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| **Student name:** |  |
| **Student number:** |  |
| **Email:** |  |
| **Starting Date Internship:** |  |
| **End Date Internship:** |  |

**In case of an external internship:**

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| **Name on-site supervisor:** |  |
| **E-mail address on-site supervisor** |  |
| **Name faculty supervisor:** |  |
| **E-mail faculty supervisor:** |  |

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| **Please note that in case of an external internship, the UvA Internship Agreement for Academic Education needs to be filled in and handed in as well! See** [**https://student.uva.nl/en/topics/internship-possibilities-and-procedure**](https://student.uva.nl/en/topics/internship-possibilities-and-procedure) **for more information and the document.** |

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| 1. **Details of the research institute** |

List the organization and if applicable sub-department. Describe the research institute and how the research programmes are set up.

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| 1. **Details of the internship supervisor** |

List the name + title of your internship supervisor. Include a specification of his or her research area(s) and how he or she is embedded in the research structure of the institute. For external internships, describe the specific role of your on-site supervisor within the research institute qua authority and research areas.

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| 1. **Research Project** |

Research Project within which the internship takes place (name, if applicable).

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| 1. **Research question** |

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| 1. **Preliminary research design** |

This can have a variable form depending on the research tradition in which the supervisor works, but should at least specify the most important concepts, the planned methodology and how these are connected.

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| 1. **Outline of planned activities** |

Specify the nature of the activities and how they are connected to the research design. Examples of planned activities during the internship can be: data preparation by recruiting respondents, drawing up surveys and check lists, transcribing previous interviews and preparing new interview questions; data gathering through participant observation, (on-site) interviews, surveys, conducting literature reviews or internet research; data analysis of gathered or existing data sets by using SPSS, Atlas TI, Stata or other techniques; writing, preparing and/or or co-authoring an article or report, presenting the research findings at a conference or at research seminars as part of the programme group.

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| 1. **Relevance of internship** |

Explain the relevance of the internship to your curriculum specifically

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| 1. **Substantive and personal learning objectives** |

Formulate three substantive and three personal learning objectives for your internship (these can be pre-discussed with your supervisor(s).

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| 1. **Timetable** |

A detailed timetable in which the planned activities are chronologically ordered and related to the research cycle.

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| 1. **Planned Output from Internship** |

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| 1. **Manner of Supervision** |

Number of meetings, preferably with week numbers/dates. If you and your supervisors want to plan a mid-term evaluation, list the week number/date here. Also list the week number/date for the final discussion (mandatory).

**Formal approval of the proposal by UvA staff will take place digitally after the student hands in the digital internship proposal form. A signature is only needed in case of an external internship. In case of an external internship, please note the UvA Internship Agreement for Academic Education needs to be filled in and handed in as well! See** [**https://student.uva.nl/en/topics/internship-possibilities-and-procedure**](https://student.uva.nl/en/topics/internship-possibilities-and-procedure) **for more information and the document.**

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| **In case of an external internship: signature of on-site supervisor for approval of enclosed proposal and time schedule\*:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**  **Signature Date** |

\*Please read the proposal with care before signing. By signing this form you approve of the research topic, the planned activities, the time schedule, the proposed output, and the manner of supervision.

In case of an internship external to the UvA, the grading (AVV/NAV) is done by the Faculty Supervisor in dialogue with the on-site supervisor.