

SBE MASTER'S INTERNSHIP MANUAL 2023 - 2024



Note: for MSc Business Administration students in HRM, IM, LCM, MC and S&O there is additional information available about 6 ECTS internships in a separate Manual.

TABLE OF CONTENTS

1. INTRODUCTION	3
<i>TYPES OF INTERNSHIPS</i>	3
2. NOT FOR CREDITS INTERNSHIP	5
2.1 Procedure and assessment	5
2.1.1. Internship documents	6
2.1.2 Internship proposal	7
2.1.3 Internship agreement	7
2.1.4 Confidentiality agreement	7
2.2 Graduation date and tuition fee	7
2.3 Company supervisor	8
2.4 SBE Supervision and assessment	8
2.5 Internship not for credits in combination with a distinction (Cum Laude)	8
3. WRITING YOUR THESIS AT A COMPANY	9
3.1 Procedure and assessment	9
3.2 Confidentiality agreement	10
4. INTERNSHIP FOR CREDITS (ELECTIVE)	10
4.1 Procedure and assessment	11
4.1.1. Work experience internship	11
4.1.2. Research internship	11
4.1.3 Thesis extension internship	11
4.2 SBE Supervision during your internship	12
4.3 Company supervisor	12
5. EXTRACURRICULAR INTERNSHIP	12
6. PLAGIARISM CHECK	12
7. PRACTICAL MATTERS IN FINDING AN INTERNSHIP	13
7.1 Compensation	14
7.2 Insurance	14
7.3 Doing an internship abroad	14
7.4 Unforeseen circumstances	16
7.5 SBE Career Services	16

8. FINAL TIPS	16
Appendix A: INTERNSHIP PROPOSAL	17
Appendix B: INTERNSHIP AGREEMENT	20
Appendix C: INTERNSHIP REPORT	24
APPENDIX D: EVALUATION FORM COMPANY SUPERVISOR	25
Appendix E: INTERNSHIP COORDINATORS	26
APPENDIX F: CONFIDENTIALITY AGREEMENT	28

1. INTRODUCTION

An internship is an excellent way to apply the knowledge and (academic) skills, which you acquire during your studies. For this reason it is highly recommended to do an internship. The most important learning goal of internships 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 for your professional career.

This manual is intended for **all SBE students** who are interested in pursuing an internship as part of their **master's programme**. This manual provides insights in both content-related issues as well as practical matters about the internship. This includes relevant documents such as an internship agreement with the organization in question. You can do an internship parallel to your study or after completion of all courses. Depending on which type you choose, different rules and regulations apply. Carefully read this manual to inform yourself about the requirements and relevant procedures for each type before searching for an internship.

TYPES OF INTERNSHIPS

In the table below you will find the different types of internships at SBE. The procedures per type of internship will be described in the chapters. **Please note that due to visa regulations not all options are available for all master's programmes or nationalities.**

Type of internship	Supervisor	End product	EC	Who signs the internship agreement?	Enrollment as student required?
0 credits internship (p.5)	SBE Career Services	Reflection report	0	Student Career Services representative Company ¹ supervisor or other company representative	Yes
Writing your thesis at a company (p.9)	Thesis supervisor ²	Thesis	No extra credits on top of the thesis credits	Student Thesis supervisor Company supervisor or other company representative	Yes
Internship for credits ³ (elective, p. 10)	Academic supervisor	Internship report	6	Student Academic supervisor (or internship coordinator) Company supervisor or other company representative	Yes
Extracurricular internship (p.12)	Company supervisor	n.a.	n.a.	Student Company supervisor or other company representative	Depends on company requirements

Table 1. Types of internships and requirements

¹ Throughout the manual, the term company also relates to organizations

² This only applies in case of thesis supervision

³ Only for MSc Entrepreneurship, MSc Business Administration: Human Resource Management, International Management, Leadership and Change Management, Management Consulting, Strategy and Organization- please see the separate BA Master Internship Manual on the website [Internships Faculty SBE - Vrije Universiteit Amsterdam \(vu.nl\)](https://vu.nl/en/interne-internships)

2. NOT FOR CREDITS INTERNSHIP

All students can do a 'not for credits' internship (also called 0 ECTS internship) parallel to their study, or after completion of all courses. After successful completion of the internship, it 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 master's programme and give the opportunity to apply knowledge and/or develop professional skills.

