SBE BACHELOR'S INTERNSHIP MANUAL 2026 - 2027

Vrije Universiteit Amsterdam School of Business and Economics

BSC BEDRIJFSKUNDE
BSC ECONOMETRIE & OPERATIONS RESEARCH
BSC ECONOMIE & BEDRIJFSECONOMIE
BSC INTERNATIONAL BUSINESS ADMINISTRATION

VU VRIJE UNIVERSITEIT AMSTERDAM | SCHOOL OF BUSINESS AND ECONOMICS

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1. INTRODUCTION

The faculty recommends doing an internship, because it is an excellent way to apply the knowledge and (academic) skills which you acquired during your studies. Increasingly organizations are looking for candidates with experience as well as academic credentials. Your most important learning goal as a student-intern is to familiarize yourself with professional and market-related skills in a real and new organizational environment. With the job market becoming increasingly competitive, gaining relevant experience will give you a good start into your professional career.

This manual is intended for all SBE students who are interested in pursuing an internship as part of their bachelor programme. This manual provides insights in both content-related issues as well as practical matters about the internship, including relevant documents such as an internship agreement with the organization in question. Carefully read this manual to inform yourself about the requirement and relevant procedures.

1.1. INTERNSHIP OPTIONS

In the third year of your SBE BSc programme you have several options for doing an internship.

Internship video: In this video you can find more information.

- Minor internship: you can find an overview of the internship process in chapter 2.
- Not for credit internship: you can find an overview of the internship process in chapter 3.
- Extracurricular internship: you can find an overview of the internship process in chapter 4.
- You can find general information for all internships about topics such as insurance, confidentiality and how to find an internship in chapter 5.
- All important documents can be found in the appendices and are grouped according to the internships.

2. 12 ECT INTERNSHIPS: SBE MINOR INTERNSHIP

Companies offer a wide range of internships in various disciplines. What is crucial in obtaining approval for your internship and eventually obtaining your study credits, is that there is a clearly defined project that allows you to fulfil the learning objectives (See section 2.1. Learning Objectives). Also, the project needs to allow for an individual assessment. The final Internship report is assessed on the criteria presented in Appendix C.2. Finally, note that in order to obtain your internship credits, your internship has to be pre-approved by either the Minor Coordinator or Department Internship Coordinator and supervised by a faculty member that is assigned to you.

Minor Internship. Some minors include the option to replace two courses by an internship. Prerequisite is that the content of the internship matches with the topic of your minor. Your Minor coordinator assesses your Internship Proposal and assigns you to a SBE Supervisor. This 12 ECT internship can be part of your minor in Semester 1 (year 3). If you want to do this, you can only do your internship during either period 1&2 or period 2&3. For the minor Accountancy please have a look here for the right requirements.

In case you want to do a 12 ECT internship in your elective space you can contact the examination board (examencommissie.sbe@vu.nl).

Please note:

An internship is by no means a replacement for the compulsory IBA Exchange semester in year 3.

Always have a backup plan! Be sure to enroll in all courses of the Minor since your internship proposal might be considered insufficient or due to unforeseen circumstances it might not take place. Then you are still able to participate in the courses you need to complete your Minor.

For questions about your study planning and how to combine an internship with your regular study programme you can schedule a meeting with the academic advisors.

2.1 LEARNING OBJECTIVES

The internship should allow you to achieve the following learning objectives:

Academic Skills
To excel in Analysis, Abstraction, Argumentation, and Application (the four A's)

After successfully completing your internship you are able to...
- examine and understand problems from different perspectives;
- put forward well-founded, substantiated points of view, both in spoken and written format;
- apply acquired knowledge to other problems and in other contexts.

Research Skills
Understanding and capable of performing all the elements of the research process

After successfully completing your internship, you are able to
- translate practically relevant problems into (academically) relevant research questions;
- design and execute a project using a systematic, analytical approach in a real business environment (of profit or not-for-profit organizations).

Knowledge
Attaining thorough fundamental knowledge and being distinctive by specialization in a specific discipline

After successfully completing your internship you ...
- have specialized, in-depth knowledge and insights about the minor theme/ specific discipline in which you completed the internship;
- are able to make connections between theories, models, and concepts of that specific minor theme/ discipline.

Bridging Theory and Practice
Ability to translate and apply theoretical knowledge into practice

After successfully completing your internship, you
- are able to apply theoretical knowledge in a specific organizational context;
- are able to formulate relevant recommendations for practice based on your knowledge acquired;
- have a better understanding of what the expectations of the academic and professional field are in terms of knowledge and skills needed;
- are more aware of the various career opportunities the field (both academic and business) offers.

Social Skills
Having empathy and successfully interacting with others

After successfully completing an internship, you
- have a better understanding of roles and needs of different types of stakeholders that you need to interact with as a professional;
- are able to work well in a team and reflect on your own role in the team.

Self-awareness

Reflecting upon yourself and taking responsibility for your own actions

After successfully completing an internship, you

- are able to reflect on your own responsibilities as well as others;
- are able to reflect on your personal development;
- can receive and are able to deal with feedback from others.

2.2 ACTION PLAN

Note that the timeline in this plan is indicative. As soon as you have an initial internship proposal formulated, you can contact the Minor Coordinator or Department Internship Coordinator, respectively. We advise you to aim to complete the process of internship approval before summer, but at the latest a week BEFORE enrolment of the courses you are replacing with an internship is closing (typically, enrolment for courses closes 4 weeks before a course starts). That way, you can always still enroll for courses in case the internship does not take place (for whatever reason).

Timeline	Minor internship ⬇ Actions	Responsibility	Related sections/ Appendices
Jan – 1 July (Year 2)	Find an appropriate internship (related to the *minor* of your choice)	Student	See: • Chapter 2.1. • Chapter 5 Practical Matters
	Write your internship proposal	Student	See • Chapter 2.4. • Appendix C.1.
Jan – 1 June (Year 2)	Submit initial Internship Proposal to *Minor Coordinator*	Student	See Appendix A – Overview Internship Coordinators
June 1 – June 30 (Year 2)	Approval initial Internship Proposal	Minor Coordinator/ Internship Coordinator Department	
	Appoint SBE Supervisor	Minor Coordinator/ Internship Coordinator Department	
Before July 1 (Year 2)	n/a	Student	See VUnet for regulations and contact information
Next examination board meeting	n/a	Examination Board	
Sept 1 – Sept 15 (Year 3)	Submit complete internship proposal with SBE Supervisor *(If necessary discuss and resubmit with both SBE Supervisor and Company supervisor)*	Student	See Appendix C.1. – Internship Proposal
Sept 15 – Sept 30 (Year 3)	Go/No Go Decision	SBE Supervisor	

Sept 30 – Oct 15 (Year 3)	Company supervisor and Student-Intern sign Internship Agreement	Student	See • Appendix B
Sept 30 – Oct 15 (Year 3)	Submit the final Internship Proposal AND Internship Agreement signed by both the Company Supervisor and Student Intern to SBE Supervisor.	Student	
	Check and Sign Internship Proposal and Internship Agreement	SBE Supervisor	
	Discuss the time plan and deliverables with your SBE Supervisor	Student	
Appr. End of Oct (Year 3)	Start Internship *(may also be earlier, depending on company requirements and the courses you will take)*	Student	
Nov – Jan (Year 3)	Delivery Monthly Updates to SBE Supervisor	Student	
	Deliver Feedback on Monthly Updates	SBE Supervisor	
End of Jan (Year 3)	End Internship	Student	
End of Internship	Send BSc Internship Feedback Form to Company Supervisor	Student	See Appendix C.3. – Feedback Form Company Supervisor
	Return Feedback Form Company Supervisor to student	Company Supervisor	
	Finalize Internship Report	Student	See Appendix C.4. – Assessment Form
Max 10 working days after last day Internship	Submit Internship Report to Company Supervisor AND SBE Supervisor	Student	
Max 10 working days after submission Internship Report	Grade Internship Report and fill out the Assessment Form	SBE Supervisor	See Appendix C.4. – Assessment Form
	Communicate grade (pass/fail) to student in personal evaluation meeting	SBE Supervisor	

	Process grade administration (sufficient/insufficient)	SBE Supervisor	

2.3 INTERNSHIP REQUIREMENTS

When looking for and selecting an internship, it is important to make sure that the internship meets a number of requirements. The organization where the internship takes place has to be a professional organization and the project you work on has to be clearly defined. You need to be able to get to know the organization and be based at that organization. The Company Supervisor has to be present and available during the entire internship period.

