

Internship Regulation

Article 1 Applicability

This regulation are applicable to:

- a. An external internship as follows:
 - An internship that is linked to the bachelor's degree and master's degree programmes of the Faculty of Law;
 - Activities conducted at one of the institutions approved by the Faculty, like the 'Rechtswinkel Groningen', the 'Rechtswinkel Leeuwarden', the 'IT Rechtswinkel', 'Het Juridisch Spreekuur', the 'Kinder- en Jongerenrechtswinkel', 'SOG Rechtsbureau', which are linked to the respective bachelor's degree or master's degree programme.
- b. An internal internship as follows:
 - A research internship;
 - An education internship.

Article 2 Internship Coordinators

- 2.1 The Faculty Board appoints an internship coordinator per programme/track out of the available examiners who have been selected by the Board of Examiners. They are entrusted with the tasks and competencies stipulated in Article 3, etc. in this regulation.
- 2.2 The Faculty Board will appoint a general Faculty Internship Coordinator. He/she is responsible for the information to students with regard to internships and the coordination of the Faculty's internship policy.

Article 3 Aim and demands

- 3.1 An *external legal* internship should include an orientation of professional practice through conducting own research as a result of (legally) relevant issues that are current issues in the receiving organization. An *external non-legal* internship should include an orientation of professional practice through conducting own research as a result of relevant issues that are current issues in the receiving organization. The content of the internship activities should be consistent with the bachelor or master programme that the student is registered in, which will be assessed by the Internship Coordinator of that master programme.
- 3.2 An *internal* internship should include an orientation in the area of academic research or of academic education.
- 3.3 A department can only open an internship possibility if the work to be executed is at least comparable to existing external internship possibilities.
- 3.4 The educational aspect should be a substantial part of the internship activities.
- 3.5 An *educational* internship should include at least part of a didactical course which is taught by an organization that is qualified to teach such courses.
- 3.6 A *research* internship includes research activities which have been determined by the supervisor and has the aim to be an orientation in the area of academic research as well as skills connected to doing academic research.
- 3.7 Repealed.
- 3.8 A student can take more than one internship. A second or following internships within a programme should differ from the previous internship(s) content-wise.
- 3.9 Starting an internship within a programme is only possible after consultation of the Internship Coordinator of that programme.

- 3.10 If needed, the Internship Coordinator will determine after consultation with the student in which track the internship will be included.
- 3.11 A student can participate in an internship at an internship institution in which he/she is also an employee. Conditions in this situation are:
- That the internship consists of different tasks or research than the tasks for which the student receives wages as an employee;
 - The internship activities/duties fulfil the requirements of this article;
 - The internship is approved by the Faculty's Internship Coordinator.

Clarification article 3.4, 3.6 and 3.8:

- 3.4 *The requirement of the educational aspect is mainly applicable to internal educational internships. Departments or sections need to ensure that the activities of an internal education internship consist of the same educational and experience component as the activities within already existing external internships. Also a research internship should hold an educational and experience element, e.g. by supervision and discussions of the (execution of) activities and/or by training in the field of research skills (library).*
- 3.6 *Activities within a research internship can also include attending academic meetings and conferences, co-authoring a publication.*
- 3.8 *The second internship should preferably be taken at a different organization, but can also be done at the same organization. In the latter case, there should be a distinct difference content wise.*

Article 4 Duration

- 4.1 The internship has a minimum length of 160 hours, *excluding* the writing of the internship report. The receiving organization should determine together with the student in what way these hours are divided over a period of time.
- 4.2 The internship International and European Law has a minimum length of 160 or 320 hours, *excluding* the writing of the internship report.
- 4.3 The duration of the activities of an internship at the 'Rechtswinkel', the 'Kinderrechtswinkel', the 'Rechtswinkel Leeuwarden', the 'IT Rechtswinkel', the 'Belastingrechtswinkel', the 'Juridisch Spreekuur' and the 'Kamerbewoneradviesbureau' is at least 14 months.
- 4.4 The duration of the activities of an internship at 'SOG Rechtsbureau' is at least 200 hours, *excluding* the writing of the internship report.

Clarification article 4:

In cases of external internships, it is preferred to have an internship for a continuous period of minimum 4 weeks of 40 hours per week. By mutual agreement between the receiving organization and the Internship Coordinator, the internship can also be taken in a part time mode for a longer period of time, provided that the total number of hours invested in the internship is at least 160 hours. Consideration the special circumstances (a combination with a student-assistantship) of a research/educational internship, the following can be used as guideline: a minimum of 4 hours per week during a period of 5.5 months. This equals a student-assistantship of 0.1 fte and an appointment period of 5.5 months.

The student should take into consideration that the institution offering the internship might demand that the internship lasts for several weeks longer. The Faculty does not object to this, but cannot award more ECTS than determined in the Teaching and Examination Regulations. The regulation for awarding ECTS is the following:

- 7 ECTS for an external and internal internship connected to the programme;
- 7 ECTS for activities at the 'Belastingrechtswinkel' and the 'SOG Rechtsbureau';
- 9 ECTS for activities at the 'Rechtswinkel Groningen', the 'Kinderrechtswinkel', the 'Rechtswinkel Leeuwarden', the 'IT Rechtswinkel', the 'Kamerbewonersadviesbureau' and the 'Juridisch Spreekuur';
- 7 or 14 ECTS for an external internship within the bachelor or master programme International and European Law.

Article 5 Place of internship

- 5.1 The receiving organization offers the intern the possibility to get to know activities and duties that are connected to the Legal education.
- 5.2 An employment contract within the Faculty of Law is a requirement for *an internal educational internship*.

