pleasant time at Radboud University and much success and pleasure during your internship.

Kind regards,

Drs First name Last name,
Director of Operations

Attachement Internship agreement in duplicate
Reply envelope

Faculty of Sociale Sciences

Address
Montessorilaan 3
6525 HR Nijmegen

Mailingaddress
Postbus 9104
6500 HE Nijmegen

www.ru.nl

Internship Agreement

Document number:
Personal number/jar:

The undersigned,

Internship provider

Name: Stichting Katholieke Universiteit
Place: Nijmegen
Represented by: The dean of the Faculty of Social Sciences at Radboud University Nijmegen

and

Intern

Name: mevrouw B.I.J. Voorbeeld, MA
Date of birth: 29th of December 1984
address: Kannenmarkt 101
6500 AA Nijmegen

Enter into an internship agreement under the following terms and conditions:

Article 1: Internship

1. The internship takes place at <name department> of the <name Faculty, Radboud Services>.
2. The intern will have the opportunity to acquire new knowledge, skills and practical experience based on their existing theoretical knowledge.
3. This internship agreement is not an employment contract in the sense of article 7:610 of the Civil Code and is not intended to be such.
4. The intern will perform the internship work to the best of their ability. The intern will also observe the rules of conduct and regulations that apply at the internship provider with respect to order, safety and health.
5. The intern undertakes to keep secret anything that comes to their knowledge in the performance of the work placement.

Article 2: Duration and scope

1. The internship agreement begins on <date> and ends as of <expiration date by operation of law>. Other than after the expiry of the period entered into, the agreement may also end
 - a. at the request of the intern;
 - b. if the training at the educational institution is terminated;
 - c. by <name, position> of <organizational unit> in case of proven unsuitability for the profession for which the intern is being trained, after consultation with the education institution;

- d. if the intern fails to comply with any agreed rule and/or regulations applicable to the internship;
2. The scope of the internship is <##> hours per week.

Article 3: Internship Fee

1. The intern will receive an internship allowance of € <amount> gross per month for the internship work. / The internship student will not receive an internship allowance for this internship. / An internship allowance of € <amount> gross per month will apply for this internship. This allowance will be paid to the educational institution where the intern is enrolled.
2. Travel expenses will be reimbursed in accordance with the travel expenses regulation. The regulation can be found at www.radboudnet.nl/arbeidsvoorwaarden.

Article 4: Guidance and assessment

1. The educational institution appoints an educational supervisor who is responsible for the internship; Radboud University appoints an internship supervisor.
2. In case of problems, the internship supervisor will contact the educational supervisor.
3. The manner and frequency of evaluation and assessment will be determined in consultation with the internship supervisor and the educational institution. The responsibility for determining the assessment lies with the educational institution.

Artikel 4: Begeleiding en beoordeling [unrelated]

1. Radboud University appoints an internship supervisor.
2. The manner and frequency of evaluation and assessment will be determined in consultation with the internship supervisor.

Article 5: Internship assignment

1. The intellectual property rights to the data collected by the intern as part of the internship and that which is created on the basis thereof shall belong to the University, unless otherwise agreed upon by the University with the intern.
2. The intern will inform the Radboud University internship supervisor of intended publications related to the internship, including internship reports. This applies to publications in any form, from print to social media.

Article 6: Additional arrangements

1. B In case of illness, the intern will report this to the internship supervisor or the department secretariat.
2. Leave arrangements will be made in consultation with the internship supervisor.
3. Additional or different arrangements can only be agreed upon in writing.
4. Customized appointments

Drawn up in duplicate and signed in Nijmegen, on <date>.

For approval

Internship provider

Intern

Drs. First name Last name,
Director of Operations