Realizing the learning objectives of the internship depends to a large extent on the internship and the activities you as the intern are expected to perform. Therefore, the criteria that BSc SBE internships have to meet are:

1. The designated content of the internship, and possibly the assignment, matches the SBE Minor you are taking.
2. A copy of the 'internship vacancy' or a description of the intern profile, in which the required knowledge and functional activities are described by the organization, has to be submitted with the internship proposal.
3. The internship-related activities have to be delineated in such a way that, before and during the internship, the intern obtains a reasonable overview of the subject of the internship.
4. The internship is equivalent to 320 hours. The position is continuous, but does need to be full time (in fact, a part-time position is likely if you are following courses next to this, as long as the total number of hours is equivalent to 320 hours. The position is one and the same during the entire period. The exact agreement about the duration and activities of the internship is made together with the organization where the internship takes place and your supervisor.
5. The organization has at least 5 employees or more. There is a physical office location where you, the intern, carry out your professional activities.
6. The organization providing the internship is willing and able to invest an agreed amount of time in supervising the intern.
7. The organization is willing to record the agreements regarding mutual rights and obligation in writing (See Appendix C.1. – Internship Proposal – chapter 2.4.).
8. The internship serves a purpose for the organization providing the internship, is of a sufficiently high scientific level, and does not require poorly supported activities.
9. After the internship, the Company Supervisor submits a written evaluation regarding the intern's activities.

2.4 INTERNSHIP PROPOSAL (12 ECT internships)

The internship proposal will be leading in obtaining approval for your internship and in assigning a SBE Supervisor (See section 2.2. Action Plan). Always make sure that all parties involved (the organization providing the internship as well as the faculty) stay informed and that your internship is approved by both parties. This avoids confusion at a later point in time.

Appendix B – Internship Proposal provides you with an overview of the necessary elements. It is important to give a clear and concrete description of the research assignment and any non-research assignment-related activities. In addition, you explain why you have chosen this internship and what your personal learning objectives are.

2.5 INTERNSHIP AGREEMENT

The financial and legal aspects of the internship are included in the Internship Agreement. You can find the internship agreement in Appendix B. Fill in the open elements of the internship agreement and then sign the agreement, and then have it signed by the representative of the organization providing the internship.

Make sure to provide all the people involved (intern, SBE Supervisor, and Company Supervisor) with a signed copy of the internship proposal and the internship agreement

Previously, non-EU students were required to use a Nuffic agreement. Nuffic has now confirmed that non-EU students must use the UNL agreement instead [1].

2.6 INTERNSHIP SUPERVISION

Your internship needs to be supervised both within the organization (Company Supervisor) as within the faculty (SBE Supervisor).

2.6.1 SBE Supervisor

The internship has distinct learning objectives (see section 2.1. Learning Objectives). The SBE Supervisor is ultimately responsible for the assessment of your Internship Report and the extent to which you have fulfilled the learning objectives. This is instrumental in obtaining your 12 ECT.

The SBE Supervisor is a lecturer related to either the Minor your internship is part. See Section 2.2. Action Plan for more details on the assignment of the SBE Supervisor. [2]

2.6.2 Company Supervisor

Next the organization providing the internship should provide you with a Company Supervisor, who is responsible for day-to-day supervision within the organization. Hence, during the internship and your day-to-day activities you are mostly dealing with the Company Supervisor. Your Company Supervisor will introduce you to the organization, provide the necessary facilities and supervise you throughout the internship. Experience shows that it is important for a new intern to be shown the ropes during the first few weeks of the internship. It is important – in particular during those first few weeks – to set a fixed time to discuss the internship with your Company Supervisor. At the start of the internship, you and your supervisor discuss the frequency of the supervision, which can be included in the internship proposal. At the end of the internship your company supervisor provides an evaluation of your performance within the company.

[1] https://www.studyinnl.org/dutch-education/doing-an-internship
[2] https://www.studyinnl.org/dutch-education/doing-an-internship

2.6.3 Supervision during your internship

The SBE Supervisor keeps track of the progress during the internship on the basis of the internship proposal. The supervision provided by the SBE Supervisor consists of:

- Discussing and approving the final internship proposal prior to the internship;
- If necessary, contacting the Company Supervisor to discuss the contents of the internship proposal, ideally at the start of the internship, preferably in the form of a visit to the organization providing the internship, although it can also be done by telephone;
- Individual meeting(s), mutually agreed upon by student and supervisor, regarding the progress of the internship. Progress is discussed on the basis of the internship proposal. If possible, you will send the SBE Supervisor written information a few days before a meeting takes place. Keep your Company Supervisor informed about the meeting(s) with your SBE Supervisor. In case there are any problems, we also recommend contacting your SBE Supervisor immediately.
- Discussing and evaluating the internship report. The SBE Supervisor uses the internship report and the written evaluation of the Company Supervisor. Usually, this will be in a meeting between you and the SBE Supervisor, but it is also possible for the Company Supervisor to be invited to the meeting.

2.6.4 Extension supervision

With written permission from the SBE Supervisor and the Company Supervisor, it is possible to extend the internship. Keep in mind that extending an internship may affect your graduation date. Extending your internship does NOT increase your 12 ECT. If that date should fall in the next academic year, there may be (financial) consequences for you as a student. Before deciding to extend your internship, it is important to be informed about all the consequences for your studies and their duration (Contact Academic Advisors to discuss these consequences for your studies). All the rules that apply to the official duration of the internship also apply during the extension.

2.7 ASSESSMENT

The Assessment Overview (Table 1) provides an overview of the minimum requirements needed to pass your Internship. Additionally, the Assessment Matrix (Table 2) provides an overview of the learning objectives assessed

in each of the different parts, which include the initial proposal, feedback by the Company Supervisor, the written internship report, and your personal portfolio presenting your activity log and reflection.

2.7.1 Initial internship proposal

As discussed earlier (see chapter 2.2. Action Plan and chapter 2.4. Internship Proposal) the internship has to be approved by the SBE Supervisor. The “GO/NO GO” decision is strongly dependent on a meaningful project assignment that allows you to fulfil the learning objectives of the internship.

2.7.2 Feedback internship by company supervisor

The Company Supervisor evaluates your performance during the internship from the point of view of the

organization, using the evaluation form provided by you (see Appendix C.3.). The evaluation is expressed in a Pass or Fail and will be considered by the SBE Supervisor in the Assessment.

2.7.3 Personal portfolio – activity log and reflection

You need to keep a log during the internship, containing, for instance, information about the activities and the progress of the internship, and (learning) objectives that you have and have not yet realized, expectations that have or have not been met, comments about your performance or about the internship. By keeping a log, you are able to prepare for the progress meetings with both your supervisors and it is a source of information when writing the internship report. In addition, it is important to learn from your own reflections and considerations by reading how you perceived certain things in the early versus later stages of the process.

NOTE: The Personal Portfolio can be added as an appendix and will be evaluated as a separate element on the Assessment Form of the final Internship Report (see Appendix C.4. – Assessment Form).

2.7.4 Final internship report

The final Internship Report is assessed by your SBE Supervisor (see Appendix C.4. – Assessment Form). Note that your report will be checked for Plagiarism (see section 5.6. Plagiarism). When handing in your Internship Report, make sure your report contains all elements and documents required (See Appendix C.2. – Internship Report).

