



**Koninklijke
Academie van
Beeldende
Kunsten**

**Royal
Academy of Art**

**Hogeschool der Kunsten
Den Haag
University of the Arts
The Hague**

Guidelines internship companies

Guidelines internship provider

- An internship company will be referred to as internship provider.
- KABK internships last at least three successive months and no longer than six months. In exceptional cases, internships can be done in smaller units. The minimum duration of an internship may vary from one department to another.
- A KABK internship may consist of a student being involved in the day-to-day activities of a company and dealing with specific matters. It could also involve a special internship assignment. This means that the student works independently on an assignment that is formulated in advance and is supervised by the internship provider.
- The work carried out during the internship will enable the student to achieve his or her learning objectives and complete the tasks agreed in the internship plan.
- The work duties must be genuinely challenging and must be relevant to the student's study programme. In addition, the internship provider must offer sufficient work activities of a substantive nature for the student during the internship.
- The internship provider consents to the internship agreement and the general terms and conditions, and signs the internship contract.
- The internship provider shall appoint an internship supervisor who will be the point of contact for the student and responsible for supervising the student (see below).
- The internship provider is aware that the student is on an internship as part of his or her study programme and is not an employee of the company.
- The internship provider shall ensure a safe working environment for the student.
- The internship provider operates within the relevant legal frameworks (such as the Working Conditions Act and the Working Hours Act).
- The general terms and conditions are part of the internship contract.

Guidelines internship supervisor

The internship supervisor:

- Has the time and resources at his or her disposal in order to be able to give a good standard of supervision.
- Has an open attitude.
- Is familiar with the level of education of the intern.
- Is able to translate work activities into internship assignments, and vice versa.
- Is able to give positive support and feedback on the basis of the learning objectives, attitude, and conduct.
- Is familiar with his professional field and is able to offer substantive supervision.
- Possesses self-knowledge and is a good communicator.
- Knows the organisation well.
- Is able to identify problems at an early stage and take adaptive measures where necessary.
- Is available for the KABK internship coordinator by e-mail, telephone, or Skype and preferable for one or more meetings with the KABK internship coordinator.