



University Groningen
Faculty of Arts
Placements & Career

P.O. Box 716
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The Netherlands

Manual for Placement Providers

Faculty of Arts University of Groningen

Preface

At the University of Groningen, students first choose a Bachelor programme of three years, and afterwards continue a Master programme of a possible one, one-and-a-half or two years. A student of the Faculty of Arts may partake in a placement during his Bachelor and/or Master programme.

This brochure informs you about the *Minor placement (in the Bachelor degree programme)* and the *Master Placement* for Faculty of Arts students at the University of Groningen. It covers various aspects, such as the formalities of a placement, the appointment of a student, general demands of the placement and aspects concerning the supervision of the student.

The content of this brochure can also be found on:

<https://www.rug.nl/let/stagevacature-aanbieden>

On this website you will also find a form to send in vacancies for placements, volunteer work and employment opportunities.

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1. Anywhere this brochure contains the word 'he', this can naturally be read as 'she' or 'they'.

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1 Introduction

1.1 Why student work placements?

The Faculty of Arts provides a wide range of Bachelor and Master degree programmes. In paragraph 1.4 you will find a list of all programmes, each with its own specialty. The bachelor programs form the foundation, while the master programs offer specializations.

Students from Faculty of Arts are experts in their field and are widely employable. They often have a thorough command of one or more foreign languages. They have an analytical mindset and very good problem-solving abilities. They are quick to find information, know how to summarize and write clear reports. They have good social and communicative skills, are competent both orally and in writing, and they can familiarize themselves quickly in a wide variety of topics.

Students of the Faculty of Arts are becoming increasingly job oriented. They choose courses in economics, law, business management, psychology and information science. They can be easily employed in your organisation, and you will find they are competent beyond initial expectations. You can let them complete unfinished *projects* or give them an *assignment*. Or you may let them carry out a *study* for which you lack the time and opportunity to complete, so that their knowledge benefits your organisation.

International students of the Faculty of Arts

The Faculty of Arts offers various degree programmes in English, attracting international students. If you would like international students to participate in a placement in your organisation, there are some immigration procedures you have to take into account. Students from non-EU countries, for instance, have to carry with them at all times a placement contract that serves as a work permit. The Arts Faculty Placement Coordinator can inform you about these matters.

1.2 Goals of the placement

The goals of the placement are threefold:

- Students need to assess whether the knowledge, attitudes and skills they acquired in their courses can be applied in practice by participating in the daily activities of an organisation.
- Students need to obtain practical experience related to knowledge and skills learned during their studies.
- Students need to acquaint themselves with a possible future profession and/or area of work.

Naturally, the placement also needs to contribute to the employer's organisation. In the bachelor phase students are prepared for the practical side of work during the first part semester (Career Minor or Workshops).

1.3 Role of the Faculty

The Faculty of Arts takes care of the *formal* organisation of placements. This includes:

- contacts with alumni and the job market

- developing the Faculty's placement policy
- acquiring and advertising vacancies (in consultation with the course coordinators)
- supporting students in acquiring a placement
- organising information meetings, workshops and career events

The Office for Student Affairs is tasked with the registration and evaluation of placements. This includes:

- information regarding grants, insurances and visas (in case of international placements)
- registration of all placements with the Faculty of Arts (through placements contracts)
- evaluation and quality assurance of all Faculty of Arts placements

Each degree programme has appointed placement coordinators who supervise placements and/or appoint supervising lecturers. They are responsible for the *content* of the placements in their course.

1.4 Degree programmes

At the Faculty of Arts, you will find the traditional courses such as languages and history, but also new interdisciplinary ones in which students follow courses in Law, Economics and ICT, alongside languages and literature.

In alphabetical order, the Faculty of Arts offers in the following programme groups:

- Archaeology
- Arts and Culture (*i.e. Arts, Cognition and Criticism, Art History, Music, Theatre and Performance Studies, History of Architecture and Town Planning and Cultural Leadership*)
- Classics and Ancient Civilizations (*i.e. Classics and Ancient History*)
- Communication and Information Studies (*i.e. Computer communication, Communication and Education, Digital Humanities and Information Science*)
- Dutch Studies
- European Studies: *Euroculture*
- History
- International Relations (*i.e. International Security, International Political Economy, East Asian Studies and Humanitarian Action*)
- Linguistics (*i.e. Neuro-Linguistics, Applied Linguistics and Multilingualism and Translation in Europe*)
- Literary Studies (*European Literatures and Interculturality, English Literature and Culture and Writing, Editing and Mediating*)
- Media Studies (*i.e. Journalism, Datafication and Digital Literacy and Media Creation and Innovation*)
- Middle Eastern Studies
- North American Studies

The complete overview of our bachelor degree programmes is to be found on: rug.nl/bachelors/faculty-of-arts. The master degree programmes are published on: rug.nl/masters/faculty-of-arts.