TABLE 1 ASSESSMENT OVERVIEW

Note that at all times, you will only obtain 12 ECT for your internship if the internship has been:

- pre-approved (see section 2.2 Action Plan);
- supervised during the internship period (by both Company and SBE Supervisor);
- evaluated with a PASS by the SBE Supervisor.

Format	Assessment	Note
Internship Proposal (evaluated by SBE Supervisor)	Go/No Go	Student can only continue with internship in case of "GO"
Feedback Internship by Company Supervisor	P/F	Is considered by SBE Supervisor in final assessment
Final Internship Report Including your personal portfolio (activity log & reflection) (evaluated by SBE Supervisor)	P/F	In case of Fail, student has the opportunity to rewrite the report within 4 working weeks after the assessment.

TABLE 2 ASSESSMENT MATRIX

Format	Self-awareness	Social skills	Bridging theory and practice	Knowledge	Research skills	Academic skills
Internship Proposal		- Ability to initiate a professional working relationship	- Ability to identify a practically relevant problem and develop a systematic, academic approach to analyse this problem	- Obtaining specialized, in- depth knowledge and insights about the minor theme/ specific discipline in which you completed the internship	- Ability to identify a relevant problem and translate this into a research question; - Ability to design a substantive and cohesive research/project plan.	- Ability to examine and understand problems from different perspectives.
Feedback Internship by Company Supervisor	- Ability to reflect on your own responsibilities as well as others - Ability to reflect on your personal development - Ability to professionally communicate and handle professional assessments situation.	- Ability to understanding of roles and needs of different types of stakeholders that you need to interact with as a professional - Ability to work well in a team and reflect on your own role in the team.	- Ability deliver relevant managerial insights / a solution to a practically relevant problem.		- Ability to identify a relevant problem; - Ability to bring your (research) project to a sufficient ending and delivering an answer/solution to the problem.	
Internship Report			- Ability to identify a practically relevant problem and to execute a systematic, academic approach to analyse this problem; - Ability to apply theoretical knowledge to a real-life situation;	- Obtaining specialized, in- depth knowledge and insights about the minor theme/ specific discipline in which you completed the internship; - Ability to make connections between theories, models,	- Ability to identify a relevant problem and translate this into a research question; - Ability to design and perform a substantive and cohesive research/project plan in a real-life situation.	- Ability to examine and understand problems from different perspectives; - Ability to put forward well- founded, substantiated points of view, both in spoken and written format; - Ability to apply

			- Ability deliver relevant managerial insights / a solution to a practically relevant problem.	and concepts of that specific minor theme/ discipline.		acquired knowledge to other problems and in other contexts.
Personal Portfolio (Appendix report)	- Ability to reflect on your own responsibilities - Ability to reflect on your personal development	- Ability to understanding of roles and needs of different types of stakeholders that you need to interact with as a professional - Ability to work well in a team and reflect on your own role in the team.				

3. NOT FOR CREDITS INTERNSHIP

You also have an option to do an internship without credits in case the 12 ECT options do not fit your situation. This is also referred to as 0-ECT internship. After successful completion of the internship, a not for credit internship will appear on your grade list as 'passed', but will not be awarded with credits. These internships only qualify as a 'not for credit internship' if the activities are relevant to your bachelor's programme and give the opportunity to apply knowledge and/or develop professional skills.

There are two requirements for this type of internship. First, you must be enrolled as a student for the entire duration of the internship. Second, the minimum number of hours for a 0-ECT internship is 138 hours. If you receive a graduation notification after completion of all your courses via email, it is important to apply for a deferment of graduation. Also reregister via Study Link. Read the email carefully and choose the option that applies to you.

Please note that Non-EU students can only do an internship if it is part of their study programme[3]. A not-for-credits internship meets this requirement.

3.1 PROCEDURE AND ASSESSMENT

There are different phases in this type of internship:

- Orientation phase: find a suitable company, assignment and company supervisor. Please note that you are responsible for your insurance for the whole duration of the internship (see also 5.4);
- Approval phase: once you have found a suitable company and assignment, you will draft your internship proposal stating your activities and learning objectives (see 3.2.2 and appendix D.1). You need to hand in the internship proposal two weeks before the start of your internship on Canvas;
- Contracting phase: at the same time as the approval phase, the internship agreement has to be signed by three parties (see chapter 3.2.3 and Appendix B). Fill in the blanks in the internship agreement, sign the agreement yourself and make sure it is signed by the representative of the organization providing the internship. Your SBE supervisor will be the last person to sign the agreement and send you a signed copy of the document by email. You will need to upload the proposal and agreement to the dedicated Canvas environment in the right period 2 weeks in advance to your internship.Learning phase: your company supervisor is the point of contact for your day-to-day supervision. However, in case of problems or questions, you can always contact your SBE supervisor.
- Finalization phase: two weeks before completion of your internship, you will hand in your reflection report. Based on the reflection report and the company supervisor's feedback (Appendix D: Evaluation form), a 'pass' or 'fail' will be given for the completion of the internship.

[3] https://www.studyinholland.nl/study-options/internship/internship-as-part-of-a-programme-in-holland

3.1.1. Canvas

As a student, it is your responsibility to:

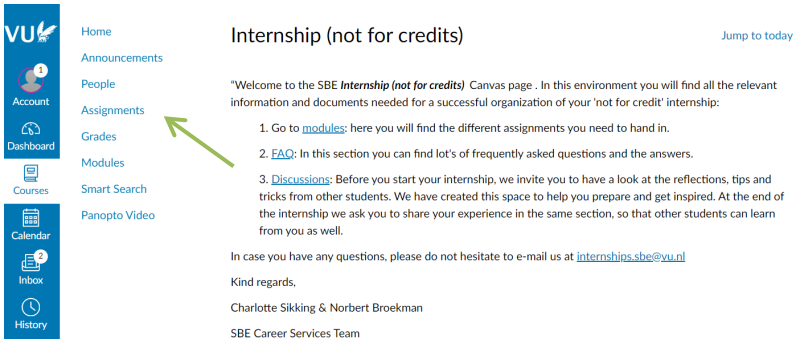
- Enroll yourself for the Canvas course 'Internship_Community_1;
- Choose the right period in Canvas;
- Hand in all the required documents before the deadline.

Instruction video: below you can find the instructions, but you can also watch this video.

Step 1: Enroll yourself to the Canvas course: Internship_Community_1. You can scan the QR code below.

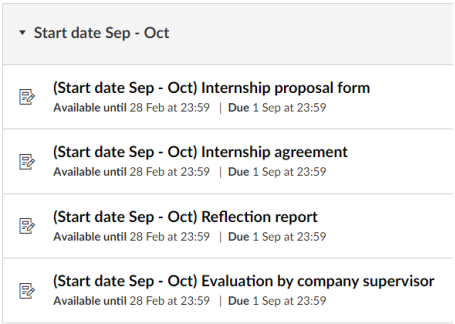
Step 2: Once you are enrolled, you go to 'assignments' in order to pick the right period (see the image with green arrow below).

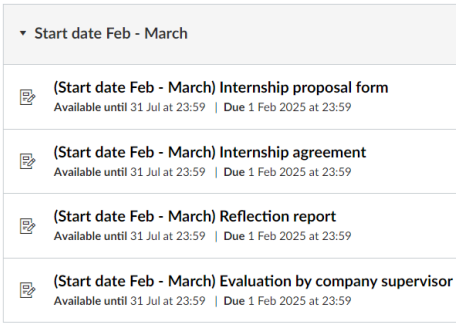
Internship_Community_1

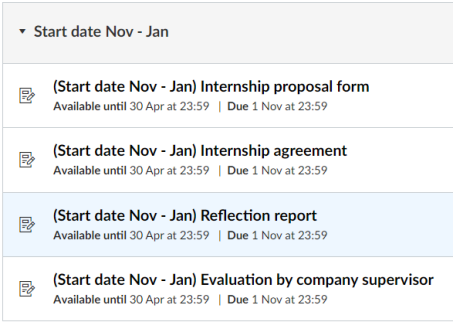


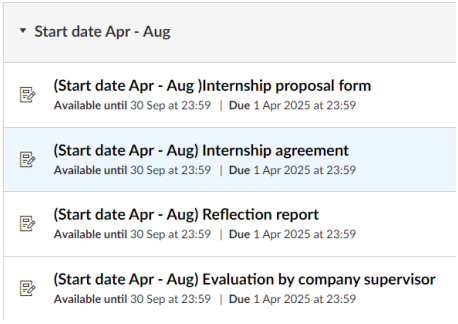
https://canvas.vu.nl/enroll/Y3WHEJ

You can find 4 periods in Canvas (see the images below). See the next step which period is the correct one for you.









