Internship Regulations for the Bachelor’s Programme Economics and Business Economics
(as of January 2008; revised January 2012)

Brief summary of regulations
The Bachelor’s programme in Economic and Business Economics offers the possibility to engage in a
short internship at an organization or institute that is related to the field of study, at home or abroad.
Generally speaking, the internship should take place during the third year of study. The internship
replaces two optional courses which are each worth 6 ECTS credits and are equal to 12 ECTS credits
altogether, or 2 months full-time. The internship could possibly total 18 ECTS credits, or the equivalent
of 3 months’ full-time, but then the total number of credits that can be accumulated for the Bachelor is
180 ECTS credits that have been extended to include 6 ECTS credits in addition. In certain cases, the
internship can also be carried out on a part-time basis.

In all cases, the student who engages in an internship in lieu of two optional courses should ask the Board
of Examiners Economics for permission to carry out the internship by mentioning the following details:

1. Name of the internship organization and the department where the internship will be carried out,
as well as the organization’s website URL
2. Name of the internship supervisor at the organization (including address, e-mail address and
telephone number)
3. Name of the internship supervisor at the Department of Economics and Business Economics (this
can be arranged in consultation with the study advisor)
4. Length of the internship (can choose from (1) a consecutive period of 2 months, (2) a consecutive
period of 3 months, or (3) a part-time equivalent
5. Period in which the internship takes place
6. Reason for the internship and the objectives
7. A description of what the internship involves and the duties to be carried out, as well as
argumentation stating why these tasks for example, are relevant to the field of study Economics
and Business Economics.
8. Nature of the internship (to choose from (1) a practical internship, (2) a research internship, or (3)
a combination of both (1) and (2))
9. Agreements made with the internship organization.

At the end of the internship, a report will be delivered to the internship supervisor of the field of study.
This report includes a discussion of the experiences encountered and information upon which the
assessment has been based.

If problems occur in the interim regarding the progress of the internship, these should be reported by the
intern as soon as possible via e-mail or by contacting the internship supervisor at the Department of
Economics and Business Economics.

Goal and objective of the internship
The internship’s most important objectives are to apply the theoretical knowledge and insights to practice,
to acquire professional skills in the field and for students to become oriented to their future career
prospects. There are five general goals which can be distinguished:

1. subject matter goal: The student should be able to approach and clarify a problem using his or her
knowledge of economics and insights obtained, as well as being able to formulate possible
solutions or interventions, and to carry them out and to evaluate their effectiveness. Applying
insights that have already been acquired is of primary importance.
2. **methodological goal**: The student should acquire the skills necessary to approach a problem in a systematic way and he or she should be oriented towards gathering relevant data.

3. **social goal**: The student should be able to work in a professional environment and to solve problems with others. He or she should be capable of working together in an interdisciplinary environment.

4. **stylistic goal**: The student is required to write a report in clear and accurate language about the problem concerned, the solutions, the execution and the findings.

5. **future goal**: The internship should serve as an orientation towards completing the study and the future professional field.

**Criteria to which the internship should adhere to**

Achieving the goals of the internship is to an important degree dependent on the company where the internship takes place and the tasks that one carries out there. The criteria which the company should meet are as follows:

- the workplace should be closely related to the field of study in Economics and Business Economics at the Radboud University.
- the tasks should tie in well with the specialization that has been chosen in the Bachelor.
- the internship tasks should be so well-defined that the intern can obtain a fairly complete view of the subject during the internship.
- a consecutive period of 2 and possibly 3 months full-time working in the same workplace, or otherwise a part-time equivalent.
- the organization is prepared to invest time in supervising the intern.
- the organization is prepared to draw up written agreements which is to state the mutual rights and obligations.
- the company’s supervisor is prepared afterwards to give an assessment of the intern to the intern’s supervisor from the Economics and Business Economics department.
- the internship tasks are functional for the organization.

**Organization of the internship**

In principle, the student is responsible for finding an internship. It is important to start looking for a company to do an internship at least three months in advance. For an internship abroad or an international Internship this will have to take place much sooner, often even a year in advance, and contact should be made with the organization concerned. International organizations often maintain a clearly defined procedure in regard to how internships are awarded. The internship supervisor of Economics and Business Economics only plays a role in determining the internship and the final assessment (see further in this text). In addition, halfway through the internship a consultation is held in which the progress is discussed between the intern and the internship supervisor from the company where the internship is carried out.

