

## Regulations Traineeship Extended Master Christianity and Society

### Article 1 Internships

- a. Internships are an extracurricular part of the Master Christianity and Society.
- b. Internships are inherently linked with the Master's thesis of this Master's program.
- c. Internships, including the thesis part, represent a total of 45 ECTS.
- d. Internships commence in the second semester of the Masters' program and run for the entire duration of the third semester – including the writing of the thesis. The internship will have an exploratory nature in the second semester, so as to enable the student to write the thesis in the third semester.
- e. Internship placements must be approved by the internship coordinator of the Extended Master's Program (hereinafter internship coordinator). [See article 3]
- f. If required, students will have to provide a certificate of good conduct (*Verklaring omtrent het gedrag*).

### Article 2 Internship admissions

- a. To be eligible for an internship, students need to have earned 30 ECTS of the MaCS at the start of the internship.<sup>1</sup>
- b. Students seeking admission to the internship program are interviewed by the internship coordinator in October/November.
- c. For this admissions interview, students submit a letter of motivation for the internship placement they are seeking, in which they explain the link with the subject of the thesis which they are planning to write.
- d. The Internship coordinator determines on the basis of the criteria listed below whether the student can be admitted to the internship. If admission is declined, the Internship coordinator communicates this decision and the underlying reasons to the student in writing. The student may appeal this decision in writing to the TST's Examining Board within a month upon receipt of the rejection letter.
- e. The criteria used to assess suitability include:
  - 1. a logical and substantiated link between internship placement and thesis subject.
  - 2. the ability to receive and process criticism and feedback.
  - 3. the ability to reflect on one's own experiences and others' experiences.
  - 4. the ability to work within an organization and within a team.
- f. The student, internship provider, and TST coordinator meet before the start of the internship to make arrangements concerning the activities to be performed, the duration of the internship, procedures, and collaboration.
- g. These arrangements are recorded in writing by the student, who sends them to his or her contact at the internship provider and to the TST internship coordinator.

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<sup>1</sup> These are the ECTS that can be earned in the first semester.

### **Article 3 Internship placements**

Students propose a possible internship placement, preferably before the start of the thesis seminar. Placements can be chosen from a list provided by the program or proposed at the students' own initiative. The Internship coordinator will determine whether a placement is suitable or not. If the Internship coordinator decides that a proposed placement is not suitable, he or she will work with the student to look for an alternative placement. Grounds for rejecting a placement include a possible conflict of interest between working and learning which would compromise the objectivity of supervision by the internship provider.<sup>2</sup>

### **Article 4 Personal development plan and contract**

- a. The personal development plan contains arrangements made with respect to the student's learning objectives within the context of the final attainment goals set for the Master's thesis, the set-up and practical details of the internship (number of hours, days present), any (expense) allowances etcetera.
- b. The personal development plan needs to be approved and signed in April/May by the internship supervisor and the Internship coordinator. Approval is dependent on approval of the thesis plan. The thesis plan must be approved by the thesis supervisor and the non-supervising examiner.
- c. An internship contract that sets out the agreements made with the institution providing internship is signed by the student, on behalf of the Tilburg School of Theology, and on behalf of the internship provider.<sup>3</sup>

### **Article 5 Purpose of internships**

- a. Internships are research internships in the context of the Master's thesis which the student will be writing for this Master's program.
- b. It is important, therefore, that there is a clear connection between the research question and the organization that will provide the internship placement. The research question must be practice-oriented and designed in such a way that the results of the research will benefit the internship provider.
- c. The research question of the thesis must comply with the final attainment goals that have been set for the Master's thesis.
- d. Within the context of this goal, the student is able to:
  - Develop academic theories and methods (for practice-oriented research).
  - Apply critical and analytical perspectives.
- e. A second purpose of the internship is to offer students work experience within a professional field relevant to the Master Christianity and Society, thus giving students the opportunity to familiarize themselves with the field.
- f. Within the context of this second goal, the student is able to:
  - Develop social skills.
  - Discover and explore individual qualities.

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<sup>2</sup> This might be the case in situations in which the student already works for the organization where he or she is seeking a placement.

<sup>3</sup> See *Model Internship Contract*, that is attached to this document

## **Article 6 Presence**

During the third semester, students must be present at their placement for at least 20 hours per week. The remaining 20 hours are for writing the thesis and for coaching by the School.

## **Article 7 Responsibilities**

- a. Primary responsibility for the proper progress of the internship lies with the supervisor delegated by the internship provider. The internship coordinator is the supervisor's first point of contact for questions, difficulties, and for any other situations in which the supervisor judges that contact is required.
- b. Responsibility for assessing the Master's thesis remains with the thesis supervisor and non-supervising examiner.