Step 3: Pick the right period: The right period is based on the starting date of your internship. E.g. if your internship starts on December 1st, the right period is Nov – Jan. All information and documents need to be uploaded in this period Nov – Jan:

- The internship proposal and internship agreement two weeks before the start of your internship.
- The reflection report and evaluation by company supervisor 2 weeks prior to the end of your internship.

3.2 INTERNSHIP DOCUMENTS

For this internship, you should hand in the following information and documents on Canvas:

Before the start of your internship

- The internship proposal, including a description of what you intend to learn during the internship, no later than two weeks before the starting date.
- The internship agreement signed by the company and yourself, no later than 2 weeks before the starting date.

At the end of your internship

- An internship report in which you reflect on your personal learning objectives as formulated in the proposal, no later than two weeks before completion of the internship.
- Feedback from your company supervisor no later than two weeks before completion of the internship. Please use the evaluation form that is provided to you in appendix D.3.

For specific requirements or practical questions schedule an appointment with Career Services. You can also email us at internships.sbe@vu.nl. When reaching out to us, please include your name, study programme and year you are in and the intended dates for the internship. If you go ahead with the internship, we will add you to the dedicated Canvas internship community, where you can add your documents.
IMPORTANT NOTE: You cannot start your internship without approval of your SBE supervisor. Please consider that the procedure will take longer during the summer holiday due to reduced capacity.

3.2.1 Internship proposal

The internship proposal will be leading in obtaining approval for your internship. You need to hand in your proposal on Canvas no later than two weeks before the start date of your internship. It should contain a description of your assignment, tasks and learning objectives. More information about the format for this proposal can be found in appendix D.1.

3.2.2 Internship agreement

You will find a format for the internship agreement in appendix B. The university uses the UNL agreement, because in this version students' rights are guaranteed. Fill in the blanks in the internship agreement, sign the agreement yourself, make sure it is signed by the representative of the organization providing the internship, and by the SBE supervisor. Make sure to provide all three parties with a signed copy of the internship

agreement. We notice that some students sign both the UNL-agreement and company agreement. We advise to sign just one contract, the UNL-agreement. Previously, non-EU students were required to use a Nuffic agreement. Nuffic has now confirmed that non-EU students must instead use the UNL agreement.[4]

To summarize the responsibilities you have as student for successfully completing the 0-ECT internship:

Checklist for your internship: ✔

- Did you contact SBE Career Services on time to meet the deadlines? ☐
- Did you submit the 2 required documents on Canvas at least 2 weeks before starting your internship ? (If not, you cannot start your internship). ☐
- Is the agreement signed by the company, the VU and you? ☐
- Did you submit the 2 required documents at least 2 weeks before the end your internship on time in Canvas? (If not, your internship will not be registered on your diploma supplement). ☐
- If applicable, have you arranged your visa. ☐
- Did you re-enrol or extend your study program, if applicable? ☐
- Did you deregister after finishing your study program? ☐

Please note that handing in the documents in time is mandatory for successfully completing the internship.

3.3 GRADUATION DATE AND TUITION FEE

If you receive a graduation notification email after completion of all your courses, but before finishing your internship, it is important to apply for a deferment of graduation. Follow the instructions in the email that apply to your situation. The new graduation date will be the end date of your internship.

As mentioned, you need to be registered as a student for the entire duration of the internship. For every additional month of registration, you will have to pay tuition. However, this requirement can sometimes differ per company, so please check it with them too. For all questions about tuition fees please check Graduation status and ceremony - Vrije Universiteit Amsterdam or contact studentdesk@vu.nl.

3.4 SUPERVISION AND ASSESSMENT

Career Services supervises the 'not for credits' internship on behalf of the university (internships.sbe@vu.nl). Your SBE supervisor keeps track of the progress during the internship on the basis of the internship proposal. The supervision provided by the SBE supervisor consists of:

- Discussing and approving the final internship proposal prior to the internship;
- Evaluating your progress during- and after completion of your internship, with both you as well as the company supervisor via email, telephone or in a face-to-face meeting.

[4] https://www.studyinnl.org/dutch-education/doing-an-internship

- Discussing and evaluating the internship report. The SBE supervisor uses the internship report and the evaluation of the company supervisor. Usually, this will be in a phone call or a face-to-face meeting between the company supervisor and the SBE supervisor.

3.4.1. Company supervisor

The organization providing the internship should assign a company supervisor, who is responsible for day-to-day supervision. During the internship and your day-to-day activities you are mostly dealing with the company supervisor. He or she will introduce you to the organization, provide the necessary facilities and supervise you throughout the internship. Experience shows that it is important for a new intern to be shown the ropes during the first few weeks of the internship. It is important – in particular during those first few weeks – to set a fixed time to discuss the internship with your company supervisor. At the end of the internship your company supervisor provides an evaluation of your performance within the company. This feedback (Appendix D: Evaluation form) will be taken into account by the SBE supervisor who will assess the internship with a 'pass' or 'fail'.

3.5 INTERNSHIP NOT FOR CREDITS WITH A DISTINCTION (Cum Laude)

Students who meet the requirements to graduate Cum Laude before starting their not for credits internship will still be entitled to receive the distinction if the following criteria have been met:

- You have finished all required 60 ECT of your master's programme before starting your internship.
- You have informed the examination board about doing a not for credits internship in combination with graduation with a distinction before starting your internship. Contact examencommissie.sbe@vu.nl.
- You have completed the internship with a pass.
- You have requested your diploma after having the result of the internship in your list of grades.

If you have any questions about an Internship not for credits in combination with a distinction (Cum Laude), please contact examencommissie.sbe@vu.nl before applying for the internship.

4. EXTRACURRICULAR INTERNSHIP

In some cases you can do an internship that is not connected or linked to your programme. You will not receive any credits nor supervision from the VU and the internship will not be included on your diploma or grade list. Important note: Non EU students can only do an internship if it is part of their study programme.[5]

Many companies require interns to remain registered as a student for the entire duration of their internship. Career Services can issue a document stating you are registered as a student. Be aware that the last result that you have obtained in your curriculum will determine the end date for your diploma. To discuss your internship options you can schedule an appointment with Career Services. You can also email us at

[5] https://www.studyinholland.nl/study-options/internship/internship-as-part-of-a-programme-in-holland

internships.sbe@vu.nl. When connecting, please include your name, study programme and year you are in and the intended dates for the internship.

5. PRACTICAL MATTERS

The following information is equally valid for both options; the minor internships, as well as the not for credit internships.

5.1 FINDING AN INTERNSHIP

Start looking for an internship at least 6 months before you want to start the internship. Finding a suitable internship takes time: both in terms of thinking (what do I want and why) and applying (calling and writing). So take at least three to six months to prepare for a possible internship. Also consider that it is difficult to find a supervisor during the summer holidays.

A good preparation is essential to the success of an internship. An internship is not a static given, but something that you the student-intern and the organization shape together. Start gathering information about organizations, departments and internships about six months before you want to start your internship. Also, for instance, talk to your fellow students about their experiences.

Career Services can help you prepare for your internship, for instance when it comes to writing a good resume and application letter, or discussing what kind of internship is right for you. For more information, to schedule an appointment or look for vacancies, visit the SBE Career Platform.