A report is made after this consultation has been held and approval is given by both parties by means of a signature. The student provides the internship supervisor of the study with a copy of this report. 

In the unlikely event that problems occur during the internship, for example, concerning the progress made during the internship or structural changes in the nature of the work involved, it is also sensible to contact the internship supervisor of the study.

When initiating the first contact with the company that is offering the internship you should think of the following:

- make sure that you have a clear idea of what the task involves at the organization and about what your role will be (internship plan).
- discuss your plans if necessary at an early stage with a lecturer who may be able to help you or with the study advisor.
approaching a possible internship position can best be done in writing. Mention in the letter, in any case, your motivation to work there. Indicate that you will call them after a few days in order to make an appointment.

the applicant for an internship has to advertise and ‘sell’ him or herself; those who describe their internship plan or who describe their interest in a rather vague way, will not have much chance to find an internship; the same is true of those who write a too detailed and verbose description; try to find a happy medium.

ask what the tasks will consist of. It is advisable to have a variety of tasks. If applicable, ask if you can attend plenary and staff meetings.

draw up a time schedule and discuss this. Strive towards rounding off a project during the internship.

ask who the internship supervisor will be at the company and when meetings will be held to review the internship.

Ask about your working hours, the wages you might receive and insurance coverage. Discuss the compensation that you will receive for travel costs. Try to put the agreements (some internship placements have standard internship contracts), regarding matters such as supervision, that have been made into an internship contract as much as possible.

The internship supervisor at the work place is the one with whom the progress made concerning your work during the internship should be discussed (and any problems that might possibly occur) and he or she is the one who will make an assessment when the internship has ended on behalf of the organization.

Log book, internship report and assessment

The internship will be concluded by writing an internship report (10 to 15 typed pages, A4, distance between the lines 1.5) and a discussion with the internship supervisor from the department pertaining to your field of study. The final version of the internship report should be submitted in triplicate no later than six weeks after the internship period has ended; one copy is intended for the internship supervisor of the organization where the internship has taken place; one copy for the internship supervisor from your field of study’s department, and one for the department’s archives.

In order to draw up a proper internship report, from the very beginning it is important that you keep a log book in which you make notes about the tasks undertaken, the organization you are working for and the ideas that you have thought of during the internship.

The internship report consists of three parts:

- the first part includes all of the formal details pertaining to the internship that has taken place.
- the second part consists of the contents of the report regarding the internship and it describes how the tasks have been carried out: the project (research objective), the method used and the findings.
- the third part includes a reflection on the internship. This could be structured by using the objectives formulated above and the internship’s objectives.

In any case, the relationship between the tasks completed during the internship and the economic knowledge and insights, that were previously obtained, the newly acquired knowledge, the applicability of social skills, ideas that have been conceived concerning one’s own professional role, attitude and career in the future, and an academic reflection on the added value of having completed the internship for the student in relationship to his/her Bachelor’s degree programme in Economics and Business Economics. Reflection on one’s own future in regard to a professional career is of importance partly because once the Bachelor’s degree programme has been completed, a choice that will have to be made as to whether one will continue and pursue a Master’s degree or instead, spend some time working in the professional field.
The internship report will be made public, unless the organization where the internship has taken place, objects to this. If necessary, help can be sought from the faculty’s English language consultant to ensure that the English is free of grammatical errors and has been written in a clear and concise manner.

The assessment of the internship is based on the internship report that the internship supervisor from the Department of Economics and Business Economics has compiled after the talks that have been held concerning the internship report with the intern and also the assessment that has been made by the internship’s organization, which will also be taken into consideration. The assessment can consist of one of the following: unsatisfactory, satisfactory (6), above satisfactory (7), good (8), very good (9) and excellent (10).

Notice given
These regulations will be made known through the study advisor, on the website and on Blackboard, as well as other places that have been designated for this purpose. Moreover, information about the internship will be combined with information concerning other possible choices that can be made regarding the field of study, such as optional courses, minors and internationalization.

Useful links (to Dutch websites)

www.stagemotor.nl
www.integrand.nl
www.aiesec.nl
www.stageplaza.nl
www.topstage.nl
www.stagehulp.nl

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