## **Article 8 Assessment**

- a. The internship needs to result in a Master's thesis based on the research carried out at the placement. The thesis is assessed on the basis of the criteria defined for this purpose.
- b. In addition, the student has to write a trainee report (2,700 – 3,300 words). This report forms the basis for evaluation of the student's performance at the internship placement; this evaluation takes place during a final meeting between the internship supervisor, the student, and the Internship coordinator. If the evaluation is positive, the student receives an attestation concerning the completed internship from the internship provider.
- c. Criteria for positive assessment of the internship:
  1. The arrangements agreed by the internship provider, the student, and TST at the beginning of the internship have been respected.
  2. Collaboration between the student and the internship provider has continued up to the agreed end date. This end date is fixed at the introductory meeting.
  3. The student has submitted a final report.
  4. The final report has been discussed in a final meeting by the internship provider and the TST internship coordinator, and has been assessed positively. The criteria for this are:
    - The report meets the standard norms for academic writing
    - The report provides a description in sufficient detail of the activities performed during the internship
    - The report demonstrates the relevance of the activities performed for the research carried out for the thesis

## **Article 9 Other**

If the subject of the thesis is structurally altered during the internship placement, the internship coordinator has to be consulted in order to determine the consequences for the remainder of the internship.

## **Article 10 Entry into force**

These internship regulations were adopted on xxx and enter into force on September 1, 2019.

## MODEL INTERNSHIP CONTRACT

### Explanation:

This model starts from the assumption that the internship is a required or optional internship within the curriculum. An internship instructor from TiU is involved in this. On behalf of Tilburg University, this contract will be signed by the dean or director of the faculty. The internship instructor can co-sign the contract. It will then be a tripartite contract (pay attention to the statement next to the indication of the parties).

If an extracurricular internship is concerned by which a student wants to graduate, it must, of course, be examined whether the student can graduate by way of this internship. The student is supervised by the TiU instructor in writing his or her thesis. It is important for the parties to reach agreement on the purpose and scope of the internship and graduation. The educational institution can then co-sign the contract, but that is not necessary.

If internship is concerned that is not connected with the study program in the sense that no product ensues from it that is assessed in the context of the program, it is not logical for TiU to sign the contract. The student can indeed possibly use this model contract to set out the agreements made with the institution providing the internship. In that situation, however, several provisions from this model will not be applicable, for example the provisions relating to the internship instructor. Please note: if the internship does not fall within the scope of the activities of Tilburg University, Tilburg University's corporate liability insurance will not apply.

### Tips

If the provider of the internship has its own contract that is presented to the student for signing, it is important to ensure the following:

- that the duration of the internship is clearly set out in the contract and that the internship has no "open end" with respect to the date
- that it is clear what the intern is going to do and that this is thoroughly described in an internship plan that forms part of the contract
- that clear agreements are made regarding facilities, working hours and leave
- that the ownership right to the (research) results of the internship is vested in the intern and that the copyright in internship reports and any thesis/project is vested in the intern

For more information about internships, please contact the internship coordinator and/or student advisor. For more information about undergoing an internship, see:  
<http://www.tilburguniversity.edu/nl/studenten/arbeidsmarkt/careercenter/naar-de-arbeidsmarkt/stages>

## THE PARTIES

### 1. Intern

Name:  
Street address:  
Postal code and town/city:  
Telephone:  
Date of birth:  
E-mail address:  
Study program:  
Administration number at the program institute:  
Hereinafter referred to as: the intern

### 2. Internship provider

Name:  
Street address:  
Postal code and town/city:  
Telephone:

E-mail address:  
Represented in this matter by:  
Representative's position:  
Hereinafter referred to as: the internship provider

### **3. Educational institution**

Name: Tilburg University<sup>1</sup>  
Street address:  
Postal code and town/city:  
Telephone:  
E-mail address:  
Represented in this matter by:  
Representative's position:  
Hereinafter referred to as: the educational institution

**declare that they enter into an internship contract under the following terms and conditions:**

#### **Article 1 Purpose of the Internship**

1. The intern will be given the opportunity to gain practical experience at the internship provider for his or her program <program name> at the educational institution. During the internship, the intern will remain enrolled as a student at the educational institution.
2. The purpose of the internship and the activities to be performed are included in the <internship plan> which is added to this contract as an appendix.

#### **Article 2 Supervision and evaluation**

1. <name of internship supervisor>, <position at the internship provider>, <e-mail address, telephone no.>, will act as internship supervisor. The internship supervisor will monitor the course of the internship on behalf of the internship provider.
2. The internship supervisor and intern will hold a supervisory interview at least once every two weeks and an evaluation interview at least twice, halfway through and at the end of the internship period.
3. <name of internship instructor>, <e-mail address, telephone no.>, will act as internship instructor on behalf of the educational institution.
4. The internship instructor and intern will hold a progress interview at least twice.
5. The internship supervisor and internship instructor will hold an evaluation discussion at least once.
6. <Any additional agreements on duties and powers of the internship supervisor and internship instructor.>

#### **Article 3 Internal rules and instructions of the internship provider**

The internship provider will make its internal rules and regulations and/or codes of conduct as they apply to the internship provider's employees available to the intern. The intern must comply with these rules. The intern must follow the internship supervisor's instructions.

#### **Article 4 Duration of the Internship**

1. The internship period starts on <start date> and will end on <end date>.
2. This contract may be terminated in the interim:
  - 2.1 By mutual consent of the parties.
  - 2.2 On the death of the intern.
  - 2.3 In the event of the bankruptcy, moratorium on payment or dissolution of the internship organization.