There are various routes you can take (at the same time) when looking for a suitable internship:

- Look for vacancies on SBE Career Platform or the website of Aureus or Kraket.
- Look for internship vacancies on LinkedIn or other network or job sites.
- Address your network, for instance fellow students, teachers, friends, relatives or, for instance, colleagues at your temp job. Perhaps one of them can give you an idea or put you in contact with a company or organization for your internship.
- Find out whether special intermediaries or other intern vacancy banks, like AIESEC, can help you. Check the online event calendar on the SBE Career Platform for both Career Services events as well as relevant career events organized by external parties.
- Visit company websites, check 'job opportunities' or 'vacancies'. With large companies, it is often possible to store a search.
- Check online and offline trade magazines, weeklies, and daily newspapers for internships.
- Talk to (guest) lecturers. Many of them have contacts with businesses that may offer internships. Within this context, it is also smart to find a supervisor at an early stage.
- Visit business days and career events.
- Send an open application to the organization where you want to do your internship. Organizations

often value initiative. If you do send an open application, you are generally expected to provide indications of what you are interested in and what your motivation is to approach the organization in question.

5.1.1 Internships for international students

Sometimes, it can be more difficult for international students to secure an internship because of the language barriers. Here you can find a list of companies where (international) students in prior academic years interned.

5.2 APPLYING FOR AN INTERNSHIP

The moment will come when you have to present yourself. The organization providing the internship wants to know your motivation, what you want to learn and what you have to offer. It is important to prepare well for this moment.

Make sure you are well-informed about the organization. Familiarize yourself with the organization on the Internet and, for example, an annual report and, if possible, talk to people who know the organization. Also, make sure that you are able to clearly explain your motivation, (learning) objectives and study content and choices.

Be aware that an organization has a reason to invite interns. In addition to acquiring labour and having a study conducted into an issue relevant to the organization, possible reasons are: the social responsibility of helping and training young people, having the 'fresh pair of eyes' of a young person and scouting potential employees.

After preparing, you can approach the organization by telephone or e-mail. When there is no internship vacancy, it is recommended to enquire by telephone whether internships are available and, if so, who you can approach. When the answer is positive, you send an application letter and CV or fill in the online application form. In your CV, you include your personal data, education, (work) experience and any special information. In the letter, you explain in clear and concrete terms why you want to do your internship at the organization and department in question, what you have to offer to the organization and what you want to learn from the internship. The aim of the letter and CV is to arrange an interview. On Canvas there are digital modules available to support you in writing your CV.

Make sure to be well-prepared for the interview as well. Often, there are several candidates for a specific internship. During the interview, your motivations, expectations, education and (work) experience will be discussed. You will be told about the organization and about the possible internship-related activities and you can ask questions during the interview. Based on the interview, the organization will decide whether you can do your internship there. In the case of large organizations, there are often several interviews, and you can be asked to take intelligence/capacity tests or do an assessment. For more information about job applications, you can register for a workshop 'High impact CV's and cover letters', 'Job Search Introduction' or 'Interview training' by Career Services on the SBE Career Platform.

5.3 COMPENSATION

Many internships offer financial compensation. If the interviewer at the organization does not bring it up, it is reasonable for you to ask about the possibilities yourself. There is no national arrangement for internship compensations at higher vocational/academic level. Compensation ranges approximately from € 0 to more than € 600 net per month.

5.4 LEAVE ARRANGEMENTS

Article 8.1 of the UNL contract states that the leave arrangements are, in principle, the same as those of regular employees. If the number of days' leave you are entitled to is fewer than the standard leave arrangement, we recommend that you discuss this with the company internship supervisor to ensure that you receive the number of days to which you are entitled.

5.5 INSURANCE

According to Dutch legislation (art. 7:658 section 4 Civil Code), you are insured via the company providing the internship for any damages or accident resulting from the internship. However, in case of non-business-related illness, you are not entitled to continued payment. In case of a long-term illness during the internship, it is best to enquire how the organization handles such a situation.

During the internship, it is common for you to maintain your own health insurance and the coverage associated with your insurance applies. Another issue is that of potential damages caused by you as an intern during the internship. This can be direct damage (tripping over the electrical wire of a PC, as a result of which ....) as well as more indirect (for instance damaging the organization's interests by disclosing confidential information). You can cover this financial risk with liability insurance, which, in some cases, is included in the internship contract. However, many students are insured themselves or via their parents. If that is not the case, it is important to take out such insurance before the start of the internship.

5.6 INTERNSHIP ABROAD

When you decide on doing your internship abroad, it is almost always important that you have a good written and spoken command of the language and that you feel at home in the culture of the country in question. When you are considering an internship abroad, take a look at the website of Nuffic.

An internship in a different country requires thorough preparation. You have to approach organizations yourself, possibly in consultation with the SBE Supervisor. Via AIESEC, you can look for possible vacancies abroad.

As soon as you have found an internship abroad, there are a lot of practical issues that have to be handled. The most common issues are: a visa for countries outside of the EU; housing in the country in question and possibly renting out your living space in the Netherlands; acquiring funds to pay for the additional costs of travel and housing; making sure you are sufficiently insured and, if necessary, arrange for additional insurance. On

VUweb, you can find more information about scholarship options. Nuffic also has various subsidy (scholarship) options. Are you thinking of doing an internship in the US but wondering how you're going to pay for it all? The Dutch2USA Grant is here to help cover your flights, rent, and daily expenses so you can focus on this life-changing experience!

The approval, supervision and completion of an internship abroad in principle are the same as they are for an internship in the Netherlands, although contact with your SBE Supervisor in many cases will take place long-distance. That is why it is important to write the internship proposal very carefully and to discuss it thoroughly with the SBE Supervisor. Make sure to discuss the way the supervision takes place. Depending on the available communication technologies, this will usually be by e-mail, Skype/face-time or telephone. The internship proposal and report will be written in English (in order for all parties involved to be able to evaluate and assess the performance). Note that the organization may require you to supply documentation in the local language as well.

Online internships

As socialization in a work environment is an important part of the internship trajectory, students ideally spend the majority of the working hours in the internship firm's office. However, in post of the COVID-19 pandemic, this may prove to be difficult as teleworking has become the norm across many organizations. Still, frequent interaction with colleagues on projects is highly desirable, if not a requirement for an internship. Please consult with the internship coordinator (for your Minor or 0-ECT internship) who can decide on a case-by-case basis whether the internship sufficiently complies with the "socialization in a work environment" criterion.

5.7 UNFORESEEN CIRCUMSTANCES

In case of an unforeseen circumstance during your internship, or if you encounter any problem at the company, do not wait too long to make your situation known. The first step to undertake is to talk to your company supervisor and/or the HR department about your situation. If this does not offer the desired solution(s) you can reach out to your SBE supervisor to discuss the situation.

5.7.1 Internship discrimination

The starting point for any internship is that you work and learn in a socially safe environment, gaining experience and learning from colleagues. Unfortunately, you may not always feel this sense of safety, either before or during your internship, due to discrimination.

The Teaching & Learning Centre has developed an online platform, **Internship Discrimination – Teaching & Learning Centre**, where all available knowledge, tools, and findings on internship discrimination are brought together. You'll also find guidance on how to share this information with relevant stakeholders. Of course, if you experience discrimination, you can always reach out to your internship supervisor.

5.8 PLAGIARISM

If you do not include proper references in your work, you could be accused of plagiarism: passing off others' work, ideas or arguments as your own. Plagiarism is regarded as fraud and is taken very seriously in the

academic world. If you commit plagiarism during your studies, you could face serious punishment including exclusion from a course or even expulsion from the university. For academics, plagiarism can mean the end of their career.

5.8.1 What is regarded as plagiarism?

The following are clear examples of plagiarism:

- Handing in somebody else's work as if it is your own.
- Copying passages, long or short, from a source without acknowledging it.

