Due to the measures concerning the coronavirus, some of the students who are (going to be) doing an internship may run into problems, as a result of which they are unable to complete their internship on time or carry it out properly. For example, they are no longer able to make sufficient hours for their internship, their internship supervisor or they are sick or the internship is stopped altogether. As a result, these students may not receive any credits and this may delay their studies.

This note reflects the working method of the Faculty of Arts when one of the above occurs during a student's internship.

**Procedure when there is a problem**
The solution for a qualitatively good completion of the internship will differ per student.

**Starting point: the initiative lies with you as a student**

1. **You contact your tutor** to discuss the situation. In this conversation possible solutions will be discussed.
2. If necessary, in consultation with the tutor and the supervisor of the internship company/institution offering the internship, you will draw up a plan of approach for an alternative (assessment of the) internship.
3. The plan approved by the tutor will be submitted by you to the internship coordinator of your study (the person who also approved the current or future internship).
4. a. The internship coordinator agrees with the plan and reports this to Career Service via careerservice@let.ru.nl. The internship coordinator will explicitly state whether the internship contract needs to be adjusted (e.g. extension of the term) or whether the contract needs to be terminated (stating the end date).
   b. If the internship coordinator does not agree with the plan,
      a. then you sharpen the plan in consultation with the tutor;
      b. then it will be decided to end the internship;
      c. then you will discuss the next step with the study advisor (search for a new internship or take other courses in period 4 in order to obtain the ECs).

**Alternative solutions and possibilities for customization**

1. Not being able to make internship hours: possibility to extend the internship (this applies in particular when the number of internship hours is a hard requirement as with NT2internships) or, for example, give an alternative assignment online or have an online internship run (with NT2, for example, give an online lecture).
2. Internship period becomes too short to complete job.
   a. Extending the internship period
   b. Complete the assignment after the internship period
   c. Create additional assignment
   d. Oral presentation on research and expected outcomes
3. Internship is stopped so that hours cannot be made and orders cannot be executed.
   a. Research/internship assignment from the university with internship company as a case study
   b. Calculate hours that stand for internship for assignment and hours for collaborating with extra assignments, literature, more extensive assignment.

Every problem concerns a tailor-made solution. It is important that you enter into discussion with the internship company/institution to discuss what is possible.