2 Criteria for a Placement

2.1 Formal Criteria

The formal criteria for a placement at the Faculty of Arts are:

- **Credits:** For a credited placement, the student will register the placement contract with the Faculty of Arts. This happens after the approval of the supervisor on behalf of the degree programme.
- **Supervision:** The student is supervised by two supervisors. Because the placement is a learning process, the student has a supervisor from the degree programme at the faculty but also an expert supervisor at the placement organisation, who is an important advisor for the student (see 3). This supervisor should be present in the background or work near the student in order to offer him or her regular feedback. It is therefore essential that this supervisor has an academic background. Both supervisors, the supervisor at the faculty and the supervisor at the organisation, will sign the placement contract of the faculty. The supervisor from the degree programme will be involved 'from a distance'. Supervision by the degree programme includes an interim evaluation talk (by telephone) halfway through the placement and an evaluation at the end of the placement (and grading of the placement report).
- **Workplace:** The student needs his or her own desk with computer and should be enabled to take part in the internal activities of the organisation. Therefore it is essential that the student can get acquainted with the organisation (structure). If the placement takes place (partly) online, the placement provider is requested to provide an introduction to this in advance. We ask the student to include the planning of the online workdays in the placement plan.
- **Assignment:** The assignment is geared to the level of the student's studies (see paragraph 2.2).

The study guide for the placement is available through the student.

2.2 Criteria for the assignment

To guarantee a meaningful placement, it is necessary to draw up a concrete assignment. You yourself may propose something, or the student and the lecturer might have ideas. The assignment won't be definite until the supervising lecturer has approved the placement plan of the student. Criteria for the assignment are:

- the placement has a connection to the content of the degree programme;

- tasks are of an appropriate level: the student should get the opportunity to work at an academic level related to his or her studies. Creativity and intelligence have to be categorized on either bachelor or master level.
- the placement is meant to give the student the opportunity to learn the practical side of the knowledge, insights and skills that he or she learned about during his or her studies in the format of a set task, in which there is space for the student to have his or her own responsibility, tasks and input. Students should not be employed to carry out just administrative or secretarial tasks.
- the assignment should be a challenge, meaning:
 - it should offer sufficient opportunity for the student to take on their own tasks and input.
 - it should address the student's analytical and problem-solving abilities.;
 - it requires skills concerned with seeking, finding and processing information.
 - students should make use of their communications skills, both orally and in writing.

3 Supervision

3.1 Supervision by the placement providing organisation

The placement organisation appoints a supervisor at the workplace. During a work placement, the contact with the supervisor is generally more intensive than during other placement formats. In practice, it has proven to be sensible to somewhat structure it by agreeing beforehand on certain evaluation moments, for example, once a week at a set time. This moment can also be used to evaluate the student's performance. The placement contract stipulates the nature and scope of the supervision (see 6.1). The interim evaluation and the evaluation at the end of the placement are noted in this contract.

3.2 Supervision on behalf of the University / Degree programme

During the placement the student is supervised by a lecturer from his or her studies 'from a distance'. There are at least three supervision moments during a standard supervision by a lecturer:

- the substantive preparation of the placement;
- an interim evaluation (see paragraph 6.2);
- evaluation and formal assessment after the placement has been completed (see 6.4).

4 Formal aspects of the placement

4.1 Duration

A placement in the Bachelor phase has a maximum duration of 420 hours and occurs from November to February (the exact dates will change per academic year; 15 credits). Sometimes another period is possible.

A Master's placement has a minimum duration of 7 weeks fulltime (280 hours; 10 credits), but can vary in duration up to 5 months. The average duration is 3 months.

A placement can also be done part-time. Participation in an organisation usually means that three days per week is an absolute minimum, unless the department supervisor agreed to something else.

4.2 Leave of absence

By law, the minimum number of days of leave is set at 4 times the amount of hours the student works per week (on average). So if the student works 10 hours per week, he or she is entitled to $4 \times 10 = 40$ hours of leave. Taking this into account, as well as the placement providing organisation's collective agreement, the days of leave for a placement can be arranged with the intern.

4.3 Remuneration

It is also customary that the student receives a remuneration, the height of which should be mutually agreed upon. The remuneration is usually around € 230 to € 450 gross p/m. Sometimes an allowance for expenses is given instead or in addition to a remuneration. This allowance may compensate travel expenses, fees for symposia or workshops, or accommodation costs (in case the student needs to move temporarily).

4.4 Insurance

The student is responsible for his or her own insurances, in case the placement provider does not provide the necessary coverage. The Faculty of Arts urges students to take out a liability insurance.