You need to be registered as a student for the entire duration of the internship. If you receive a graduation notification after completion of all your courses via email, it is important to apply for a deferment of graduation. Read the email carefully and choose the option that applies to you. Also you may need to re-register via the studylink, see [Graduation and diploma - Vrije Universiteit Amsterdam \(vu.nl\)](https://www.vu.nl/en/study/graduation).

Please note that Non-EU/EEA and Swiss students can only do an internship if it is part of their study programme. If an internship is not a possibility within the study, but you would like to do one, a not-for-credits internship meets this requirement⁴. See this link for more information:
<https://www.studyinholland.nl/study-options/internship/internship-as-part-of-a-programme-in-holland>

2.1 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 7.2);⁵
- *Approval phase*: once you have found a suitable company and assignment, you will draft your internship proposal stating your activities and learning objectives (see 2.1.1 and appendix A); you need to send the internship proposal to the SBE Career Services (careerservices.sbe@vu.nl) two weeks before the start of the internship;
- *Contracting phase*: after the approval of the proposal and objectives by the SBE supervisor from Career Services, the internship agreement has to be signed by three parties (see 2.1.2). 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.

⁴ <https://www.studyinholland.nl/study-options/internship/internship-as-part-of-a-programme-in-holland>

⁵ Information for employers; [How do I hire an international student intern | NL alumni network](#)

- *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 and company evaluation form. 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.

2.1.1. Internship documents

Minimum 2 weeks before the <u>start</u> of the internship:	1- Internship Proposal 2- Internship Agreement
Minimum 2 weeks before the <u>end</u> of the internship	1- Internship Report 2- Supervisor evaluation

For this internship, you should hand in the following documents:

Before the **start** of the 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 two weeks before the starting date, which the university will co-sign.

Before the **end** of the 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, see appendix C.
- 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.

For specific requirements or practical questions [schedule an appointment](#) with Career Services or contact careerservices.sbe@vu.nl . Please include your study program and what year you are in when you contact Career Services.

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.

2.1.2 Internship proposal

The internship proposal will be leading in obtaining approval for your internship. You need to hand in your proposal 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 A.

2.1.3 Internship agreement

You will find a format for an internship agreement in appendix B. We strongly advise you to use this agreement. 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.

Please note that if the company prefers to use its own contract, we will have to review this alternative contract. This may delay the approval process. Sometimes companies will use the [NUFFIC contract](#) for Non EU students, which is compliant with Dutch law.

2.1.4 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 F. We recommend you to use this agreement. If the company asks you to sign one of their agreements, you can forward this to careerservices.sbe@vu.nl to have it checked by a legal expert.

2.2 Graduation date and tuition fee

If you receive a graduation notification 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. Also you will need to re-register via the studylink, see [Graduation and diploma - Vrije Universiteit Amsterdam \(vu.nl\)](#). 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. For all questions about tuition fees please contact studentdesk@vu.nl.

2.3 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'.

2.4 SBE Supervision and assessment

Career Services supervises the 'not for credits' internship on behalf of the university (careerservices.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.
- Discussing and evaluating the internship report. The SBE supervisor uses the internship report and the evaluation of the company supervisor. Usually, this feedback is provided with an evaluation form (appendix F) but if it is necessary a phone call or face-to-face meeting between the company supervisor and the SBE supervisor can be considered as alternatives.

2.5 Internship not for credits in combination 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 EC 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.

