INFORMATION ABOUT INTERNSHIPS

For the internship examples stated below, we strongly advise students to consult the Career Office (at least 1 month) before the start of the internship.

Some students prefer to embark on an internship. Given the time constraint on the program, internships are not officially supported. There are only a few possibilities for most Master’s Programme (check with the Thesis Coordinator) to do an internship:

- You can do your thesis research during an internship (no extra credits can be earned). The internship contains of doing research and connects to the content of the Msc programme.
- Capita Selecta course is part of the programme AND an internship is allowed as part of the Capita Selecta (6 ECTS can be earned). The internship will at least meet up to 6 ECTS, which is 6 x 28 = 168 hrs. Usually this kind of internship is used to collect data for writing your thesis.

Both possibilities require that your professor is willing to be your internship supervisor and sign the internship contract between VU and the company. The internship provider must be able to present this agreement to the Labour Inspectorate if asked to do so. Use of this internship agreement is therefore NOT optional: it is compulsory. For all students it is therefore important to talk to your assigned (thesis) supervisor who wants to guide you and to find out whether you can do research at the company that matches your study programme. Note: your internship supervisor is responsible for the approval of your internship. You do not have to apply for approval at the exam committee.

Capita selecta
In some of the master programs it is possible to do an internship for study credits. Please consult with the program coordinator of your master if this is a possibility in the curriculum. Keep in mind that you will have to acquire an internship and supervisor on your own. The supervisor needs to approve the internship content (at least 1 week before you start), supervise the content during your internship and assess the end result after completion of your internship. The supervisor will communicate the internship as a capita selecta course to the study secretariat (including a grade).

Thesis
In some situations it is possible to connect your thesis to an internship. The point of the internship will be to gather data, which you can use in the methodology and analysis part of your thesis. Your thesis supervisor is the person who can assess and approve your research internship.
Note that the goal of this kind of internship is not necessarily to gain practical experience, but is more focused on collecting good data in order to finalize a good thesis.

**Internship without intervention of the Faculty**

It is possible to commit to an internship without intervention of the Faculty. Note that under most circumstances the company will ask you to sign an internship agreement which the university needs to sign as well. Note: the Faculty will NOT sign any kind of contract for internships which have NOT been approved by a supervisor (and for which therefore you will NOT receive study credits).

**Internship after completion of curriculum**

In the Netherlands companies can only hire interns if the student is still enrolled in the study program for the whole duration of the internship. If you want to consider doing an internship after finalizing the complete curriculum (including thesis), you can postpone your date of graduation in order to do the internship. Keep in mind that this does mean that you will have to pay the tuition fee for the duration of your internship.

If the company requests to show your proof of enrolment, you can show your VU enrolment letter and your student ID card. If this is not sufficient for the employer, you may request a “letter of proof of enrolment” from the FEWEB Office of Career Services. In the letter we will state that you are a student of our Faculty, including the following information:

- Full name
- Student number
- Birth date
- Period of enrolment

Make sure you send this information with your request for “letter of proof of enrolment” to: careerservices.feweb@vu.nl. A confirmation of acceptance of your request will be sent via email. Keep in mind that it takes at least 10 working days (after the confirmation email) in order to prepare the letter. Both you and the employer will receive a hard copy of the official letter.

**Useful links**

Please consult these links about Dutch rules and regulations regarding internships, especially if you are an international student (non-Dutch and/or non-EU):

General information about doing an internship in the Netherlands
Dutch: [http://www.nuffic.nl/toelating-verblijf/werk/stage/stage-nederlandse-opleiding/?searchterm=stage overeenkomst](http://www.nuffic.nl/toelating-verblijf/werk/stage/stage-nederlandse-opleiding/?searchterm=stage overeenkomst)
English: [http://www.studyinholland.nl/study-options/internship](http://www.studyinholland.nl/study-options/internship)

Immigration procedures for international students doing an internship in The Netherlands
TWV (work permit) application procedure via UWV (Employee Insurance Agency, commissioned by the Ministry of Social Affairs and Employment)
https://www.werk.nl/pucs/groups/public/documents/document/ptl1725578.doc (doc only available in Dutch but translate via google translate)

**IMPORTANT NOTE**
Source: Mobstacles, July 2013

**Dutch**
TWV-plichtige studenten die een hele opleiding volgen in Nederland en in het kader van die opleiding een stage lopen, kunnen gebruik maken van de stageovereenkomst die ondertekend wordt door stageverlener, stagiair en HO-instelling. De stageovereenkomst moet getekend worden door de HO-instelling als waarborg dat de stage onderdeel uitmaakt van de studie en dat de HO-instelling achter de stage staat. Het is aan een HO-instelling om te bepalen of zij de ruimte bieden aan een student om een extra stage te lopen. Het is wel de bedoeling dat de student enige begeleiding ontvangt vanuit de HO-instelling voor het lopen van de stage. Als de instelling niet de stageovereenkomst gaan tekenen omdat de instelling niet de stageovereenkomst gaan tekenen omdat de instelling niet een actieve rol heeft bij het monitoren of de stage wel aan de kwaliteitsnormen voldoet die de instelling daaraan stelt en het ook niet gaan begeleiden vanuit de instelling, dan kan de student de stage niet lopen. Er moet dan een TWV worden aangevraagd, maar die zal niet worden afgegeven omdat de stage geen noodzakelijk onderdeel uitmaakt van de studie.

**English translation**
Students who need to apply for a work permit (TWV) and who are attending a Dutch university, can make use of the internship agreement signed by internship provider, trainee and educational institution. The internship agreement must be signed by the educational institution as a guarantee that the internship is part of the curriculum and that the university is supporting the internship. It is up to the educational institution to determine if they offer room in the curriculum to do an internship. In case the educational institution allows the internship, supervision by a member of the faculty is required. If the educational institution is not going to sign the internship agreement because the institution does not have an active role in monitoring the quality of the internship, then the student can't do the internship. In this case, a work permit must be requested by the employer, but it will not be issued by the UWV because the internship is not a mandatory part of the curriculum.

**Need advice?**
We strongly advise students to contact the FEWEB Office of Career Services before committing to an internship. Appointments can be made via careerservices.feweb@vu.nl. Or visit us during office hours on Tuesdays and Thursdays (no appointment needed):
Please note that if you need assistance from the Faculty in the administrative process of your internship, you are well advised to contact the Office of Career Services at least one month in advance of the preferred starting date of your internship.