The legal liability of a student during their placement at the placement providing organisation is covered in the collective liability insurance of the University of Groningen, excluding placement activities in the USA and Canada. There is a € 2.500 deductible per claim for material damage and € 15.000 for damage to people.

For placement abroad students are covered by the collective travel insurance of the University of Groningen, free of costs.

4.5 Safety

If a placement takes place in an unsafe area, the Office for Student Affairs of the Faculty of Arts will regularly check the travel advice for that country on <https://www.netherlandsworldwide.nl/>. Should the travel advice shortly before departure be classified as 'negative' (all advices from 'non-essential travel to certain areas is discouraged' onwards), the degree programme may discourage the student from departing. In such a case the travel insurance will not apply and the student will not be awarded a grant. If the situation in a country becomes unsafe during the placement, the University will request the student to return home, conforming to the instructions of the local Dutch Embassy. In such cases, the placement may be finished at home.

4.6 Possible Delays

It is possible that circumstances occur which hinder the progress of the placement or even end it. Depending on the duration of the delay or

interruption, a mutual solution should be found to compensate. For example: prolonging the placement period, or adjusting or expanding the assignment. In that case the employer can make an agreement with the student.

In case of any problems during the placement, please contact the supervising lecturer and/or the faculty placement coordinator (tel. +31 (0)50-3635844/3636050).

5 Acquiring a placement

5.1 On the student's initiative: open application

In many cases a student will approach you with the question whether it is possible to do a placement at your organisation. The Faculty stimulates students to find a placement on their own initiative. The student sometimes have rather concrete ideas about the sort of assignment he or she wants. Naturally, the placement providing organisation determines which assignment(s) a student will do. When you, the student and the lecturer have subsequently formulated an assignment and laid it down in a contract, the placement can start.

5.2 On the employer's initiative: sharing an advertisement

You can also bring a student into your organisation on your own accord. In case you have an assignment, you can approach Career Services with the request to advertise this among students. You can do this using the link on our website: rug.nl/let/stagevacature-aanbieden. Of course you can also call (050-3636050/5844), e-mail (stages.let@rug.nl), or visit us (Harmony Building, Oude Kijk in 't Jatstraat 26, room 1315.345).

The Faculty of Arts will advertise your vacancy on the internal RUG-platform for students, and sometimes to specific studies as well.

Guideline for an advertisement

In order to advertise a vacancy, the department Career Services of the Faculty of Arts needs information containing the following details:

- Name and address of the organisation
- Profile of the student including certain skills, specific courses, command of languages, personal qualities
- Period in which the placement preferably should take place: starting date, duration, number of days per week
- Short characterization of the organisation/department including for example a website or other channels where more information can be found
- Short characterization of the assignment and/or tasks
- Remuneration and/or expense allowance
- Contact person (often the supervisor) for further information and/or an application: name, address, telephone number, e-mail address, website.

6 Establishing the agreements

6.1 Placement contract

When the duration, the assignment, supervision and remuneration have been agreed upon, all these are laid down in the Faculty Placement Contract. As off 2023 the University of Groningen uses the UNL Placement agreement (see [website UNL](#)). The student is responsible for the completion and signing of the contracts, first through the Office for Student Affairs website, and afterwards by all parties involved. They are then sent to the Office for Student Affairs by the student, which is responsible for the distribution of the contracts to all signing parties.

Sometimes employers have their own placement contract. In many cases there are no objections to use these in addition to the ones of the Faculty. However, the latter are especially important for the student. Contrary to most employer's contracts here the intrinsic approval of both the student's and employer's plans are laid down. For the student it is a guarantee that he or she earns credits if all goes according to plan.

6.2 Interim evaluation

The Faculty of Arts considers the student to be the "project manager" of his or her placement. The initiative for an interim evaluation with the lecturer should come from the student. Half way during the placement he or she can ask the lecturer to contact the supervisor on the job or the other way around. This is not always the case. When the placement progresses according to plan, contact between the student and both supervisors individually may suffice.

In case the placement does not progress according to plan, the employer can contact the lecturer, if desired with the student present as well. At that moment, the assignment can still be adjusted so that the placement can be completed successfully.

In addition to these cases, the placement providing organisation is free to contact the lecturer or supervisor on behalf of the degree programme at any time.

Usually, the placement contract contains plans for an interim evaluation. The following questions are important at the interim evaluation:

For the *placement provider*:

1. How is the placement progressing so far?
 - What is going well?
 - What problems may exist (for instance with regard to planning)?
2. How can possible problems be solved so that the placement can be completed successfully?
3. Did the student acquire sufficient insight into the organisation?
4. Were the student's knowledge and skills sufficient for the tasks?
5. Are there any specific requests on the part of the supervisor for the remainder of the placement period and are these requests reasonable in view of the remaining time?
6. What are the agreements about the remaining supervision?