3. WRITING YOUR THESIS AT A COMPANY

In most master's programmes you have the possibility to write your thesis in cooperation with a company. In some cases you will collect data for your thesis at this company. Sometimes you will do research based on a question the company has. Or you will even get a desk and write your thesis at the company. If you are interested in this option, please contact the thesis coordinator of your programme **BEFORE** securing an internship. See appendix E for an overview of the thesis/internship coordinators per programme.

Please note that you will not be rewarded extra credits on top of the thesis credits when combining an internship with the thesis. There is no formal evaluation of your internship, because the only end product is your thesis. Please see the thesis manual of your educational track for more detailed information. Also note that it is not possible to register your thesis activities as a 'not for credit internship'. Only if you conduct a separate assignment or additional activities in addition to your thesis work, this part can be assessed as a 'not for credit internship'. If you have any questions regarding this option, please send an email to careerservices.sbe@vu.nl

3.1 Procedure and assessment

- *Securing an internship:* At all times, you are responsible for securing an internship opportunity. There is no standard list with topics or company contacts available. Please check with the thesis coordinator of your master's track whether there are company internship opportunities available via the thesis supervisors of your master's track. Otherwise, exploit your own network for opportunities. Whenever the faculty hears about internship opportunities, they will communicate this through the announcement website of the programme in Canvas or via the SBE Career Platform. Such opportunities typically come with a specific desired profile and set of pre-requisites by the company.
- *Supervision:* Also note that you are in charge of managing the triangle relationship between student/yourself, academic supervisor, and company supervisor. You are responsible that the proposal for the academic thesis as well as the final thesis itself meets all academic standards. Academic faculty is not obliged to pay company visits for internships.

- **Approval:** Students that secure an internship can ask for approval to link the internship with the thesis (if the programme allows it). This can be done by sending a mail to the thesis/internship coordinator with the specifics of the internship. The information should allow your academic coordinator to assess the internship. With regard to the contract, it is recommended to use the internship agreement in appendix B. For non-EU/EEA students it is not possible to do an internship without involvement of the study programme⁶, so the internship agreement in appendix B should be used under all circumstances.

3.2 Confidentiality agreement

Some companies will ask you to sign a confidentiality agreement. You can find a format for such an agreement in Appendix F. We recommend using this agreement. If the company asks you to sign one of their agreements, you can forward this to careerservices.sbe@vu.nl for a legal check. Please note that this procedure may require some time.

4. INTERNSHIP FOR CREDITS (ELECTIVE)

This elective enables students to perform an internship which will be completed with a report and awarded with credits. This option is only available for students in the following programmes:

- MSc Entrepreneurship
- MSc Business Administration - Human Resource Management
- MSc Business Administration - International Management
- MSc Business Administration - Leadership and Change Management
- MSc Business Administration - Management Consulting
- MSc Business Administration - Strategy and Organization

➔ Please note: There is a [separate internship manual](#) for MSc Business Administration students with exact details. Please refer to that Manual for more information about this possibility. We are including some information below to give you an idea, but the Manual for MSc Business Administration is leading. You can find it here [Internships Faculty SBE - Vrije Universiteit Amsterdam \(vu.nl\)](#).

Note that **you have to register** for an internship course in VUnet if credits are involved.

⁶ <https://www.studyinholland.nl/study-options/internship/internship-as-part-of-a-programme-in-holland>

4.1 Procedure and assessment

We distinguish three types of internships students can opt for to earn 6 ECs:

1. Work experience internship;
2. Research internship;
3. Thesis extension internship.

Details of internships of any type are to be discussed with the specialization thesis coordinator. More details can be found on the Canvas page of the educational track and the separate manual. For any type of internship, students must attain a 6.0 or higher to pass.

4.1.1. Work experience internship

The work experience internship allows students to work alongside employees in order to gain practical experience and get a taste of what it is like to work at a professional organization (broadly understood, for example business firm, government, non-governmental organization); if students are unsure if the organization or the assignment is a good fit, they can consult their internship coordinator for eligibility before starting the internship.

