



university of
 groningen

faculty of arts

Brochure for Placement Providers



Faculty of Arts, University of Groningen





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About Us

Students studying at the University of Groningen can take a Bachelor's or a Master's degree programme. A Bachelor's degree programme takes three years, and a Master's degree programme takes between one and two years. Students taking a degree programme in the Faculty of Arts must do a placement to earn ECTS credits. They can choose to do this at any point during the Bachelor's or Master's phase of the programme.

They are expected to approach organizations themselves to ask whether a placement is possible. This brochure covers various aspects of placements for the Faculty of Arts in Groningen. You will find a form for registration of your organisation for advertising vacancies for placements, side jobs, jobs for starters, and voluntary work on the Job Service website. We will publish your vacancy if we consider it to be suitable for Faculty of Arts students and/or students from other faculties in the University.

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1. Placements

1.1 What does a placement involve?

A placement is a course unit that gives students an opportunity to put their theoretical knowledge into practice. Students work on a placement assignment or a series of tasks, which have been agreed and clearly defined with the placement provider in advance.

Placements for the University of Groningen generally last between seven weeks and four-and-a-half months, on a full-time basis, but a part-time placement over a longer period is also an option. The majority of placements start in September or February, but a placement can be started at any time of the year.

Any type of organization can provide a placement: government institutions, non-profit organizations, and commercial companies. They can be based in the Netherlands and abroad.





A placement organization is also known as a 'placement provider'. Both the placement provider and the University supply a placement supervisor for the placement. The placement supervisor working for the placement provider is known as the 'mentor'. This mentor takes part in the interim evaluation of the placement, and they evaluate the placement using a form.

The lecturer awards a mark for the placement, based on the mentor's evaluation and the placement report (see 3.1). The student is given a pre-set number of ECTS credits if the placement is completed satisfactorily. This is why a placement cannot begin without prior approval from the lecturer.

1.2 Why take a placement student from the Faculty of Arts?

The University of Groningen teaches degree programmes in 11 different faculties. Every faculty has its own specialization. The programmes taught in the Faculty of Arts cover the following domains:

- International Relations and Regional Studies
- History and Archaeology
- Language and Culture
- Arts and Culture
- Communication and Media

Many of our programmes are interdisciplinary. A current overview is available on our websites:

Bachelor's

Master's



Although arts students are experts in their own academic fields, they are also widely deployable. Most of them have a command of one or more foreign languages, analytical skills, and the ability to solve problems. In addition, they can quickly collect the information they need, which they can then summarize briefly and concisely. They are socially competent, strong in communication (both verbal and written), and absorb knowledge easily.

A placement also gives employers a better opportunity to get to know a student than a job interview. A lot of placement providers use the placement to decide whether a student would be suitable for a job in their organization. The regular contact between placement provider and the Faculty is an easy way for many placement providers to maintain a steady flow of talent into their organization.

1.3 Goals of a placement

For students, a placement forms a bridge to the job market. They get the chance to look behind the scenes of an organization, gain some practical experience, learn on the job with professionals, and start building a network. As placements are at the end of the degree programme, a student can easily accept the offer of a job if there's a match.

The goals of a placement for students are threefold:

- To assess whether a student can apply the knowledge they acquired during the programme in practice.
- To acquire practical experience relating to the knowledge and skills learned during their studies.
- To acquaint themselves with a possible future profession and/or field of work.



Naturally, the placement must also have advantages for the placement provider. Students are prepared for this in various types of career workshops.

1.4 Contact with the degree programme

The Faculty of Arts has a central placement coordinator for all degree programmes (page 1). Each degree programme has one or more placement coordinators. They are the contact persons for the mentor, as they are responsible for supervising and ultimately assessing the student from within the University.

The Office for Student Affairs registers all placements. Most questions from employers go through the student, but you may also get in touch with the Office for Student Affairs yourself (stages.let@rug.nl).





Step-by-step plan: Five steps to hiring a placement student

1

Identify the requirements within the organization

- WHO - Which specific knowledge and skills does the organization need?
- WHAT - What will the placement student's tasks be? The tasks may include research, working on a project or in a project team, a translation or IT job, tasks relating to communication, editing, education, compiling recommendations, writing policy or other texts.
- WHEN – What is the best period for your organization?
- WHERE – What is the best location for the placement? Is online working an option?
- WHY – Is the placement an assignment in itself, or do the tasks involved allow for a series of placements.

