
Faculty of Humanities

Regulations governing Bachelor's programme internships

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Introduction

General

In the Bachelor's programmes offered by the Faculty of Humanities it is possible to do an internship. An internship offers students the opportunity to gain work experience that matches their academic abilities. It enables them to put theory into practice and use the work experience to complete and further shape their study programme. An internship enhances critical insight and analytical skills, and students learn to apply academic knowledge in a creative and innovative manner. Moreover, it enables students to familiarise with the job market.

Responsibilities and allocation of tasks

The following bodies are responsible for internships:

- The Council of the College of Humanities develops internship policy for Bachelor's programmes. The Faculty Board of the Faculty of Humanities carries final responsibility.
- The degree programmes are responsible for implementing the faculty's internship policy. The degree programme supervises students when undertaking an internship and is responsible for its final assessment and the award of ECTS credits. Each degree programme has a contact person, who serves as the point of contact for internships under the degree programme for both students and lecturers. The degree programmes may further shape policy in accordance with the guidelines set out by the faculty.
- Upon approval by the internship contact person/supervising lecturer, the Examinations Board assesses the internship application and officially approves it before the student starts the internship.
- The Education Policy department at the Faculty of Humanities is responsible for keeping the faculty's internship website up to date.
- The Student Careers Centre at the University of Amsterdam (UvA) is responsible for the UvA Job board, on which internships are announced. In addition, degree programmes may also publish internships via other media such as Facebook.

Bachelor's programme internships

Number of ECTS credits

An internship is worth 6 or 12 ECTS credits. An internship worth 6 ECTS credits has a duration of 168 hours, and an internship worth 12 ECTS credits has a duration of 336 hours.

Position in the degree programme

Students do an internship at an advanced stage in the Bachelor's programme, in other words the student must have earned at least 90 credits before commencing the internship, i.e. 60 credits for the first-year of the student's chosen degree programme and at least 30 credits for courses under the same programme or another degree programme relevant to the internship.

The internship is an elective under the Bachelor's programme. See also the Course Catalogue and/or the programme specific Part B of the Teaching and Examination Regulations.

Educational objectives

The educational objective of a Bachelor's programme internship is to enable students to familiarise themselves with the job market and to gain work experience in a field matching their academic study level. To this end the following sub-objectives have been formulated. The student:

- has the ability to apply and enhance the insight and skills acquired during the degree programme;
- reflects on the study programme;

- reflects on individual knowledge, skills and competences relating to the job market.

To achieve these objectives, the student must receive adequate and professional supervision at both the internship location and by the degree programme. Degree programmes are at liberty to elaborate on and specify these educational objectives, provided the additions do not conflict with the exit qualifications and educational objectives set out in this document.

Internship procedure

Approval and recognition

The student independently searches for an internship. As soon the student has found an internship, he or she should contact the degree programme's internship contact person. The latter may act as the internship supervisor or can help find a supervising lecturer among the degree programme's academic staff. In consultation with the supervising lecturer and the internship provider, the student subsequently draws up an internship plan. The supervising lecturer assesses the internship plan based on the guidelines set out by the faculty (see below). The student submits the internship plan to the Examinations Board for approval.¹ The internship commences after official approval has been granted.

Internship plan

The internship plan contains a concise description of the nature and aim of the internship and constitutes the basis for approval of the internship. The following topics must be set out in the plan:

- A concise description of the organisation and the field in which the internship will be carried out.
- The aim of the internship. The student defines the educational objectives (the knowledge to be acquired) and the practical goals (the skills to be acquired).
- The internship arrangement and the activities to be performed.
- Agreements concerning the method and frequency of supervision, both with the on-site supervisor and the supervising lecturer.
- The internship period.
- The working hours, and the number of hours a week.
- Specific agreements.
- Number of ECTS credits.
- The student includes an overview of the course components already completed and the components that still need to be completed as appendices to the internship plan, and also the internship agreement.

Internship agreement

A mandatory internship agreement must be drawn up between the student, the internship provider and the degree programme. Arrangements such as working hours, insurance, the internship allowance, agreements in the event of sickness absence, must be set out in the internship agreement. Model internship agreements are available on student.uva.nl > [programme] > A-Z > Internship.

¹ Because of different arrangements, prior approval from the Examinations Board is not required for the Bachelor's programmes in Media and Culture, and Art History.

Supervision

Students receive supervision at the workplace as well as from the degree programme by the supervising lecturer. The supervising lecturer, the student and the internship provider jointly make agreements on supervision and contact times. The supervising lecturer monitors progress on the internship and ultimately assesses the internship. If no supervising lecturer is available, the degree programme's internship contact person will be designated to take over this task. The degree programme ensures that the supervising lecturers are allocated sufficient hours to enable them to supervise the internship in a proper manner.

Internship report

Upon completion of the internship, the student writes an internship report. The report reflects the activities the student has performed and the experience s/he has gained during the internship. The report is also intended as a moment for the student to reflect on his or her own performance in a practical situation. A component of the internship comprises writing a report, which falls under the internship duration of 168/336 hours.

The internship report must contain the following topics:

1. Introduction: your choice for the relevant organisation, the educational objectives, the nature of the activities, the supervision method and business agreements.
2. A description of the organisation and the sector.
3. A description of the activities/research/ role of the intern.
4. A reflection.
5. Conclusion.

A minimum of 4,500 words applies to the internship report (excluding the appendices).

Assessment and evaluation

The internship provider completes an evaluation form on the basis of the internship report. The form is available on [student.uva.nl > \[programme\] > A-Z > Internship](#). The internship report and the evaluation form constitute the basis for the final interview between the student, the internship provider and the supervising lecturer. The supervising lecturer subsequently assesses the internship.

The supervising lecturer enters the results in Pontifex (via ‘Invoer individueel resultaat’). Depending on the degree programme, either the designation ‘all criteria satisfied’ (AVV) or a mark will be recorded. The programme specific Part B of the Teaching and Examination Regulations states which of the above applies. In addition to the student's name, the lecturer's name, the workload and the course code, the following information must be stated in Pontifex (in English): the nature/description of the internship, and the name of the internship provider. The internship is recorded on the diploma supplement.

Organisation providing the internship

The organisation² providing the internship:

- offers the student the opportunity to apply and enhance the insights and skills s/he has acquired during the degree programme with professional supervision;
- offers the student the opportunity to perform work that matches the academic level of the degree programme and ensures that the student can fully participate in the organisation's activities;
- concludes an internship agreement with the student and the degree programme, in which business agreements are set out, and
- aims to provide the student an appropriate internship allowance.

² The University of Amsterdam can also act as a provider of an internship.