4.1.2. Research internship

This internship allows students to address a specific business/management problem with the aim to produce a research report as a product of the internship. Research internships typically take a practice-oriented and solution-driven perspective, such as writing up a case/research report, policy briefing, advice or consulting project. Research internships can be combined with the master's thesis in terms of topic and focus (for example gathering data during the internship and then using that data for both the thesis and the report). Students can also collaborate with a company and/or ongoing applied research projects and apply scientific concepts to solve a problem in practice. A research internship can also take place at an SBE department, for example Management and Organization, where students collaborate with a faculty member and for instance use previously collected data or work with an existing questionnaire or other method of data collection.

4.1.3 Thesis extension internship

For students with high ambitions regarding their thesis and who aim at publishable results, the thesis extension internship offers the option of expanding your research efforts. This is a rare exception and you need approval from your thesis supervisor and your thesis coordinator to pursue such an internship.

4.2 SBE Supervision during your internship

Your SBE supervisor from your educational track keeps track of the progress during the internship (see appendix E and the separate Business Administration manual). Before you start with your internship, discuss with your supervisor how he/she will keep track of your progress and what is expected of you. The SBE supervisor is responsible for your assessment and will reward your internship with a grade. More details can be found in the MSc-BA internship policy available on Canvas.

4.3 Company supervisor

The organization providing the internship should provide you also with 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.

5. 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/EEA or Swiss students can only do an internship if it is part of their study programme, so this ⁷.

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. Also see table 1 for an overview of the guidelines.

6. PLAGIARISM CHECK

The university is very strict on plagiarism. Committing fraud or plagiarism can lead to exclusion from your programme without graduating. Therefore, every assignment or internship report will be checked for plagiarism with the help of Turnitin software before it gets approved. When plagiarism is suspected, the case will be handed over to the examination board. We often notice that students in some cases do not exactly

⁷ <https://www.studyinholland.nl/study-options/internship/internship-as-part-of-a-programme-in-holland>

know that they have plagiarized. For more information on plagiarism please check [VU Amsterdam Student Guide Academic Integrity \(google.com\)](#) or [“Regulations and guidelines regarding examinations at SBE”](#)

7. PRACTICAL MATTERS IN FINDING AN INTERNSHIP

Take at least three to six months to prepare for a possible internship. Consider this timeline as an example for the time to reserve to secure an internship:

Activity	How long
Looking for vacancies	1 months
Hiring procedure	1 month
Approval procedure	3 weeks

Of course, this procedure may differ per situation since it depends on the strength of your network, available time to invest in securing an internship, and the speed of the recruitment process of the company. Also, it may take more time if you plan to do an internship abroad (see chapter 7.3). Please consider also that the procedure will take longer during the summer holiday due to limited supervision capacity.

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

- Look for vacancies on the vacancy board of [Career Services](#) or [Aureus](#).
- Find out whether special intermediaries or other intern vacancy banks, like AIESEC (for internships abroad), can help you to find a suitable place.
- Look for internship vacancies on LinkedIn or other network or job sites (think of Magnet.me, graduateland.com or intermediair.nl).
- Address your network, for instance fellow students, lecturers, friends, relatives or, colleagues at your temporary job. Perhaps one of them has an idea or could bring you in contact with an organization for an internship.
- Visit company websites, check ‘job opportunities’ or ‘vacancies’. With large companies, it is often possible to save 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 in-house days and career events. Also check the online [event calendar](#) of Career Services for interesting events.
- Send an open application to the organization where you want to do your internship. Organizations often value initiative. If you send an open application, you are expected to provide indications of what you are interested in and what your motivation is to approach the organization in question.
- Talk to your fellow students or alumni about their experiences.

7.1 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 averages from €400 to €600 per month. The amount is often non-negotiable. Something you can often discuss is the duration of the internship or the number of hours a week that you are available, such as a part-time internship so you can attend classes for other courses.

7.2 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, like tripping over the electrical wire of a PC, 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. In some cases this is included in the internship contract. If that is not the case, it is important to take out such insurance before the start of the internship, or to check if you may be insured via your parents.