2

Write the text for the vacancy

- Decide how long the placement will last, when it starts and finishes, the number of days per week and hours per day, and the placement allowance.
- Describe the organization and the department for the student
- Describe the placement assignment and tasks.
- Define the profile of the required student: which knowledge, (language) skills, and other qualities does the potential placement student need?
- Set a closing date for the vacancy: when do applications need to be in?
- What are the contact details for possible questions?
- What are the contact details for applying, which documents should students submit with their application?



3

Recruit candidates

- Distribute the vacancy via your own website and social media, and advertise the text on the Job Portal of the Institutes of education. Access to the University of Groningen Job Portal can be asked via the [website of the Faculty of Arts](#).
- Read the letters of application and schedule interviews.
- During the interview, explore the requirements set by the institute of education for the placement, and find out about the procedure for approving the placement assignment.
- Select the most suitable candidate and inform the other candidates that have not been chosen. You can keep the details of one or two other students on record, if they agree.

4

Fix the details of the placement assignment with the student

- The student must then ask their lecturer for approval for the tasks you have agreed, before they can start the placement and earn ECTS credits.
- Schedule more appointments with the student: ask for the details of the supervising lecturer and the placement contract from the institute of education. Estimate how long it will take before the contract is signed and the placement can actually begin.
- Examples of placement assignments can be found in 3.3.2. For questions on assignment formulation, please feel free to contact us at stages.let@rug.nl.



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Sign the placement contract

- Like many other Dutch universities, the University of Groningen uses the UNL Placement Agreement. Additional provisions may be added if required, under 'Special provisions'.
- The University of Groningen only accepts tripartite contracts.





Things to take into consideration beforehand



Placement Allowance



Placement Grants



Placement Supervisor



Supervision Needs



Evaluation Process



Confidential Report Storage



Holidays



Online Working



2. Formalities

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2.1 Placement contract

Before the placement begins, the student must submit a placement plan to their lecturer. Once the placement has been approved for ECTS credits, agreements are set out in a placement contract.

Some organizations have their own placement contract. This can be used instead of the faculty contract, if it is a tripartite contract without penalty clauses. The student must ask the Office for Student Affairs for approval before signing an external contract.

2.2 Duration

Most placements last three months. The minimum duration for a placement is seven weeks, and the maximum is 840 hours. Placements can be full-time or part-time. We advise students doing part-time placements to spend at least three days a week on their placement. This is to make sure that they feel 'part of the organization'. Placements generally begin in September or February, but students can start a placement at any time during the year.

2.3 Leave

Students on a placement are entitled to time off, just like regular employees. In principle, they should be allocated the same amount and type of leave as the rest of the organisation. Requests for extra time off can only be granted by the mentor after consulting lecturer. You can read the general rules on leave in the appendices to the UNL contract (see page 8).



2.4 Allowance

The majority of placements are paid, with the average allowance standing at €470 per month. Students are sometimes given a travel allowance, as well as (or instead of) a placement allowance. This may be to compensate for travel expenses (if they don't have a travel card), for the cost of a conference or course, or for housing costs (if a student has to move for the placement).

Students doing a placement abroad can apply to the University for an additional placement grant.

2.5 Insurance

Students are responsible for arranging the required insurance. The Faculty urges placement students to take out their own statutory liability insurance. The collective liability insurance of the University of Groningen covers the student with regard to the placement provider when performing placement activities.

If the placement is abroad, students can make use of the collective travel insurance of the University of Groningen, free of charge. In certain cases and after consultation, placement students may be covered by the placement provider's insurance.





2.6 Safety

If a placement takes place in an unsafe area, the student and the Office for Student Affairs will check the travel advice for that country on the Dutch Ministry of Foreign Affairs' website. If the travel advice is classified 'negative' (from the 'alleen noodzakelijke reizen' classification), the degree programme may advise the student not to travel.

In such cases, the University's collective insurance will become invalid and any placement grant will be cancelled. If the travel advice is changed from positive to negative during the placement, the University will ask the student to return home, in line with instructions of the local Dutch Embassy or Consulate. It may then be possible to complete the placement remotely.

Information about the duty of confidentiality is available in the UNL placement contract (see page 8).





2.7 Unforeseen circumstances

A situation may arise that impedes or prevents the progress of the placement. Depending on the duration of the delay or interruption, a mutually acceptable solution must be found. Examples include:

- the intention to prolong the placement;
- modifying the placement assignment;
- providing an extra placement assignment.

The placement provider is free to reach an agreement about this with the placement student, but the supervising lecturer must give their approval. If problems of any kind arise during the placement, the mentor should contact the supervising lecturer and/or the Faculty Placement Coordinator (tel. +31 (0)50 363 5844/363 6050).

