Find an internship

• The time period of the internship should be at least 10 weeks fulltime (420 hrs) for 15 EC, or 15 weeks (560 hrs) for 20 EC.
• You are responsible for finding an internship yourself. Feel free to consult Career Centre, AIESEC, Integrand, etc. for help if necessary!
• You can only start with your internship if you have successfully passed the first year of the programme (You can start looking for an internship and write your proposal before you have passed the first year however);
• IBA-students are required to do an international internship (see page 6 of the Bachelor Internship Manual for more information).

Write your proposal

• Your internship proposal should contain a short description of the company/organisation, a global description of the expected content of your internship, the duration of your internship (including the number of hours per week), and a description of the contrasts between theory and practice.
• Please use the internship proposal template included as 'appendix 2' in the Bachelor Internship Manual
• For IBA students, a paragraph on the international aspects of the internship is mandatory.

Request approval

• In order to be assigned an academic coach you need to register your internship and submit your proposal via https://sis.eur.nl/student (Osiris Zaak)
• Select the coordinator of the department that covers the subject of your internship (see p. 10 of the Bachelor Internship Manual) in Osiris Zaak while registering your internship.
• The coordinator will assign you a lecturer who will be your academic coach.
• Please note that only internships that have been registered via https://sis.eur.nl/student before the start date of the internship are eligible for grading.

Find a company coach

• In some cases you will first find a company coach before writing your proposal
• Find a coach within the company who has influence and access to the information you need during your internship and whom you can regularly consult when needed.
• Upon the completion of your internship, the company coach will evaluate your performance.

Internship & report

• To conclude your internship, you should write a report of approximately 20 pages (for a 15 EC internship) or 25 pages (for a 20 EC internship).
• The following components need to be covered: The work report, the research report, and a self-reflection. Please consult the manual for more information!
• You have the opportunity to hand in a draft or incomplete version of your report 4 weeks prior to the end of your internship the latest.
• You have 4 weeks after the completion of your internship to complete your final report.
• Your academic coach will assess your report and send your final grade to Exam Administration within 4 weeks after receiving your report.