

## FAQ Internship & Matching

Below you will find an overview of FAQ for the student. The internship office of Institute Archimedes is keeping this up-to-date.

If you have a question which is not in the list below, please contact the internship office on the following email address [werkpleklerin.archimedes@hu.nl](mailto:werkpleklerin.archimedes@hu.nl) or call us via 088 481 4001.

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### FAQ Students

Question	Answer
<b>Which students will be placed?</b>	All full-time students at Institute Archimedes will be placed. Part-time students can indicate (note that this is subject to March 4th deadline) to be matched.
<b>I am a part-time student; will I be placed as well?</b>	For part-time students, from 2024-2025, it is possible but not required to be matched. If a part-time student wants to be matched, it must be communicated with using this <a href="#">form</a> . Please note, there is a deadline of 4th of March.
<b>Can I arrange an internship myself?</b>	<p>In very exceptional cases you can make your own proposal for an internship. This place must be at a school with whom we cooperate, i.e. a training school. You can submit your own proposal until <u>May 6th, 2024</u>. The proposed internship can <u>only</u> be approved by your program manager, an approval of a learning team supervisor or a school is not sufficient. You request the approval by sending the mail to your program manager. If you are later than May 6th, 2024, your proposal will be <u>rejected</u>. You can pass the approved internship via this <a href="#">form</a>.</p> <p>The deadline for passing an approved internship is March 4th.</p>
<b>What is an training school?</b>	This is a school we work with and with a HU institute supervisor. At these schools, the workplace supervisors are familiar with the working methods of the HU and we can provide you with the best possible guidance.
<b>Do I have to register my own approved internship as a full-time student, in OnStage?</b>	No, you don't have to do that. Internship office does the registration for you in OnStage.
<b>Can I search for my own internship as a part-time student?</b>	<p>As a part-time student, you are responsible to find your own internship. This place must be at a school with whom we cooperate.</p> <p>If it is absolutely not possible to find an internship at a training school with whom we cooperate, you have to consult with your learning team coach.</p>
<b>Do I have to register my self-found internship in OnStage as a part-time student?</b>	Yes, you have to register your self-found internship in OnStage.

<b>Do I have to have my self-found internship approved as a part-time student?</b>	No, this is not necessary. Please note, if it's a self-found internship at a non-training-school, discuss it with your learning team coach.
<b>Until when can I pass on the information that I have found an approved internship, as a full-time student?</b>	The deadline to pass on your approved internship is 6th of May.
<b>I have a job at a school, will I still be matched?</b>	No, if you have a job (according to CAO VO or mbo), that counts as your internship. Be aware that your workplace must meet certain requirements of your internship. You will then <u>not</u> be included in the matching process.
<b>For the next academic year I've received a job offer, how can I pass this information and register this as an internship?</b>	It is possible to pass this information via this <a href="#">form</a> . The Internship office will then register your job as an internship in OnStage. You will then <u>not</u> be included in the matching process.
<b>Until when can I pass if I have been offered a job not to be matched as a full-time student?</b>	Pass this information as soon as possible, with other words as soon as you know it. Internship office will then register your job as an internship for you in OnStage. You will then <u>not</u> be included in the matching process.
<b>I have an interview pending for a possible job but I won't know for sure until later, what should I do?</b>	Contact <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and indicate this! As long as your job is not final yet Werkplekieren will take you into the matching process. As soon as it is definite please let us know as soon as possible so we can register your job as an internship at that school.
<b>What happens if I get a job offer during matching process?</b>	Pass this information as soon as possible, with other words as soon as you know it. You will then <u>not</u> be included in the matching process.
<b>I may have an internship but I won't know for sure until later, what should I do?</b>	The deadline for passing information regarding approved self-found internship is on May 6th. Don't have approval from the program manager by then? If so, it will be rejected and you will be matched.
<b>What is a matching profile?</b>	In your matching profile, you provide your matching preferences. These include address information*, transportation options, school denomination and education level preference and if applicable attainment profile.  *If the information regarding your residence address is not correct, please fill in this <a href="#">form</a>
<b>How can I submit my matching profile for the internship?</b>	You can fill out your matching profile for an internship in OnStage dossier for academic year 2024/25. The deadline for this is March 21 <sup>st</sup> .