Article 6 Supervision and nature of activities

- 6.1 The *external* internship is being supervised by an internship tutor of the receiving organization. This internship tutor preferably is a legist for the legal internships. The activities undertaken by the student should be determined by the receiving organization and should fulfil the requirements of article 3.1 of this regulation.
- 6.2 The *research* internship is being supervised by a member of the University's academic staff. The activities undertaken by the student should be determined by the internship supervisor and should fulfil the requirements of article 3.2 of this regulation.
- 6.3 The *educational* internship is being supervised by a member of the University's academic staff. The activities undertaken by the student should be determined by the internship supervisor and should fulfil the requirements of article 3.2 of this regulation.

Clarification article 6.2 and 6.3:

Each department/section appoints a member of the academic staff as supervisor of the research and educational internships. The intern can perform duties for several and other members of the department. However, the supervisor watches over and assesses (based on the report mentioned in article 8) the academic level of all duties of the internship in relation to the aim of the internship (and therefore safeguards that no copying assignments and administrative tasks will be performed) as well as the supervision by other members of the department.

Article 7 Approval

1. Awarding of credits will take place by the Internship Coordinator of that programme/track after handing in the internship assessment of the receiving organization (if available) and approval of the internship report.
2. Prior to approval, the internship report will be presented for advice to the receiving organization.
3. In cases of an external internship, the Internship Coordinator of the programme/track can appoint an internship evaluator who is a specialist in the field of that internship.
4. The Internship Coordinator can contact the receiving organization or the faculty contact person in case of activities at the 'Rechtswinkel', the 'Kinderrechtswinkel', the 'Belastingrechtswinkel', the 'Rechtswinkel Leeuwarden', the 'IT Rechtswinkel', the 'Juridisch Spreekuur', the 'Kamerbewonersadviesbureau' and the 'SOG Rechtsbureau'.

Clarification article 7.1:

Internal internships are also awarded 7 ECTS. The Internship Coordinator should fill in an internship assessment form for both internal and external internships and should send this to the Student Administration for registration.

Article 8 Internship report

1. Within twenty working days after finishing the internship, the internship report should be offered to the Internship Coordinator of that programme for approval, unless the Internship Coordinator and the student have reached an alternative agreement.
2. The internship report consists of:
 - a. a brief description of the organization, company or academic department as well as a specification of the period of the internship;
 - b. a brief description of the department or section in which the intern has operated;
 - c. a description of the activities which have been conducted within the internship, including the literature or jurisprudence research;
 - d. a description of the courses or workshops that have been taken as well as other educational elements;
 - e. a description of the activities in which the intern was supervised;
 - f. a reflection on the internship in light of career orientation;
 - g. a reflection on the quality of the work delivered, the legal research skills and the oral and written expression skills;
 - h. Evaluation of the internship;
 - i. name, address, postal code and student number of the intern.
3. The report will be at least 10 and a maximum of 15 pages in total, excluding the enclosures.
4. The same demands as for the writing of a thesis regarding form and language – for as far as applicable – apply to the writing of the internship report.
5. If the student presented an advice or report for the receiving institution, then a copy of this advice or report will be sufficient to replace an internship report.
6. The internship report including the assessment will be digitally sent to the Internship Coordinator and will be filed digitally after approval.

Clarification article 8.1, 8.2, 8.3 and 8.5:

- 8.1 *The report, also of research internships, will be sent to the Internship Coordinator for approval. If necessary, he/she can consult with the factual internship supervisor of that department.*
- 8.2 *The duration and the size of the activities at the 'Rechtswinkel' and similar volunteer organizations are such that the Faculty does not assume that a student will also still go to the library separately to research a certain legal topic in-depth. In this case it is intended that the student describes a number of activities, if needed related to the track, from the total of activities, and describes with argumentation which advices were given.*

With regard to the report of a research internship the following applies: depending on the activities the overview can be brief (1-2 A4). The evaluation (also 1-2 A4) should include:

 - *the student's evaluation of the internship (how did he/she assess the internship, was does he/she think of the supervision);*
 - *the student's self-reflection on the internship (what has he/she learned, has more insight been gained in what academic research entails, is he/she more enthusiastic, etc.).*

- an assessment of the supervisor(s) about the activities of the student.
On the basis of an overview of the activities and the evaluation of the student, the Internship Coordinator can assess if the internship has provided the aims set for this internship (to get acquainted with and acquire experience in doing legal academic research) and also determine if not too many administrative activities were assigned to the intern.

8.3 In case of research internships this norm can be deviated from. The articles 8.2, 8.3 and 8.5 all combined make it possible that the report of a research internships has a portfolio-type character: there should be a factual overview (article 8.2), an evaluation (article 8.2) and the enclosed products (notes, articles, overviews, summaries, report of conference) which have been written during the internship.

8.5 For research internships please see the explanation of article 8.3.

Article 9 Confidentiality

The intern will not make any information public which is entrusted during the internship or of which the intern should understand the confidential nature, orally or in written form, unless the express permission has been obtained from the relevant organization.

Article 10 Insurances

The external intern is responsible him/herself for an insurance, if necessary after consultation of the receiving organization. The Faculty cannot be held liable for damages that result from an external internship.

It is strongly advised by the Faculty Internship Coordinator for interns to have a liability insurance ('WA'-insurance). The legal liability of the intern during the internship, provided the internship is taken under the Faculty's responsibility, is legally insured under the collective liability insurance of the University of Groningen towards the internship institution, except for internship activities in the United States of America and Canada. A 'personal risk' situation is applicable of € 2,500 for property damage per claim and €15,000 for personal damages per claim.

For internships abroad, provided the internship is taken under the Faculty's responsibility, interns can use the collective travel insurance of the University of Groningen for free. The Financial Shared Service Centre (FSSC) of the University of Groningen takes care of any claims to this insurance.

Article 11 Date of Commencement

This regulation will enter into force on 1 September 2018.