7.3 Doing an internship abroad

An internship in another country requires thorough preparation. Start your arrangements well in advance, at least six months. Not only is it more difficult to find a suitable placement, there are also practical matters that you will have to take care of, like permits and housing. On [VUweb](#), you can find more information about scholarship options. [Nuffic](#) also has various subsidy (scholarship) options. Also find out if the company requires good written and spoken command of the language of that country. When you are considering an

internship abroad, take a look at [WilWeg](#) and/or [AIESEC](#). Besides, do not forget to register yourself as an outgoing student of the VU before departure (see 7.3.1.)

The approval, supervision and completion of an internship abroad are the same as they are for an internship in the Netherlands, although contact with your SBE Supervisor will take place via long-distance contact. Depending on the available communication technologies, this will usually be via email, Skype/face-time or telephone. It is important to make good and clear arrangements with your supervisor in advance. 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 and/or the embassy providing a visa may require you to supply documentation in the local language - such as proof of insurance and proof of financial support - as well.

COVID-19 and the travel policy

VU Amsterdam's [travel policy](#) states that a student will not be given permission to take a programme component abroad if their destination is in a country that is designated as high-risk by the Dutch government (in other words 'code red' or 'code orange' according to the Dutch travel advice system). In such cases, VU Amsterdam's travel policy stipulates that the student is required to cancel or postpone their stay abroad, or to return to the Netherlands. However, due to the global COVID-19 pandemic, the risks and uncertainties affecting the health and safety of students and staff travelling abroad are considerable. For this reason, students are strongly recommended only to travel abroad when strictly necessary, even to countries where the risk is currently classified as moderate ('code yellow' according to the Dutch travel advice system). See the Dutch Ministry of Foreign Affairs for an overview of the government's current travel advice.

Online internships

Online internships can be a valid alternative for internships abroad. For further questions please contact your responsible SBE supervisor.

7.3.1 Registrations as an outgoing student and emergencies

If you are doing an internship abroad, please note that there is a [policy in case of emergency](#). This link also takes you to a helpful checklist about things to keep in mind before departure. Do not forget to register yourself as an outgoing student of the VU before departure via VUnet: go to 'study/internship abroad' and fill in the form. In case of emergency the university will then be aware of your whereabouts and know how to reach you and/or your contact person(s) in your home country.

7.4 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.

7.5 SBE Career Services

A good preparation is essential for the success of an internship. An internship is not a static given, but something that you (the student-intern) and the organization shape together. 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 about suitable workshops or to schedule an appointment, visit the Career Services [Careerplatform](#).

8. 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 doing your job well. 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 to 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. However, do not wait too long to find help for any problem or question.
- 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 and you would 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.
- Think of clothing, what do they wear? Meet expectations in relation to this. You can also ask them what you should wear if you are uncertain.

Good luck and enjoy your internship!

What other students had to say:

Business Developer Intern

Be aware of the position you are applying for, ask a lot of questions about what the position actually consists of. For me it was not so clear, and therefore very different than I expected. Luckily, the company was flexible, and I was able to work on a diverse set of projects and in different teams.

Strategy and Project Management Intern

Challenge yourself. Look for an internship where you get responsibilities and tasks that are interesting in terms of content. Don't let your fears scare you. This way an internship won't get tiring and you will keep on learning. If you are still unsure about your study path I also recommend trying other things than your usual interest. Your internship is a good opportunity to take a look in these different fields and a quick way to experience if it's to your liking.

If you are looking for a strategy & project management internship as well, I would recommend you to really make sure you get a lot of responsibilities. These responsibilities make the internship more educational and fun, so make sure to be aware of these aspects when sending applications for internships.

Asset Management Intern

Really ask yourself whether you are willing to take risks during your training. Why take risks? Because it's still an internship, there was no permanent contract behind it, so I knew that I was there to learn, test, and see if I liked it. An internship is meant to take risks. So I would say do what you like and take risks because internships are short and temporary; people know it. There is a kind of natural benevolence towards you if you do the work required, but they will never hold it against you if you don't know how to be fully operational. They will always appreciate your open-mindedness, your willingness to learn, your desire to discover.