But the following also count as plagiarism:

- 'Borrowing' somebody else's words or ideas without acknowledgement.
- Making just a few changes to a text, graph or diagram and then claiming it as your own.
- 'Forgetting' to put quotation marks around a literal quote.
- Including an incorrect or incomplete reference, so that the source cannot be traced.
- Not including a reference every time you draw upon a particular source; this is equivalent to passing off part of the information used as your own work.
- Using so many words or ideas from a source that they make up the bulk of your paper – even if you do credit the source!

(Source: https://vu.nl/en/about-vu/divisions/university-library/more-about/workshops-university-library)

The university is very strict about committing plagiarism. It can lead to exclusion of the Bachelor programme without graduating. For these reasons, every assignment is checked for plagiarism with the help of SafeAssignment software.

We often notice that students in some cases do not exactly know that they have plagiarized. As a result, the university has developed an online course "How do I incorporate literature in my reports?" for students to participate in. Please note that this information excludes the ability of students to protest that they were uncertain about the fact that they plagiarized. Please follow the link for further information: https://libguides.vu.nl/ReviewPrep/tools

5.9 CONFIDENTIALITY AGREEMENT

Some companies will ask you to sign a confidentiality agreement, because the data or information you will be working with is confidential. You can find a format for such an agreement in appendix E. We recommend you to use this agreement. If the company asks you to sign one of their agreements, you can forward this to internships.sbe@vu.nl to have it checked by a legal expert.

FINAL TIPS!

Finally, some tips to turn your internship into a success:

- Make sure that you get to know the organization and your colleagues. This makes the experience even more valuable than when you only focus on conducting your research. Especially if you see the organization as a potential future employer, it is important to make a good impression as a colleague. In addition, it helps you build a network that may prove very useful in the future.
- Make sure to find the right balance between independence and asking for supervision. Show initiative and think about possible solutions when things are difficult, but do not walk around with problems or questions for too long.
- Ask for feedback from your supervisor and colleagues during the internship: what is going well, and what could I do better? That way, you make sure you meet expectations.
- If you are enthusiastic about the organization where you have done your internship and would you like to work there after graduating? Show them. If your supervisor does not broach the subject, do so yourself.
- Maintain a professional attitude during the internship. Especially because an internship can be a good step towards a job or provide a useful way to build your network, it is important to make a good impression.

Good luck!

APPENDIX A - OVERVIEW INTERNSHIP COORDINATORS

Bachelor

Program	Internship Coordinator	Email
Accounting and Control	Paul C.M. Claes	p.c.m.claes@vu.nl
Business Administration:		
- Human Resource Management	Rafael Wilms	r.wilms@vu.nl
- International Management	Sebastian Baldermann	s.baldermann@vu.nl
- Leadership and Change Management	M. Darouei	m.darouei@vu.nl
- Management Consulting	K. van Bommel	k.van.bommel@vu.nl
- Strategy and Organization	V. Duplat	v.duplat@vu.nl
Digital Business and Innovation	Joey van Angeren	joey.van.angeren@vu.nl
Transport and Supply Chain Management	Stefan Waldherr	s.m.g.waldherr@vu.nl
Economics	Stefan Hochguertel*	thesis.economics.feweb@vu.nl
Entrepreneurship	Els A.H. Kleijn	e.a.h.kleijn@vu.nl
Operations Research	DA van der Laan*	d.a.vander.laan@vu.nl
Econometrics	Lennart Hoogerheide	l.f.hoogerheide@vu.nl
Finance and Financial Sector Mgmt.**	Mark Dijkstra	m.a.dijkstra@vu.nl
Marketing	Emile Lancee	emile.lancee@vu.nl
Spatial, Transport and Environment Economics	V.A.C. van den Berg	v.a.c.vanden.berg@vu.nl
Minor	**Minor Coordinator**	**Email**
Economics**	Evgenia Motchenkova	e.i.motchenkova@vu.nl
Entrepreneurship	Wouter Stam	w.stam@vu.nl
Sustainability: Management and Innovation	Lukas Falcke	l.a.falcke@vu.nl
Decision Making in Business and Society	Kobe Millet	kobe.millet@vu.nl

Risk Management for Financial Institutions	Gunseli Tumer	g.tumeralkan@vu.nl
Real Estate Economics and Finance	Jan Rouwendal	j.rouwendal@vu.nl
Health care management	Yvonne Krabbe - Alkemade	y.j.f.m.alkemade@vu.nl
Business Administration	Valerie Duplat	v.duplat@vu.nl
Applied Econometrics: a big data experience for all	Lennart Hoogerheide	l.f.hoogerheide@vu.nl
Managing Digital Innovation	Katharina Cepa	k.c.cepa@vu.nl
E-business and online commerce	Edona Elshan	e.elshan@vu.nl
Accountancy	Rob Boterenbrood	d.r.boterenbrood@vu.nl

*only coordinates theses, not internships

**does not have internship opportunities

APPENDIX B: INTERNSHIP AGREEMENT

Internship agreement (ENG)

Stageovereenkomst (Dutch)

APPENDIX C - INTERNSHIP DOCUMENTS 12 ECT INTERNSHIPS

1. PROPOSAL (12 ECT Internships)

An initial version – as complete as possible – only has to be signed by the intern and has to be e-mailed to the Minor Coordinator or Department Internship Coordinator at least 48 hours prior to the appointment. Based upon the initial version you will be assigned to a SBE Supervisor.

The final version has to be signed by all parties. Make sure to provide the SBE Supervisor and the company supervisor with a signed copy of this final version (on paper or digitally).

1. PERSONAL INFORMATION

Name .....

Address .....

Zip Code/Residence .....

Telephone number .....

e-mail address .....

Student number .....

2. STUDIES

Programme (BK/EBE/EOR/IBA) .....

Minor or Discipline (select what is relevant) .....

Minor Coordinator /Department Internship Coordinator .....

SBE Supervisor (name & email) .....

3. INTERNSHIP

Name organization .....

Address .....

Zip Code/Residence .....

(Organizational) department .....

Name company supervisor .....

Position supervisor .....

Telephone number .....

E-mail .....

Internship period .....

Number hours/weeks .....

INTERNSHIP PLAN

The internship plan is part of your internship proposal, which you have to include in your internship report. The internship plan contains the following elements:

1. Brief description of the organization and the department where the internship is located (for instance, sector, age of the organization, number of employees, etc. (max. 1 A4);

2. Project assignment, consisting of the subject, the actual (research) problem that will be investigated, a plan how to address this problem (e.g., related review, market analysis, research, methods, etc). Note that these elements might vary per assignment. However, it is important to illustrate a systematic approach that will allow you to reach the learning objectives of the internship (max. 2-3 A4);

3. Any non-project assignment-related activities (for instance carrying out work that is part of daily business but not specifically related to the assignment). NB. Use terms like 'assist' and 'support' as sparingly as possible (max. 1 A4);

4. Weekly time planning; Tip: when planning your activities, make sure to include the supervisory meetings with your Company Supervisor and your SBE Supervisor.

5. Personal learning objectives: what do you expect to learn from this internship? (max. 1 A4);

6. Explanation of why you have chosen the internship for the minor or discipline in question (max. ½ A4).

5. SIGNATURES

	Intern	SBE Supervisor	Company Supervisor

Name			
Location			
Date			
Signature			

2. INTERNSHIP REPORT (12 ECT internships)

Send your Internship Report not later than 10 working days after the ending ofyour internship to your SBE Supervisor and to your Company Supervisor.
A plagiarism check will be performed on your final Internship Report.

In your final Internship Report you should address the following issues;

1. Description of the nature and significance of the organization providing the internship (size, sector, economic significance, products, organizational structure, branch offices, business environment, etc.);
2. Description of the business department where the internship was located;
3. Formulation of the project and the problem investigated;
4. Description of the associated approach, including data, if relevant;
5. Literature (e.g., theory, models, concepts) that you used;
6. The deliverables of the project;
7. Description of any non-project assignment-related activities and the associated results;
8. Conclusion: to what extent was the project successful (i.e., a solution to the problem defined);

Appendices:

A Internship Proposal

B Internship Agreement

C Slides of your Final Presentation at the Company C Feedback Form Company Supervisor

D Personal Portfolio, including (1) your activity log; (2) a personal reflection on the internship (i.e., the supervision by the organization providing the internship, the working atmosphere, comparison of expectations and realizations, etc.); (3) your reflection on your personal learning objectives.