2.8 Placement workplace

The student will need their own workplace in order to take part in the organisation's work process. If the placement is taking place online (or partly online), it is important that the placement provider teaches the student about the platforms they need to use and explains the etiquette within the organisation. The student should include the rota for online working days in their placement plan.





3. Assignment, ECTS credits, and supervision

3.1 ECTS credits and assessment

Placements in the Faculty of Arts are always linked to ECTS credits. The supervising lecturer will give approval for the credits based on the placement plan compiled by the student. The plan must include the agreements made with the placement provider about the planning, assignment, and supervision.

A satisfactory Bachelor's placement is usually worth 15 ECTS credits, and a satisfactory Master's placement is worth 10 ECTS Credits. Research Master's students can do a placement that earns them a maximum of 30 ECTS credits. One ECTS credit is the equivalent of 28 hours. The lecturer assesses the placement on the basis of the placement report written by the student, and the mentor's evaluation. The mentor provides an interim and a final evaluation.

3.2 Placement supervision and assessment

A placement student has two supervisors: a lecturer from the degree programme and a mentor at the placement organization. The mentor works closely with the student and plays an important role by showing them the ropes and giving regular feedback. The supervising lecturer stays involved in the background.

Both supervisors must sign the placement contract and are involved in the evaluation process. The lecturer is responsible for the final assessment, i.e. the mark, but the evaluation given by the mentor at the placement organization plays a major role.



The following components are taken into account when evaluating a student's performance:

- Interim evaluation; evaluation scheduled and arranged on the student's initiative. The placement provider can also contact the lecturer for this evaluation. The student is always involved.
- Final evaluation; evaluation scheduled and arranged on the student's initiative. The placement provider can also contact the lecturer for this evaluation. The student is always involved.
- Placement report; report written by the student providing accountability to the placement provider and the lecturer. The report is intended as a critical reflection of the student's own performance. After having been checked by the placement provider and the lecturer, the placement report is filed by the Office for Student Affairs, where it can be read by staff and students. If the placement provider objects to this, a confidentiality clause can be included in the contract under 'Special provisions'.
- Assessment report; the mentor writes this report (or form) at the request of the lecturer.

The student will send you the placement evaluation questionnaire. More information on the procedure of assessment can be obtained via stages.let@rug.nl.

3.3 Placement assignment

A concrete placement assignment needs to be formulated in order to guarantee a meaningful placement. You can make a suggestion yourself. The student and lecturer can add their ideas.



3.3.1 Criteria for a placement assignment

The criteria for a placement assignment are:

- The subject of the assignment must be linked to the degree programme.
- The tasks assigned to the student must be of an academic nature: the student must be given the opportunity to work at a level that corresponds with the level of the degree programme. It must be possible to 'test' their creativity and intelligence at the Bachelor's or Master's level respectively.
- The student must be allowed to put into practice the knowledge, understanding and skills acquired in the degree programme in the shape of a completed task, which gives the student the opportunity to work independently, provide own input, and take responsibility. Students are not allowed to perform exclusively supportive secretarial/administrative duties.
- The placement assignment must be challenging. In other words:
 - The placement provides enough scope for the student to work independently and offer their own input.
 - Students must be able to use their analytical and problem-solving skills.
 - They must be asked to use their skills in searching for, finding, and processing information.
 - Students must use their communication skills, both written and verbal.





3.3.2 Examples of placement assignments

History and Archaeology domain

Assignment during a Bachelor's in Archaeology placement, in the Hunebed Centre in Borger:

- Develop new educational programmes for the excavation site (Drentse Cultuur Academie).
- Carry out a qualitative and quantitative study of visitor experience (shadowing and survey).
- Make an inventory of, and qualify, the internal training plan at the Nederlandse Archeologenvereniging (AWN) (carry out a qualitative and quantitative study of visitor experience in the Hunebed Centre).
- Collect visual material for the Borger-Odoorn collection, make an inventory, and describe the objects.

Arts and Culture domain

Assignment during a Master's in Theatre, Culture and Media placement, in the theatre in Málaga:

- Sort various archives and items that the theatre has collected over the years.
- Write the script for, and provide, guided tours of the theatre.
- Revise the website.
- Assist the marketing department with the seasonal calendar.
- Conduct research for the most important upcoming opera in association with artistic director.



International Relations and Regional Studies domain

Assignment during a Master's in International Security placement, at TraineeLand in Berlin:

- Research: for example, analyse or evaluate the consequences of economic sanctions against Iran's foreign policy.
- Write a proposal for universal arms control policy for the US, arguing the case for stringent background checks, uniform federal standards, and proactive interventions in the community.