Equality Analyst Intern

Research the difference between various companies that offer the same kind of internships. Even though the main subject of the internship seems to be the same, I think the content of the internship can vary amongst different companies. I would recommend researching the tasks and activities of the team or company to make sure you know what to expect prior to the internship. Having a good understanding of the expectations can contribute to a pleasant internship experience.

Financial Planning and Analysis Intern:

My advice is that if you can juggle the student life and an internship definitely go for it. Make sure to brush up on basic Excel functions (such as vlookup and pivot tables) and you will be fine.

Appendix A: INTERNSHIP PROPOSAL

1. PERSONAL INFORMATION

Name

Address

Zip Code/Residence

Telephone number

E-mail address

Student number

2. STUDIES

Programme

School Supervisor (name and 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

4. CONTENT OF THE INTERNSHIP PROPOSAL

The internship proposal contains the following elements (max 1-3 A4):

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.

Appendix B: INTERSHIP AGREEMENT

INTERSHIP AGREEMENT

The undersigned:

1. Company/organization

Name:
Address:
Name contact person:
Email address Phone number:.....
Hereafter called: company/organization

2. The educational organization (School supervisor)

Name: Vrije Universiteit Amsterdam, School of Business and Economics
Address: De Boelelaan 1105, 1081 HV Amsterdam
Name supervisor:
Email address careerservices.sbe@vu.nl Phone number: 020-5983067
Hereafter called: VU/SBE

3. The intern

Name:
Address:
Email addressPhone number:.....
Hereafter called: the intern

Parties agree the following:

Article 1. Subject of the agreement and general stipulations

The subject of the agreement is to arrange an internship for a limited period of time within the framework of the programme. The general stipulations that apply to the employees of the business/ organization also apply to the intern. While on location, the intern has to follow the instructions of the company supervisor. The intern is obliged to maintain confidentiality regarding any confidential

information or information the confidential nature of which he or she should understand.

Article 2. Duration internship agreement and daily internship hours

The internship starts on until, with the option of extension until a later date in relation to the completion of the internship. Extension of the internship has to be agreed in writing. The student is responsible for the possible (financial) consequences with regard to the graduation date. The daily hours are

Article 3. Internship project

The aim of the internship is to allow the intern to apply academic knowledge and skills in a practical setting. The internship proposal (see annex) sets out the tasks, responsibilities and learning objectives, in keeping with the level and competences of the intern. This agreement is therefore not an employment contract; the key focus of this is internship is learning, not work.

Article 4. Student and apprentice status

During the internship, the intern remains a registered student of VU/SBE. The student is responsible for possible renewed registration.

Article 5. Non-EU/ EEA students

Non-EU/EEA students (including students of Croatian nationality) hold a valid residence permit for study purposes covering the period of the internship at a minimum. Renewal of the study permit is the responsibility of the student.

Article 6. Supervision and evaluation

The Dutch educational institution and the internship employer will both appoint internship supervisors who will be responsible for supervising the intern. If problems arise, the two internship supervisors will contact each other.

There will be a final evaluation. The parties will agree on what shape this evaluation will take for instance by email or telephone.

At the end of the internship, the VU/SBE will require a report from the intern. The requirements of the report will be known by the student before the internship begins. The internship employer will be presented with a copy of this report. The internship employer will present the intern with an evaluation of his/her internship.

Article 7. Compensation

During the internship, the intern will receive a monthly financial compensation of € The financial compensation will be paid out on a monthly basis, after deduction of income tax and social security premiums.

Article 8. Travel expenses

To cover the costs of travelling to and from the internship, the fiscally allowed travel expenses are paid to the intern. One-way distance: km. Per month: €

Article 9. Leave

The intern is entitled todays' leave. Leave during the internship requires permission from the company supervisor and the human resources department of the organization providing the internship.

Article 10. Liability and social security.