3. FEEDBACK FORM COMPANY SUPERVISOR (12 ECT INTERNSHIPS)

To be filled out by Company Supervisor. The intern emails this Google Docs Form to her or his Company Supervisor. The Company supervisor emails this filled out and scanned document back to the SBE Supervisor and to the Intern.

Dear ..... (name internship Company Supervisor),

We thank you for supervising our SBE student during his or her internship.

Now the internship is nearing its conclusion, we appreciate you providing feedback to the student for the further development of his or her career. The feedback will be used to allow the student to reflect on his or her performance on the work floor and in your organization, and to indicate areas where there is potential for further development.

Please send this document back to the SBE Supervisor ..... (name) ..... (email)

Name intern	
Student number	
Address	
Zip Code and residence	
Telephone	
E-mail	. . . . . @student.vu.nl

Organization	
Address	
Zip Code / City	
Internship organization	
E-mail/telephone number company supervisor	

Brief outline of the assignment(s), activities and outcome of the internship.	

Evaluation	Insufficient	Barely sufficient	Sufficient	Good	Excellent
The project					
Ability to identify a relevant problem	O	O	O	O	O
Level of knowledge /skills	O	O	O	O	O
Ability deliver relevant managerial insights / a solution to a practically relevant problem	O	O	O	O	O
Creativity	O	O	O	O	O
Internal project presentation	O	O	O	O	O
Overall project execution	O	O	O	O	O
Team work					
Ability to professionally communicate and interact with others	O	O	O	O	O
Ability to work well in a team	O	O	O	O	O
Ability to understanding of roles and needs of different types of stakeholders	O	O	O	O	O
Professional attitude					
Ability to reflect on own responsibilities	O	O	O	O	O
Ability to reflect on personal development	O	O	O	O	O
Working independently	O	O	O	O	O
Additional comments – indicate strengths as well as attention points for further development					

OVERALL INTERNSHIP EVALUATION Company supervisor	O PASS FAIL O (select one)

Location ..... Date: .....

Signature Company Supervisor: .....

Stamp/Seal organization: .....

4. ASSESSMENT FORM SBE SUPERVISOR (12 ECT INTERNSHIP)

To be filled out by SBE Supervisor and submitted to Study Secretariat

Internship Report Title	
Related Minor or Discipline	
Name Internship Organization	
Name student	
Student number	
SBE Supervisor	
Academic Year / Date	
Plagiarism Check	

Evaluation	Insufficient	Barely sufficient	Sufficient	Good	Excellent
Academic Skills					
Provides a clear analysis of the problem	O	O	O	O	O
Illustrates a good understanding of the problem	O	O	O	O	O
Presents well-founded arguments in examining the problem	O	O	O	O	O
Research Skills					
Identifies a relevant problem and translate this in to a research question/project objective	O	O	O	O	O
Hypothesis development (only if relevant)[6]	O	O	O	O	O
Presents a systematic, cohesive approach to the design of the research/ project	O	O	O	O	O
Level of the method(s) used (e.g., qualitative and/or quantitative)	O	O	O	O	O
Quality of the data analysis	O	O	O	O	O
Interpretation and discussion of the results	O	O	O	O	O
Limitations are clearly discussed	O	O	O	O	O
Knowledge					
Use of substantive knowledge and insights about the minor theme/ specific discipline (i.e., integration of academic literature)	O	O	O	O	O
Ability to make connections between theories, models, and concepts	O	O	O	O	O

[6] While every internship will involve a research component, some internships will be more research oriented than others. More specifically, not all internships will include a conceptual model with hypotheses. Those items therefore are only relevant for internships with a specific research component.

Bridging Theory and Practice					
Identifies a practically relevant problem	O	O	O	O	O
Applies theoretical knowledge to a real-life situation	O	O	O	O	O
Delivers relevant managerial insights / a solution to a practically relevant problem.	O	O	O	O	O
Structure and Layout					
Clear and logical structure (chapters, sections, appendixes)	O	O	O	O	O
Written in an understandable way	O	O	O	O	O
References are correctly referenced (in text and reference list)	O	O	O	O	O
Spelling and grammar is correct	O	O	O	O	O
Professional lay-out	O	O	O	O	O
Self-Awareness (Personal Portfolio)					
Works independently	O	O	O	O	O
Ability to reflect on own responsibilities	O	O	O	O	O
Ability to reflect on personal development	O	O	O	O	O
The report includes the following Appendices:					
Internship Proposal	YES / NO				
Internship Agreement	YES / NO				
Slides Final Presentation at the Company	YES / NO				
Feedback Form Company Supervisor	PASS / FAIL (as evaluated by Company Supervisor)				
Personal Portfolio, including (1) activity log; (2) reflection on the internship (i.e., the supervision by the organization providing the internship, the working atmosphere, comparison of expectations and realizations, etc.); (3) reflection on your personal learning objectives.	YES / NO (see Rubric Self-Awareness)				
Additional comments (optional)					

OVERALL INTERNSHIP ASSESSMENT SBE supervisor	O PASS FAIL O (select one)

Signature SBE supervisor: .....

APPENDIX D: INTERNSHIP DOCUMENTS NOT FOR CREDITS INTERNSHIP (0 ECT)

1. PROPOSAL (not for credit internships)
   In Canvas you will find a Teams From for the Internship proposal which you need to complete. The form contains the following information:

1. PERSONAL INFORMATION

Name .....

Nationality .....

Telephone number .....

E-mail address .....

Student number .....

2. STUDIES

Program .....

Expected graduation date .....

School Supervisor (name and email) .....

3. INTERNSHIP

Name organization .....

Address .....

Zipcode/Residence .....

(Organizational) department .....

Name company supervisor .....

Position supervisor .....

Telephone number .....

E-mail .....

Internship start and end date .....

The internship proposal contains the following elements:

1. Describe the organization and the department where the internship is located (for instance, sector, age of the organization, number of employees, etc.;
2. A description of your internships tasks and responsibilities
3. Personal learning objectives: what do you intend to learn from this internship? Please elaborate in detail.
4. Describe why the internship is relevant for your study programme.

2.INTERNSHIP REPORT (not for credits internship)

Send your Internship Report before the ending of your internship to your School Supervisor and to your Company Supervisor.

In your Internship Report you should address the following issues (max 6 A4);

- Description of the internship (i.e. goal, activities, results);
- A personal reflection on the internship (i.e., the supervision by the organization providing the internship, the working atmosphere, comparison of expectations and realizations, etc.);
- Your reflection on your personal learning objectives (i.e. What did you learn? What were challenges? What are your main take-aways regarding your personal development?)
- Describe which soft skills were required for your role. Which soft skills did you further develop during your internship, and can you provide specific examples of how you developed them? To what extent did you feel prepared to apply and develop these skills? What could you, the internship organisation, and VU do to better prepare students for the development and application of these soft skills?
- Describe which hard skills were required for your role. Which hard skills did you further develop during your internship, and can you provide specific examples of how you developed them? To what extent did you feel prepared to apply and develop these skills? What could you, the internship organisation, and VU do to better prepare students for the development and application of these hard skills?

  Examples of hard skills include data analysis, programming, financial skills, IT skills, and other discipline-specific technical competencies.
- What advice would you give to students that are currently looking for an internship?
- What advice would you give to students who are interested in a similar position?