<b>Do I have to fill in my matching profile even if I have an approved internship?</b>	No, you don't have to do that.
<b>Do I have to fill in my matching profile even if I have a job?</b>	No, you don't have to do that.
<b>I missed the 21 March/1 October deadline, can I still fill in my matching profile somewhere?</b>	In OnStage itself it will no longer be possible to fill in your matching profile after March 21 <sup>st</sup> . If no profile is completed in OnStage, Werkplekieren will proceed with the provisional match. However, you can send an email to <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and we will look at the possibilities.
<b>Do I sign myself up for the coaching group?</b>	As a full-time student, you don't have to do it yourself. You will be included in the coaching group by internship office Archimedes. This also applies to the part-time student who indicated matching.  Please note, if as a part-time student you are not matched, you will sign yourself into the coaching group.
<b>I cannot register my approved internship in OnStage, what should I do?</b>	That's right. You provide the approved internship to the internship office, with this <a href="#">form</a> , who completes the registration of the internship in OnStage for you.
<b>I cannot submit my profile in OnStage, what should I do?</b>	Contact Internship Office, <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and indicate this. The internship Office will look for a solution, there may be a technical reason.
<b>I have been assigned to the wrong coaching group, what should I do?</b>	Contact Internship Office, <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and indicate this. The internship Office can then move you to another coaching group.
<b>I have not received notification about the coaching group I would have been assigned to, what should I do?</b>	Contact Internship Office, <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and state this. The internship Office can look at the cause and then place you in a coaching group.
<b>When will I hear which school I have been matched to?</b>	<u>Main phase</u> Starting from May, once we have made a preliminary match both student and school will be notified immediately.  Then, via OnStage (automated mail), both the school and student will be notified of the preliminary match.  It is up to the student to contact the school within 5 business days to schedule an introductory interview.
<b>When do the introductory interviews take place?</b>	Introductory interviews will take place as soon as possible after the preliminary match, starting from May 13 <sup>th</sup> .  If a rematch is needed it will take place as soon as possible.
<b>Am I definitely placed at the school?</b>	This is a provisional match. Only after the introductory interview will it be clear whether provisional match can be converted to the final match.

<p><b>I find the internship I have been matched to does not suit me, what should I do?</b></p>	<p>After the introductory interview, both the student and the school may indicate that a match is not a good match. This can be done by sending an email to <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> . The internship Office will then try to match you again with a new school.</p>
<p><b>When does my internship start?</b></p>	<p><u>Main phase</u> Start of internship is the same as the first week of school. There is an exception to this for students who finish their LIO internship during period C-D.</p> <p><u>Propaedeutic phase</u> Start internship is in period B.</p>
<p><b>What should I do if an approved internship does not go ahead after all?</b></p>	<p>Contact Internship Office, <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and indicate this as soon as possible!</p>
<p><b>I want to minor in block A/B, will I be placed for my internship for period C/D?</b></p>	<p>Contact the Internship Office, <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and indicate this as soon as you know when your minor starts.</p> <p>The internship Office will take you through the match process. We do this to avoid the possibility that you may still find yourself without an internship.</p>
<p><b>I am abroad this academic year (period C or D) due to Study Abroad, will I also be placed for 24-25? And how can I participate in the introductory interview with the school?</b></p>	<p>Contact the Internship Office, <a href="mailto:werkplekieren.archimedes@hu.nl">werkplekieren.archimedes@hu.nl</a> and notify them as soon as you know when you will be going abroad.</p> <p>The internship Office will take you through the match process. Keep an eye on your student email while abroad as well. You will need to have an introductory interview online in that case.</p>
<p><b>I have further questions about internship office in relation to matching</b></p>	<p>Please contact internship office. Send us an email via <a href="mailto:Werkplekieren.archimedes@hu.nl">Werkplekieren.archimedes@hu.nl</a> or call 088 481 4001.</p>