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<sup>1</sup> Tilburg University was established by the Stichting Katholieke Universiteit Brabant

- 2.4 If the intern is no longer enrolled as a student at the educational institution.
- 2.5 If the intern does not follow the rules or instructions of the internship supervisor, after consultation between the internship provider and the educational institution.
- 2.6 If the intern fails to observe the duty of non-disclosure with respect to the internship provider, after consultation between the internship provider and the educational institution.

## **Article 5 Working Hours**

The working hours for the intern will be the same as the working hours at the organization of the internship provider, unless stated otherwise in the internship plan. In addition, at the times indicated in the internship plan, the intern will be entitled to take part in educational activities at the educational institution, including consultation with the internship instructor.

## **Article 6 Facilities**

The intern will be given the opportunity to use the facilities that are necessary to perform the internship duties properly.

## **Article 7 Sickness**

In case of sickness, the intern must report this to the internship supervisor in accordance with the rules of the internship organization. The same holds for reporting oneself better. In case of sickness for more than two weeks, the intern must also inform the internship instructor.

## **Article 8 Leave**

The intern will be entitled to leave. Leave will be accrued in conformity with the leave arrangement of the internship organization. In this case, for the duration of the internship, this comes down to <x> days of leave. Requests for additional leave can only be allowed by the internship supervisor, in consultation with the internship instructor.

## **Article 9 Allowances**

1. The relevant rules of the internship provider will apply to any compensation of travel and accommodation expenses.
2. The intern will receive an internship allowance of €<x> gross per month. The internship provider must withhold income tax and national insurance contributions; the internship allowance is taxable income for the intern.

## **Article 10 Secrecy**

1. The intern must maintain the secrecy of what he/she comes to know on the basis of his/her position as an intern, insofar as this duty follows from the nature of matter regarding which the intern should understand that it is confidential in nature, or this duty has been imposed on him/her.
2. The internship instructor must maintain the secrecy of what he/she comes to know on the basis of his/her position as an internship instructor, insofar as this duty follows from the nature of matter regarding which the internship instructor should understand that it is confidential in nature, or this duty has been imposed on him/her.
3. The provisions in paragraph 1 will not apply to:
  - a. Information that was already in the possession the intern and/or the educational institution before it was made available by the internship provider;
  - b. Information that was already generally known when it was made available to the intern and/or the educational institution;
  - c. Information lawfully acquired by the intern and/or educational institution from third parties;
  - d. Information that has become generally known since the date on which it was made available to the intern and/or educational institution, otherwise than through unlawful acts of the intern or educational institution.
4. The internship instructor must point out to the intern that he or she must comply with the Code of Conduct for the Use of Personal Data in Research.

5. The graduation project written by the student (thesis) must be available to the educational institution at all times in relation to a review for the purpose of (re-)accreditation of the program.

#### **Article 11 Intellectual Property**

1. The intellectual property and other ownership rights to the research and other results of the internship will be vested in the intern.
2. The internship provider and the educational institution will be entitled to employ the results of the internship for internal use.
3. The copyright in the internship reports and the thesis will be vested in the intern.

#### **Article 12 Publication**

1. After the end of the internship, the intern must hand over the research findings (reports, thesis etc.) to the internship provider and internship instructor.
2. The intern will be entitled to publish research findings (reports, thesis etc.).
3. If the internship provider is of the opinion that its interests would be damaged by disclosure of the research findings, the internship provider must make a request to consult with the intern and the educational institution within a month after it receives the research findings. The internship provider may not withhold its permission for the academic publication without reasonable interests. If the internship provider does not express objections within thirty days, the intern will be at liberty to publish.

#### **Explanation:**

It sometimes happens that the internship provider does not want the research results and conclusions the student draws from them (reports, thesis etc.) to be published. Tilburg University publishes theses in the Thesis Database, unless the student states that he or she does not want to have his or her thesis published in it.

If the student does want to publish his or her thesis, in the Thesis Database or elsewhere, while the internship provider has a reasonable interest in not having it disclosed, the student can attempt to make agreements on this with the internship provider. Consider the possibility of an embargo (publication is allowed as of a certain date) or anonymizing the thesis.

#### **Article 13 Liability**

1. In conformity with Book 7 Section 658 subsection 4 of the Netherlands Civil Code (*BW*), the internship organization is liable for injury or loss incurred by the intern during the internship.
2. The internship provider must take out insurance for the intern for the risk of liability based on a wrongful act, as well as for liability for injury to the student in relation to the internship work, which is to blame on the company and/or its employees.
3. Liability based on activities arising from the work of the intern which are within the scope of the activities of the educational institution are in principle covered by Tilburg University's corporate liability insurance.
4. The intern will be expected to take out third-party insurance.

#### **Article 14 Applicable law and disputes**

1. This contract is governed by Netherlands law.
2. In case of disputes in the performance of the internship, the internship provider or the intern must initially address the internship instructor.

Agreed and signed on <date>.

On behalf of the internship provider,      Intern,      On behalf of the educational institution,

<name of signatory>,  
<position>

<intern's name>

<name of signatory>  
<position>