For the intern, the company/organization has a business liability insurance covering damages resulting from the activities of the intern in relation to the internship. In addition, in accordance with art. 7:658 section 4 of the Dutch Civil Code, the student is insured via the company/organization for any damage to the intern during the internship. For damages and injuries to third parties or at the company, the student needs to take out liability insurance.

Article 11. Termination of the internship agreement

The company/organization is entitled to terminate the internship agreement if: the intern fails to observe the general stipulations of article 1 of this agreement; the intern behaves in such a way that the company/organization cannot reasonably be expected to continue the internship. VU/SBE is entitled to terminate the internship agreement and withdraw the intern if, according to VU/SBE, the internship does not proceed as desired.

Thus agreed in threefold.

Location d.d.....

Name and rubber stamp company/organization

.....

.....

Name Company supervisor

.....

Signature Company supervisor

.....

Name School Supervisor

.....

Signature School Supervisor VU/SBE

.....

Name Intern

.....

Signature Intern

Annex A: A copy of the passport and (for non-EU/EEA students and students with a Croatian nationality) the residence permit

Annex B: Internship proposal

Appendix C: INTERNSHIP REPORT

Send your Internship Report a minimum of 2 weeks 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 5 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 the challenges? What are your main take-aways regarding your personal development?)
- 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?

Appendices:

1. Internship Proposal
2. Internship Agreement

APPENDIX D: 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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to deliver relevant insights / a solution to a practically relevant problem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creativity and problem solving ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall execution of tasks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team work						
Ability to professionally communicate and interact with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to work well in a team	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding of roles and needs of different types of stakeholders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Professional attitude						
Ability to reflect on own responsibilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to reflect on personal development	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working independently and taking ownership for the project/ task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What are the 3 most important competences for this internship position and how did the student perform on these?						
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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 ?	<input type="checkbox"/> YES <input type="checkbox"/> NO (select one)
--	--

Location

Date:

Signature Company Supervisor:

Appendix E: INTERNSHIP COORDINATORS

This is an overview of the thesis- and internship coordinators per programme. When connecting, please include your name, study programme and year you are in and the intended dates for the internship.

Program	coordinator	Email
Accounting and Control	dr. Paul C.M. Claes	p.c.m.claes@vu.nl
Business Administration – Financial Management	dr. Lena Tonzer	finthesis.sbe@vu.nl
Business Administration – Human Resource Management	dr. Evgenia Lysova	masterthesis-hrm.sbe@vu.nl
Business Administration – International Management	dr. Alexander Gorgijevski	masterthesis-im.sbe@vu.nl
Business Administration – Leadership and Change Management	dr. M. Darouei	masterthesis-lcm.sbe@vu.nl
Business Administration – Management Consulting	dr. Koen van Bommel	masterthesis-mc.sbe@vu.nl
Business Administration – Strategy and Organization	dr. Valérie Duplat	masterthesis-so.sbe@vu.nl
Digital Business and Innovation	dr. Amanda Porter	a.j.porter@vu.nl
Entrepreneurship	dr. Neil Thompson	n.a.thompson@vu.nl
Econometrics	dr. Lukas Hoesch	masterthesis.eds.sbe@vu.nl
Econometrics thesis internship	dr. Ilka van de Werve	i.vande.werve@vu.nl
Economics Economics: Public Policy Programma	dr. Stefan Hochguertel	thesis.economics.feweb@vu.nl
Finance Honours Programme Quantitative Risk Management Honours Programme Finance and Technology	dr. Egle Karmaziene	finthesis.sbe@vu.nl
Marketing	dr. Aylin Aydinli	aylin.aydinli@vu.nl
Operations Research	dr. D.A. van der Laan	d.a.vander.laan@vu.nl
Spatial, Transport and Environmental Economics	dr. M.G. Lijesen	m.g.lijesen@vu.nl
Transport and Supply Chain Management	dr. Said Dabia	s.dabia@vu.nl

APPENDIX F: 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 it 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