3. EVALUATION FORM COMPANY SUPERVISOR

Name intern	
Internship organization	
Company supervisor	
E-mail/telephone number company supervisor	

Evaluation	Poor	Below average	Average	Above Average	Excellent	Not applicable
Tasks						
Level of knowledge /skills	O	O	O	O	O	O
Ability to deliver relevant insights / a solution to a practically relevant problem	O	O	O	O	O	O
Creativity and problem solving ability	O	O	O	O	O	O
Overall execution of tasks	O	O	O	O	O	O
Team work						
Ability to professionally communicate and interact with others	O	O	O	O	O	O
Ability to work well in a team	O	O	O	O	O	O
Understanding of roles and needs of different types of stakeholders	O	O	O	O	O	O
Professional attitude						
Ability to reflect on own responsibilities	O	O	O	O	O	O
Ability to reflect on personal development	O	O	O	O	O	O
Working independently and taking ownership for the project/ task	O	O	O	O	O	O
What are the 3 most important competences for this internship position and how did the student perform on these?						
	O	O	O	O	O	O
	O	O	O	O	O	O
	O	O	O	O	O	O
What recommendations would you make for the student, the university, and your organisation to further strengthen the development of these competencies in future students?						

What are the interns strengths as well as areas for further development?
Additional comments

Do you give the intern permission to share his/her experience with future interns ?	YES NO (select one)

Location ..... Date: .....

Signature Company Supervisor: .....

APPENDIX E: CONFIDENTIALITY AGREEMENT

The undersigned

1. .....
   .....,

and

2. <*name company*> having its registered office in <*location*> and principal place of business at <*address company*>, duly represented in this matter by <*name of company supervisor*>.

Hereinafter also jointly referred to as the "Parties".

Whereas

a. The Parties are interested in sharing information for the purpose of <*name of project*>, hereinafter referred to as the "Project".
b. The Parties desire to protect their proprietary and confidential information and agree to lay down the terms and conditions for the use of any such information that may be disclosed by the other party.

Have agreed as follows:

ARTICLE 1: Confidential Information

1.1 Confidential Information means, but is not limited to, all information that has been or will be disclosed by or on behalf of a Disclosing Party (as defined in Article 2.1), directly or indirectly, in whatever form, oral and written, including any data, reports, analysis, specifications, techniques, processes, ideas, trade secrets, know-how, financial, technical and commercial information, patents and patent applications, inventions (whether or not patentable), drawings, designs, computer software (including source code), and which is, or should be reasonably be expected to be, of a confidential nature.

1.2 All Confidential Information provided under this Agreement is provided "as is" and without any warranty, express, implied or otherwise, regarding its accuracy or performance. Neither party shall be liable to the other party for the accurateness or completeness of any disclosed Confidential Information.

ARTICLE 2: Non Disclosure

2.1 Each party to this Agreement receiving Confidential Information (such party hereinafter referred to as the "Receiving Party") from the other party to this Agreement (such party hereinafter referred to as the "Disclosing Party") hereby agrees to keep confidential and not to disclose, distribute or disseminate any part of such received Confidential Information to any third party without the prior written consent of the Disclosing Party. The Receiving Party will take all reasonable steps to ensure that such Confidential Information shall be protected against unauthorized access, use, theft, and the like.

2.2 The Receiving Party may disclose any part of the Confidential Information to any and all persons who work for Receiving Party, whether or not pursuant to an employment agreement with Receiving Party (the "Permitted Persons"), if and only to the extent that such disclosure is necessary for the execution of Project. The Receiving Party shall oblige the Permitted Persons thus involved to maintain strict confidentiality of the Confidential Information in accordance with the terms and conditions contained in this Agreement and to use the Confidential Information only for the execution of the Project.

2.3 A breach of confidentiality by its Permitted Persons shall be considered as a breach of the confidentiality of Receiving Party under this Agreement and Receiving Party shall be liable for any damages resulting there from without prejudice to Disclosing Party's right to (also) claim damages from the Permitted Person who was in breach.

2.4 Receiving Party will notify Disclosing Party immediately of any unauthorized use and/or disclosure of the Confidential Information that comes to its knowledge.

ARTICLE 3: Exceptions

3.1 The obligations under ARTICLE 2 do not apply, or cease to apply, to Confidential Information of which Receiving Party can prove by documentary evidence:

(a) that it was in the public domain prior to the disclosure under this Agreement; or

(b) that is was in the possession of Receiving Party prior to disclosure under this Agreement, as shown by written records, and provided it was not acquired directly or indirectly from Disclosing Party; or

(c) that, after its disclosure under this Agreement, it became part of the public domain by publication or otherwise through no act or omission of Receiving Party; or

(d) that, after its disclosure under this Agreement, it was received by Receiving Party from a third party who did not acquire it directly or indirectly from Disclosing Party, and who was legally entitled to disclose that information; or

(e) that it is obliged to disclose the Confidential Information under a statutory duty and/or Court order. In that case, Receiving Party will, as soon as it becomes aware of an imminent or actual legal obligation to disclose information, prior to such disclosure inform Disclosing Party of that obligation and provide Disclosing Party with all relevant documents, so that Disclosing Party may seek protection against such disclosure. Receiving Party will not disclose more information than strictly necessary to comply with its legal obligations and will make every effort to ensure confidential treatment of the information by the authorities receiving that information.

Specific information shall not be within the foregoing exceptions merely because it is embraced by more general information in the public domain or in the possession of Receiving Party.

ARTICLE 4: Documents and return of Confidential Information

4.1 Receiving Party may only make copies of Confidential Information if strictly necessary for the Project, and must ensure that all such copies are clearly marked as confidential, and can be clearly separated from Receiving Party's own information.

4.2 Upon the Disclosing Party's written (e-mail included) request the Receiving Party shall promptly return all Confidential Information provided by the Disclosing Party to the Disclosing Party and any (electronic) copies notes or other documents in its possession pertaining to Confidential Information and shall confirm in writing that it/they has/have not withheld any Confidential Information. The Receiving Party and/or Permitted Persons shall not keep any (electronic) copies of the Confidential Information in its/their possession.

ARTICLE 5: Rights

All rights in Confidential Information are reserved by the relevant Disclosing Party and no rights or obligations other than those expressed herein are granted or to be implied from this Agreement. More specifically, nothing in this Agreement nor the subsequent disclosure of Confidential Information pursuant to this Agreement can be construed as an assignment or transfer of intellectual property rights in and/or any other right relating to (the use or ownership of) Confidential Information.

ARTICLE 6: No Obligation to Provide Information

Neither this Agreement nor the disclosure, or receipt of Confidential Information, shall be construed as creating any obligation of a party to furnish any Confidential Information to the other party, or to enter into any Agreement or relationship with the other party.

ARTICLE 7: Duration and Termination

7.1 This Agreement shall continue in effect as long as necessary for the proper execution of the Project.

7.2 Disclosing Party may terminate this Agreement by registered mail to Receiving Party, immediately effective:

a) if Receiving Party commits a material breach of any of its obligations under this Agreement, or

b) if Receiving Party is dissolved or liquidated, files or has filed against it a petition under bankruptcy or insolvency law, makes an assignment for the benefits of its creditors or has a receiver appointed for all or substantially all of its property, or
c) if Receiving Party shall come under the control of any third party, other than an affiliate by which it is controlled at the date hereof.

7.3 Upon termination of this Agreement pursuant to Article 7.1 or 7.2, the rights and obligations of the Parties under Articles 1, 2, 3, 4, 7 and 8 will remain in full force and effect for a period of three (3) years from the date of termination.

7.4 Upon termination of this Agreement, Receiving Party will discontinue its use of the Confidential Information and will, upon direction of Disclosing Party, return or destroy any remaining Confidential Information.

ARTICLE 8: Legal Framework

8.1 This Agreement may not be assigned by either party without the prior written consent of the other party.

8.2 This Agreement will be governed by and construed in accordance with the laws of the Netherlands. Disputes will exclusively submitted to the competent court of Amsterdam, the Netherlands, without prejudice to Parties' right to appeal.

In witness whereof this Agreement is executed in 2 fold and signed by all Parties:

<insert location>, <insert date>, <insert year>	*<insert location>, <insert date>, <insert year>*
.....	.....
Signature student	Signature company representative
Name of student:	Name of company:
	Name of company representative:
	Name of function