



Universiteit Leiden

Internship regulations Bachelor's and Master's programmes

Faculty of Humanities

Valid as of 1 September 2024

1. Introduction

An internship can be included in a degree programme as a compulsory component, as part of the electives or as an extra-curricular component (or a combination of these). The student is enrolled in the degree programme under which the internship falls for the duration of the internship period.

2. Study load

A degree programme can cap the study load (number of ECs) for compulsory internships or internships as part of the electives. An internship has a study load of at least 10 EC (280 working hours) to a maximum of 20 EC (560 working hours). The study load of internships is a multiple of 5 EC (i.e. 10, 15 or 20 ECs). Preparations for the internship (drawing up the internship plan) and writing the internship report each count for about 1 EC of the determined study load.

3. Planning

The student does the internship in the period designated for this purpose by the degree programme, or agreed upon in consultation with the study advisor. The internship period is included in the internship plan for approval.

4. Admission to the internship

A bachelor's internship can only be started after the propaedeutic examination has been successfully completed. Bachelor's and master's programs may set (additional) conditions for admission. See point 11.

5. Location

The internship is carried out as much as possible on location at the organisation providing the internship. In consultation with this organisation, it can be agreed that the student will carry out part of the internship remotely. As a guideline, the student is preferably present on location at the internship organisation for at least 80% of the agreed number of working hours per week. Depending on the nature of the organisation providing the internship or the internship itself, the Board of Examiners may decide to deviate from this guideline. In force majeure situations as referred to in Art. 3.0.1 of the OER, the Faculty Board may decide to deviate from this guideline.

6. Internship plan and agreement

Before an internship can start, it must first be approved by the Faculty. This means that, before the student starts the internship, it must have been approved by the Board of Examiners of the student's main study programme.

This internship plan is formulated in conjunction with the internship agreement according to the faculty template. After the internship plan has been approved by the internship lecturer (from one of the Faculty of Humanities study programmes) and the internship supervisor (from the internship organisation) and has been submitted to the Faculty's internship coordinator for advice, the Board of Examiners assesses the suitability of the internship. Once the internship plan has been approved, the internship lecturer is also appointed as the internship examiner. Within ten working days of receiving the internship plan, the Board of Examiners will reach a decision regarding approval. Between 1 July and 31 August, a maximum period of 30 working days applies.

The internship plan and agreement and the associated conditions are signed by the student and the authorised representatives of the organisation providing the internship and the faculty.

7. Internship assignment

The internship assignment must be appropriate to the level of a bachelor's or (research) master's programme. This can be apparent, for example, from answering a research question during the internship, but also from e.g. carrying out activities, or drawing up a policy document or advisory report for which an academic level is desired. The internship assignment always leads to a final product.

8. Internship report and final product

The student concludes the internship with an internship report and a final product.

Internship report

The internship report is a reflective report of the internship which includes the following components:

- a) A description of the activities during the internship;
- b) A description of the department and/or organisation;
- c) A reflection on the student's own learning process/ achievement of the predetermined (personal) learning objectives;
- d) A reflection on a) the student's own profile (knowledge, skills, competencies) in relation to the internship practice and on their own performance during the internship, and on b) motivation;
- e) A reflection on further education after graduating from the programme (note: only applicable to Bachelor's internships);
- f) A reflection on the internship in relation to preparation for the labour market/future career.

Final product

The final product is a direct result of the described internship assignment and is described in the internship plan. Any additional documents/products produced will be added to the final product. In the case of an intangible/immaterial final product (for example, a festival or conference), a separate report will be written on the nature and realisation thereof.

9. Assessment

The external internship supervisor provides the internal internship lecturer with input for the assessment using a standardised feedback form. The internship lecturer determines the final assessment of the internship on the basis of the following criteria:

- a) Preparation of the internship: the formulation of the internship plan and other preparatory activities;
- b) Functioning during the internship: primarily based on the assessment of the internship supervisor;
- c) Internship report: contents and quality of the internship report;
- d) Final product: the quality of the final product produced by the internship.

The student is required to at least obtain a pass for components b) and c) in order to successfully complete the internship. The final assessment is recorded on a standardised assessment form.

10. Responsibilities

The student is responsible for:

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

The Programme Board are responsible for:

- a) Implementing the Faculty's internship policy;
- b) Any further required actions arising from these internship regulations.

The internship supervisor is responsible for:

- a) Assessing the internship plan prior to the internship;
- b) Supervising the student during the internship; in accordance with agreements in the internship plan;
- c) Giving interim feedback to the student about their performance;
- d) Providing input to the internship lecturer about the student's performance for the purposes of their assessment.

The internship lecturer is responsible for:

- a) Assessing the internship plan prior to the internship
- b) The overall supervision during the internship – in the Netherlands by means of a visit to the student and internship supervisor at the organisation providing the internship or by means of (a) video call(s); abroad by means of (a) video call(s) with the student and internship supervisor;
- c) Final assessment of the internship, partly based on the input of the internship supervisor.

The Board of Examiners are responsible for:

- a) The approval of the internship as described in the internship plan and the appointment of the internship lecturer as examiner of the internship.

The Career Service/faculty internship coordinator are responsible for:

- a) Supervising the correct implementation of the internship regulations and internship procedures;
- b) Giving advice on the internship plan;
- c) Where applicable, signing internship agreements (after approval of the internship plan).

11. Additional conditions

Degree programmes may impose additional conditions on compulsory internships or internships included in the curriculum as electives, as long as this is in line with faculty guidelines. Examples include:

- a) Maximising the study load (number of ECs) for compulsory internships or internships in the electives;
- b) Imposing an entry requirement, e.g. the student must have obtained a certain number of ECs or have passed a specific course or courses before starting the internship;
- c) Including a research component in the internship, or in addition to the internship (e.g., writing a research proposal);
- d) Setting requirements regarding the extent to which the internship should relate to the content of the programme;
- e) Implementing restrictions with regard to doing an internship at one of the faculty's institutes (whereby the internship activities can also be in the form of a paid student assistantship, for example).

If degree programmes choose to impose additional conditions on the internship, these will in any case be included in the Prospectus. If an entry requirement is imposed regarding a certain number of ECs or specific courses to be completed, this is also specified in the programme-specific section of the Course and Examination Regulations (OER) (Art. 4.2). The degree programmes are responsible for ensuring that students are clearly informed about additional conditions.

12. Final Provisions

- a) These regulations may be cited as: *Internship regulations for Humanities bachelor's and master's programmes*.
- b) In cases for which these regulations do not provide, the Faculty Board will decide.

The [Faculty website](#) provides further practical information for students about finding and arranging internships.