Communication and media domain

Assignment during a Bachelor's in Media and Culture placement, member of the news editorial team at the Local Broadcasting Organization OOG:

- Reporting and on-the-road interviews with passers-by or people connected with a subject in order to gather as much information as possible to relay to viewers.
- Put forward ideas for news items and compile own items.

Languages and Cultures domain

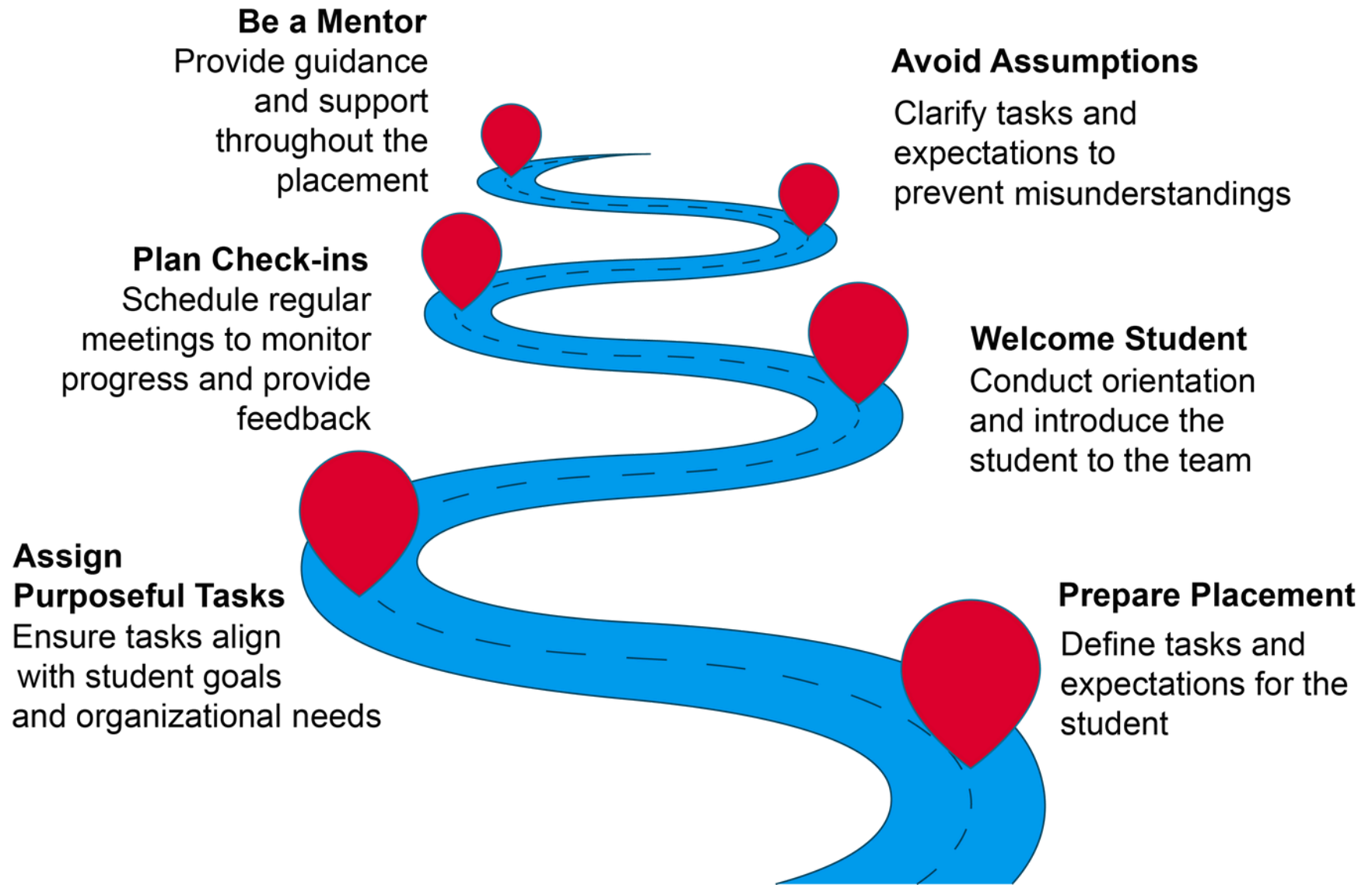
Assignment during a Master's in Writing, Editing and Mediating placement, in the manuscript department of Boekscout publishers:

- Scan manuscripts, assess and contact authors.
- During the scans, learn to write a short summary and identify any striking features.

A placement only becomes definite when the lecturer has approved the assignment via the placement plan compiled by the student.



Mentoring a Placement Student





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Photos by Niels Brouwers & University of Groningen's archive