

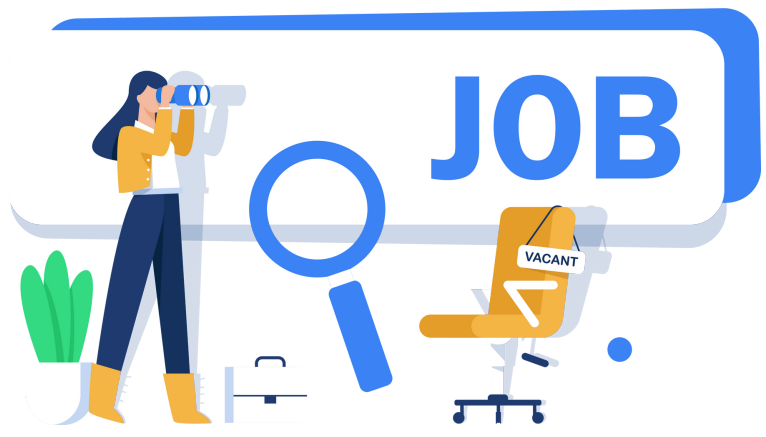


# Working and learning at the UG MBO BBL COURSE

## Exploring the possibilities for a work placement

You are registered at an MBO institute for a BBL course and you are looking for a work placement. Why would you choose the University of Groningen (UG)? The UG offers many different places where you can work. As the UG is constantly developing, there are a lot of career opportunities for you!

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## Applying for a work placement

Look at the Work placement vacancies BBL for a vacancy that suits you best. Write a motivation letter and a clear CV. The vacancy states to whom you should send the letter and the CV.

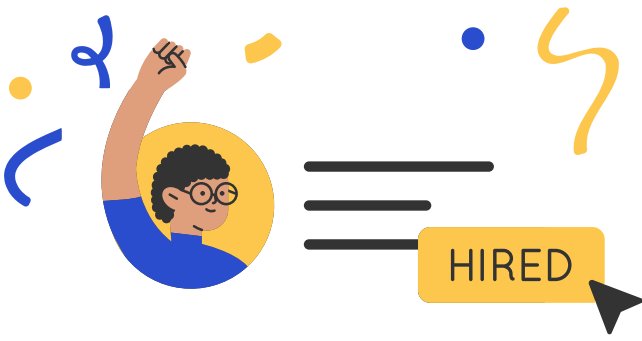
## Invitation for an interview

You are invited for a job interview! Prepare well; think about the questions you want to ask and which ones to expect.

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## Hurray! Hired

There is a mutual connection, and you are offered the work placement. You are to inform your MBO institute about this, and they will draw up a practical agreement. The UG will provide an employment contract, and the coordinator will schedule an interview to discuss the terms of employment with you.

## Employment contract

The employment contract contains all the important information about your work placement: the duration, which days you work, your salary, etc.

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## Compensation for study books

In case you pay for your study books yourself, you can claim them in Shared Services. You can also choose to order the books from the MBO web shop and have them paid directly by your employer. In that case, use the following invoice address:

University of Groningen  
FSSC crediteurenadministratie,  
Postbus 3, 9700 AA Groningen.  
The project code is 119300007. Use the coordinator's email address when ordering.

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## Tuition fee compensation

To arrange for the employer to pay your tuition fees, you have to email the course fee statement (cursusgeldverklaring) to the coordinator.

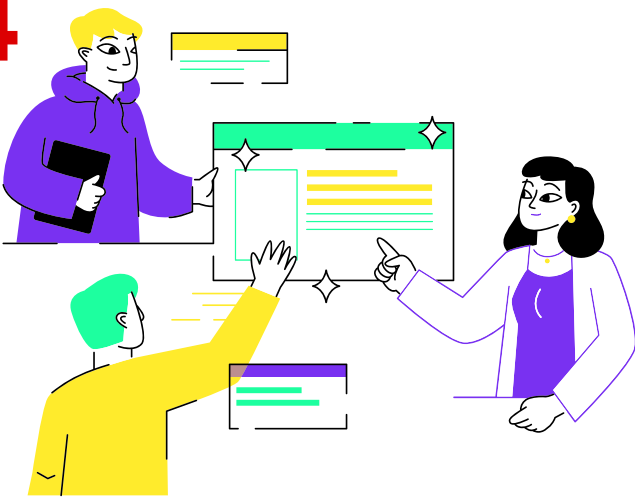
## Your first day of work

Before starting at the UG, you will receive an email from your practice supervisor, stating where and at what time you will meet each other.

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## During your work placement

Do you think that you need some extra help? Do not hesitate to report this to your practical teacher or to the coordinator for MBO placements and work placements. The UG puts a lot of effort into the development of staff members, so there are certainly possibilities.

## Almost done with your BBL programme

At the end of your BBL programme, you will be offered a job application training by the UG.

During your work placement, you will have access to internal vacancies at the UG.

Noorderlink is also a good page to find out what you want to do after your work placement ends.

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THE FUTURE  
IS YOURS  
TO CREATE