7. What are the agreements about the content, set-up and submission date for the placement report or other results?

For the *student*:

8. Is the supervision sufficient and appropriate?
9. Are the student's expectations met? Is it challenging enough?
10. Are there any tasks/projects the student wants to be part of additionally?

6.3 Placement report

The student is accountable to both employer and lecturer through the placement report. The report needs to reflect the assignment and has to contain a critical view of the student's performance.

The report should be handed in with the lecturer three weeks after the placement has been completed. The placement providing organisation will receive the report sufficiently before this, so the student can include any possible feedback or comments.

The student gives copies of the graded, approved version to the Office for Student Affairs. The Office for Student Affairs will archive the report digitally, after which it can be viewed by students and staff.

In case the employer objects to the report being made public, this should be stated in the contract under the paragraph 'Supplementary regulations'. The report will then only be put into the archives and will not be accessible for anyone else then the lecturer.

6.4 Final evaluation

Like the interim evaluation, a final evaluation can be planned by the student. Both supervisors may discuss the placement (by phone), or there can be a final evaluation by Skype or e-mail. In all cases, the student should be involved.

The following questions are important for the *final evaluation*:

1. Which activities were carried out by the student in the second half of the placement?
2. What extra knowledge or skills were required?
3. Was it possible to realise the potential extra requests and/or changes to the assignment in the interim evaluation?
4. What are the student's qualities for this kind of work, and how could this be improved?
5. What arrangements were made for the rounding off and assessment of the placement (assessment placement provider, placement report and final assessment lecturer: see 6.5)?

6.5 Placement assessment

The supervisor on behalf of the degree programme will assess the placement. The placement providing organisation need not evaluate the report, although he or she may check its factual information. The supervisor on behalf of the degree programme may ask for an Evaluation Form through a form (see 7.3).

They may also ask for the creation of an evaluation report regarding the placement. This will contain information regarding the execution of the assignment, in addition to the student's report.

The evaluation can cover:

- execution of the assignment
- knowledge and skills of the student
- the student's performance within the organisation in relation to independence, cooperation, communicative skills, attitude, ingenuity, initiative, productivity, efficiency, flexibility, etc.
- points in which the student excels
- points of improvement
- the degree in which the goals of the placement plan have been reached
- the degree in which the placement report shows an accurate image
- supervision and possible obstacles
- a possible view on future career prospects of the student.

The student can provide an *Evaluation Form for Placement Providing Organisations* (see 7). In case you are asked for your evaluation you can fill in this form or use it as guideline for your final evaluation. For the assessment of the Bachelor's Placement there is a separate procedure.

The evaluation of the employer is always included in the final evaluation of the lecturer.

7 Evaluation Form Placement for Placement Providers

Faculty of Arts, PO Box 716, 9700 AS Groningen, the Netherlands

Phone.: 0031 (0)50 3636050 (35844); www.rug.nl/let/careerservices; stages.let@rug.nl

Master Placement provider:

Department:

City:

Country:.....

Name student:

Placement period:.....

Description of tasks

1. Which tasks have been performed by the student? (This concerns main tasks as described in the contract and possible other activities)

.....
.....
.....
.....
.....
.....
.....

2. To what extent has your organisation benefitted from the activities of the student and to what extent will you use the results?

- not at all
- to some extent
- sufficiently
- to a large extent

Evaluation of the tasks

3. What is your opinion about the quality of the content of the reports, notes, publications, research, translations, etc. written by the student?

- insufficient
- sufficient
- good
- excellent

4. What is your opinion about the student's writing skills?

- insufficient
- sufficient
- good
- excellent

5. What is your opinion about the student's oral skills?
- insufficient
 - sufficient
 - good
 - excellent
6. What is your opinion about the student's accuracy and thoroughness?
- insufficient
 - sufficient
 - good
 - excellent
7. What is your opinion about the pace at which the tasks were performed?
- insufficient
 - sufficient
 - good
 - excellent
8. What is your opinion about the student's organisational skills?
- insufficient
 - sufficient
 - good
 - excellent
9. In general, what is your opinion about the quality of the student's performance?
- insufficient
 - sufficient
 - good
 - excellent

Evaluation of the student's functioning

10. What is your opinion about the student's ability to perform his/her tasks independently?
- insufficient
 - sufficient
 - good
 - excellent
11. To what extent was the student interested in his/her tasks?
- insufficient
 - sufficient
 - good
 - excellent
12. To what extent was the student interested in other activities within your organisation?
- insufficient
 - sufficient
 - good
 - excellent
13. How did the interaction between supervisor and student develop?
- badly
 - not very well
 - well
 - extremely well

