

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 Master's program at the start of the internship.¹
- 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 Examination 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.

¹ 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.²

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.³

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.

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

³ 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. The TST internship coordinator communicates the assessment "passed" or "not passed" to the Student Administration of Tilburg University.
- 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 enter into force on September 1, 2021 and replace all earlier versions of the Regulations Traineeship Extended Master Christianity and Society.

These internship regulations were adopted on 21 June 2021 by the Examination Board.