**POSTPONEMENT ACTIVE DEGREE ISSUANCE INTERNSHIP Non- EEA in NL**

This form is applicable to MSc students **with a non-EEA nationality** who have the intention of doing an internship after having completed all curriculum components, including thesis, in the nominal timespan of the programme.

The internship will continue after the **1st of September** **till maximally 30 November 2023** and to keep your student status after this date you will need to request for postponement of the Active Degree Issuance. You do so by filling out this form **before 15 June 2023**. **The approved signed internship proposal by an academic coach, copy of your residence permit and signed Nuffic agreement should be uploaded in Osiris Case by 25 July 2023**. Your request will be processed by the Exam Administration after approval of the Examination Board. You will receive the decision of the Examination Board by e-mail.

**Postponement Active Degree Issuance**  **Date: …………………………………**

Name student: …………………………………………………………………………Student number: …..……...…..…………..

Which MSc programme: …………………………………………………………………………………………………………………….

**INTERNSHIP PROPOSAL – Active degree Non-EEA MSc student**

 **Date: …………………………**

Starting date: ………/……… /………. Completion date: ……..../…..…../……….

Internship found via Career Centre? Yes/No: ……………………………………………………………………………………………….

Name Company …………………………………………………………………………………………………………………………………………………

Address: ……………………………………………………………………………………………………………………………………………………………

Postal Code + City: …………………………………………………………………………………………………………………………………………….

Country: ……………………………………………………………………………………………………………………………………………………………

Phone: ……………………………………………………………………………………………………………………………………………………………….

Name company coach: ………………………………………………………………………………………………………………………………………

Phone: ………………………………………………………. Email: …………………………………………………………………………………..

Can we give your contact details to other students for questions on your internship experience? Yes/No: …….

May Career Centre contact the company for future internship opportunities? Yes/No: ………………………………….

Name student: …………………………………………………………………………………................ Student number: ………...……….

MSc programme: …………………………………………………………………………………………………………………………………

University coach (if applicable): ………………………….…………………………………………………………………………………............

Short description of the subject of the internship

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## Learning objectives for the internship:

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## Link between your internship and MSc programme:

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Name of student:……………… Name of academic coach:………………..

Signature of student:……………………… Signature of academic coach: …………………………………………
*I have read the manual and expectations I have read the expectations of the academic coach*

This part of the form needs to be uploaded together with a copy of your residence permit and the signed Nuffic agreement by 25 July 2023.

Please note that you have to submit your internship report before 15 October 2023 to make sure the 5 ECTS are awarded before you graduate.

**Expectations of student**

* Write a report 3 - 5 pages reflecting on your learning objectives, performance in the company and the added value of the internship for your MSc programme. Questions to answer in the report:
* What did you expect of the internship and to what extend where the expectations met?
* How were your learning objectives fulfilled? Which actions did you take?
* What was the biggest challenge you faced?
* Which knowledge from your MSc programme was valuable during the internship?
* Which skills and knowledge did you lack at the beginning of the internship?
* A strength/weaknesses analysis of your own performance (what did you do well, what would you improve next time).
* Would you like to continue working for the company? Why/why not?
* Hand in the report to your academic coach before 15 October 2023.

**Expectations of academic coach**

* Examine if the internship is linked to MSc programme and relevant for student. Approve proposal if you agree with the relevance
* Be contact person for student if academic questions arise during internship. Career Centre will be the contact person for any administrative or HR related questions
* Review report before 15 November 2023 and determine pass/fail. Pass if student has met learning objectives or can clearly reflect why goals have not been met. Fail if student did not meet learning objectives and can also not reflect on own performance.
* Hand in grading sheet to Exam Administration before 15 November 2023.
* In return your department will receive a remuneration for your time and effort.

**Please note that this option is only available for Non-EEA students doing an internship in the Netherlands.**