

Internship manual

1. Through an internship you can orient yourself on the labor market. In addition you will be enabled during the internship to improve and develop your legal and social skills and you get the chance to build a network that can come in handy when looking for a job .
However, while doing an internship , you can also come to the conclusion that a particular occupation or profession does not suit you . It's better to find this out during an internship than during your first real job. Furthermore, you can go through an internship bring theory into practice so you get clearer picture of what working as a lawyer involves in a particular profession. In short, an internship will help you to become more confident before entering the labor market!
2. The Faculty of Law of the University of Nijmegen has the following masters :
 - Dutch law
 - o Civil Law
 - o Corporate Law
 - o Criminal Law
 - o Constitutional and Administrative Law
 - o Financial Law
 - International and European Law
 - Tax Law
 - Notarial Law

Students from abroad who are enrolled in other law faculty's can participate in the master European Law which has the following tracks:

- European Law advanced
 - Human Rights and Migration Law
 - European Business Law
 - Insolvency Law
3. Students from the abovementioned programs can choose in their master for an internship as an elective or they can do an internship that meets the criteria set out in this manual. When you have fulfilled these criteria , the internship will be granted with 7 EC.*

If you choose for an internship purely to gain some legal experience and you don't need the 7 EC, you don't have to meet the requirements in this internship manual. However, you can find other information which may be helpful.

***ATTENTION: It's not possible for international students who are enrolled in the master European Law, to replace a course with an internship without the consent of the examination board of the faculty of law!**

4. The Faculty of Law distinguish different types of internships. The most common courses are:

1. *Observation internships*

At this stage you have especially an observing task, private ownership is more restricted. Examples are here on an internship with the police.

2. *Assisting Internships*

This internship is the most common, both in the legal profession and in business. You walk into a period of typically 6 to 8 weeks along in daily practice. You make draft pleadings, hearings and meetings with clients live so you get a good idea of what work means in practice.

3. *Research Internships*

These internships often occur in industry and (the) central government. The subject of your research often has been determined. These internships usually last longer than three months.

4. *Thesis internships*

During a thesis internship, you can use the facilities and knowledge in the internship authority. A thesis internship often follows after an *assisting internship* in the legal profession. It is also recommended to start with an thesis internship once you've completed an assisting internship. Because you get really involved with a assisting internship in the daily work of lawyers while during a thesis internship you are particularly busy with your own piece.

The above mentioned internships are all interesting and useful. However, you will only receive credits for *assisting internships* and *research internships* (if all the requirements listed under 5 are compliant).

5. **Internship Requirements**

The evaluation of the internship for students shall be based on the following criteria:

- The student has completed all undergraduate courses and enrolled as a master student at the Faculty of Law of Radboud University.
- Before the start of the internship, the student has contacted the Career Service Office to inform them about the internship and to present a global plan of the internship report and a brief summary of the task and duties during the internship period.
- After the approval from the Career Service Office, the internship must be registered by means of a registration form (contact Anke van Os: a.vanos@jur.ru.nl).
- The duration of the internship is at least 30 whole days. The minimum number of working days for a part-time internship is three days a week.
- The student writes a report of the internship which consists of a general part and a legal part. This report shall be submitted two weeks after the internship at Career Service Law.
- The report is positively assessed by a lecturer from the applicable legal department.
- The internship body also provides a positive review of the internship period of the student.
- A final interview with the Career Service Officer shall take place once the internship is completed and the internship report has been approved.

If you have met the abovementioned requirements, the internship will be granted with 7 EC. No figure is given. It is sometimes possible to make arrangements with the internship authority to do an internship three or six months. For this, however, you do not get extra credit.

6. **Registration and confirmation of the internship**

When the Career Service Office will send a written confirmation to the internship body, an internship assessment form will be sent as well. The internship assessment form will be filled in at the end of the internship by the internship body. This internship assessment form can be useful when applying for a job after graduation. The Career Service Office keeps a copy of the internship assessment form. The student will receive the original copy.

8. **Internship Report**

If you want to earn credits for your internship, you are obliged within two weeks after the training period to file an internship report to the Career Service Office.

The report has to comply with the points outlined below:

1. Title page with your name, student number, internship body and type of internship

2. Part I (General)

- Introduction
- Brief description of the internship body
- Summary of the work (business, general introduction, or diary of daily activities that you have done). This part should consist of approximately five pages

3. Part II (Legal content)

- The report of the legal matters: on the basis of jurisprudence and literature one or more problems should be discussed that match the internship, which contains about 12 to 15 pages. You analyze and underpin the solution based on the knowledge you have acquired during your studies and internship using literature.

The concept of the report must be presented for inspection to the internship authority to prevent incorrect and confidential data come out. You are responsible for ensuring that the internship authority receives a copy of the internship report and to obtain their consent.

9. **Assessment of the internship**

Part I of the internship report is read by the Career Service Officer to see what your findings were, tasks and duties consist of and to have a brief summary of the internship body. Your findings are important to assess in the future if the internship could be suited for other students as well.

The lecturer of the applicable legal department assesses Part II (the legal substantive part) from the same criteria as a paper. No figure is given for the report.

The internship body receives the request of the Faculty to review you as well by means of an internship assessment form, which will ask about the behavior, attitude, work rate, the legal knowledge and (legal) expression skills of the intern. This form is returned to the Career Service Officer and involved in the final assessment of the internship.

If the internship report is considered sufficient by the Career Service Officer, the lecturer and the internship body has issued a positive evaluation on the internship, the requirements are met, and the internship will be granted with 7 EC.

10. **Insurance and liability**

Before you start your internship, you should be very careful if your civil liability, health and accident insurance are regulated during the internship. The faculty does not insure student interns. To avoid misunderstandings afterwards it is advisable to inform your insurance company about your planned internship. The faculty does not accept any kind of responsibility for the students.

11. **Finance**

The Faculty of Law of Radboud University has no compensation for the training costs. You can receive an allowance from the internship authority. However, an internship body is not obliged to pay interns. The rewards for student interns vary widely. In one office, the internship fee can amount € 700 gross per month and nothing in the other body. Travel costs are also not always reimbursed.

Watch out! There could be rules and regulations applicable regarding your income as a student. In addition to your student finance /allowance, there is a limitation to what you may earn as a student. If you earn more additional income this could have implications for your student finance / allowance. More information can be found on the site DUO (Office of Education), www.duo.nl.

12. **Finding a suitable internship**

The first step in finding a suitable internship is to think about what kind of experience you want to gain, how long the internship must be and what you want to learn for yourself.

It often takes time to find a suitable internship, agencies and sometimes even companies have waiting lists for student interns. Therefore it is advisable to start on time searching for a suitable internship.

The first way is to look for an internship through your own network. Perhaps during your studies and / or extracurricular activities you've come into contact with people in the office / agency with work of your preference. The search and apply for a suitable internship is also a good exercise in preparation of applications for a job after you graduate.



Today, many agencies and companies publish available internships on their own websites or special websites for lawyers, such as rechtenstudie.nl, JBB or Nobiles. Also, it is often in these online advertisements called a contact so you can call for any additional questions.

When you start looking for an internship is good to take into account a number of things. The internship must take place at an instance where legal work is carried out. The chosen stage for which you want to get credit must always be submitted for approval to Career Service Law, no later than four weeks before the start of the internship.

Be aware that for an international student the possibilities could be limited because of the fact that in many of the internships knowledge of the Dutch language and knowledge of the Dutch Law is required. Try to search on the internet as well, there are plenty of websites and portals specifically for international candidates that can inform you about possibilities of working in the Netherlands (e.g. www.hoitalent.com).