

FAQ New Internship Policy

FAQ Students

Question	Answer
Which students will be placed?	All full-time students at Institute Archimedes will be placed.
I am a part-time student, will I be placed as well?	For the part-time student, the placement does not apply. A part-time student is responsible for finding an internship.
Can I arrange an internship myself?	Arranging your own internship is possible. However, it is necessary that the internship is approved by the program manager. Without approval it cannot be processed. Therefore, always send it to the program manager for approval. The deadline for passing on an approved (self-found) internship placement is February 25 th , via the program manager and/or via werkplekieren.archimedes@hu.nl including the approval.
How should I submit my preferences for the internship?	Through OnStage, you can indicate your preferences for an internship for the 2023/24 academic year. The deadline for this is Feb. 25 th .
I missed the Feb. 25 deadline, is there somewhere I can still submit my preferences?	In OnStage itself it will not be possible to indicate your preferences after February 25 th . If no preference is registered in OnStage, Internship Office will proceed with the provisional placement. However, you can send an email to werkplekieren.archimedes@hu.nl and we will look into the possibilities.
When will I hear at which school I have been placed?	We will process preliminary placements in OnStage in late May, early June. Then, via OnStage (automated mail), both the school and student will be notified of the provisional placement. It is up to the <u>student</u> to contact the school in time to schedule an introductory interview.
When do the introductory interviews take place?	The first round of introductory interviews will take place between June 1 st and June 15 th . If reassignment takes place, the second round of introductory interviews will be between July 1 st and July 10 th .
When do I indicate if I am satisfied and at the school concerned?	Until June 15 th at the latest. In the case of reassignment, until July 10 th at the latest.
Am I definitely placed at the school?	This is a provisional placement. Only after the introductory interview will be clear whether provisional placement can be converted to the final placement.
How do I report that after the introductory interview it is a match/no match with the student?	If there is no match, this can be communicated to werkplekieren.archimedes@hu.nl . If there is a match, no message needs to be sent. The provisional placement will then be converted into a final placement by the Internship Office.

I find the internship I have been matched to does not suit me, what should I do?	After the introductory interview, both the student and the school may indicate that placement is not a good match. This can be done by sending an email to werkpleklerin.archimedes@hu.nl . The internship Office will then try to match you again with a new school.
I have been offered a job for next academic year, how do I list it as a learning work placement?	The form (form) sent to you allows you to indicate that you have a job arrangement at a school. Please do so by February 25 th , 2023.
I do not need an internship for the 2023-2024 academic year, how do I report it?	Using the same form (form), you can indicate if you do not need an internship. Please also communicate this to your supervisor (training).
When does my internship start?	Sophomore, junior and senior year 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. Freshman Start internship is in period B.
Do I sign myself into the coaching group?	No, you don't have to do that yourself. You will be placed in the coaching group by Internship Office Archimedes.
I have found my own internship, why do I still need to submit preferences in OnStage?	OnStage is set up in the same way for all full-time students. It is not possible to know in advance if and whether the student has found an internship on their own. Because of this you have round the "pass preferences" step based on the situation what applies to you.
I cannot register my self found (approved) internship in OnStage, what should I do?	That's right. You provide the approved self-found internship to Internship Office who completes the registration of the internship in OnStage for you.
I cannot submit my preferences in OnStage, what should I do?	Contact Internship Office, werkpleklerin.archimedes@hu.nl and indicate this. Internship Office will look for a solution, there may be a technical reason.
I have been assigned to the wrong coaching group, what should I do?	Contact Internship Office, werkpleklerin.archimedes@hu.nl and indicate this. Internship Office can then move you to another coaching group.
I have not received notification about the coaching group I would have been assigned to, what should I do?	Contact Internship Office, werkpleklerin.archimedes@hu.nl and state this. Internship Office can look at the cause and then place you in a coaching group.
I may have an internship but I won't know for sure until later, what should I do?	Contact Internship Office, werkpleklerin.archimedes@hu.nl and indicate this! As long as your internship is not yet final, Internship Office will take you into the placement. We do this to avoid that you might end up without one.

	As soon as it is definite, let us know as soon as possible so we can pair you with the right school!
I have an interview pending for possible employment (job) but I won't know for sure until later, what should I do?	<p>Contact Internship Office, werkpleklerin.archimedes@hu.nl and indicate this!</p> <p>As long as your employment (job) is not yet final, Internship Office will take you into placement. We do this to avoid that you might still be without one.</p> <p>As soon as it is definite please let us know as soon as possible so we can pair you with the right school!</p>
I may have an internship or employment (job), will I still be included in the placement?	<p>As long as your internship or employment (job) is not yet final, Internship Office takes you into the placement. We do this to prevent that you might end up without an internship anyway.</p> <p>As soon as the placement is definite, let us know as soon as possible so we can place you in the right school!</p>
What should I do if my self found internship does not go ahead after all?	Contact Internship Office, werkpleklerin.archimedes@hu.nl and indicate this as soon as possible!
I want to minor in block A/B, will I be placed for my internship for period C/D?	<p>Contact Internship Office, werkpleklerin.archimedes@hu.nl and indicate this as soon as you know when your minor starts.</p> <p>Internship Office will take you through the placement process. We do this to avoid the possibility that you may still find yourself without an internship.</p>
I am abroad this academic year (period C or D) due to Study Abroad, will I also be placed for 23-24? And how can I participate in the introductory interview with the school?	<p>Contact Internship Office, werkpleklerin.archimedes@hu.nl and notify them as soon as you know when you will be going abroad.</p> <p>Internship Office will take you through the placement process. Keep an eye on your student email while abroad as well.</p> <p>You will need to have an introductory interview online in that case.</p>