

## Master's Internship Regulations Amsterdam Law School

1. Internships that meet the criteria contained herein are part of the Amsterdam Law Practice (ALP), the experience-based education program of the Master's degree programs of the Faculty of Law.
2. The Internship has the following learning objectives:
  - a) Learning to apply knowledge/insight and skills in the area of the Master(track) to practical situations
  - b) Learning to recognise and reflect on own performance of the legal/functional role, and relationship with personal standards and values
  - c) Learning to recognise and reflect on ethical dilemmas
  - d) Learning to identify and reflect on the main social and psychological, organisational, financial and/or any other factors that play a role in the opportunity to act in accordance with professional ethics
3. Students enrolled in a Master's degree program at the Faculty of Law can earn credits (6 EC) after doing an internship if the Education and Examination Regulations (OER) applicable to the degree program provides for this option, and all criteria listed in these regulations have been satisfied.
4. Students must register the internship with the internship coordinator at least three weeks before the start date, using the Internship Registration Form. This form includes a statement by the internship organisation that the student will conduct the internship on location, as well as that the student will be supervised by a legal professional and will be evaluated by the criteria contained in the Internship Evaluation Form of the Faculty of Law.
  - a) In deviation of paragraph 4, for students of English master's programmes, internships for which it was customary before March 2020 to conduct the work remotely (due to the international nature of the internship organisation) can be approved in consultation with the relevant contact person within the master's (track).
5. Before the starting date, the internship coordinator has approved the internship as an internship that is in line with the Master (track) and for which, if the other conditions are met, the student can claim 6 EC credits after towards the programme after completing the internship. If there is any doubt as to whether the internship matches the master's programme, the faculty internship coordinator will contact the relevant contact person within the master(track).
6. The work placement covers at least 164 hours, of which the student has completed at least 140 hours on location. The remaining 24 hours are reserved for what is described in Sections 7, 8 and 9 of the Internship Regulations.
7. The track 'Legal Ethics and Professional Identity for Legal Professionals in Practice' is part of the Internship course. This course will teach students how to reflect on the professional ethics of a specific law practice, using the relevant theories of professional ethics, ideal types, professional standards/core values and socio-empirical and economic insights.
8. Halfway during their internship students must submit (via Canvas) interim reports to the internship coordinator. These reports must count between 750- 1000 words and include the following:
  - a) Description of the internship organisation;
  - b) The tasks and duties performed up that point;
  - c) Detailed descriptions of at least two (possibly anonymised) work assignments/situations that show how the student applied the knowledge/insights and skills gained in the Master's (track's) area during the internship;
  - d) The guidance received

The purpose of the interim report is to monitor the process and level of the internship, as well as to gain insight in the way in which the student applies the acquired knowledge/insights and skills in the field of the master's (track) during the internship. The student will

receive a response to the interim report. In case the internship coordinator has any doubts about the level of the internship or any other kind of doubts relating (the process of) the internship, the student and/or the internship provider will be contacted about this.

The interim report can be submitted before the track 'Professional ethics and professional identity for lawyers in practice' has been followed. In the case of work placements that have taken place as part of an English-language master's programme, this interim report has to be written in English.

9. Within four weeks after completing their internship or taking the track 'Legal Ethics and Professional Identity for Legal Professionals in Practice' students must submit their internship report (via Canvas). In this report (1500 – 2000 words excluding annex(s)) they must include:
  - a) Their name and student ID;
  - b) The name and address of the internship organisation and the name of their supervisor in the organisation;
  - c) The start and end dates of the internship;
  - d) An account of the work done and experiences gained during the internship, set off against the learning objectives. The report should be divided into three paragraphs, each discussing one of the following topics:
    - The performance of the legal/functional role, and relationship with personal standards and values;
    - Ethical dilemmas;
    - Role played by social and psychological, financial, organisational and/or any other factors in the opportunity to act in accordance with professional ethics.
  - e) Students must attach their interim report.
  - f) Students must attach the Internship Evaluation Form of the Faculty of Law, completed and signed by the internship organisation (see paragraph 10 below).
10. Using the Evaluation Form, the institution providing the internship has informed the faculty internship coordinator about the number of hours the internship has taken, the work that has been carried out and the student's evaluation based on the criteria set out in the Evaluation Form. The Evaluation Form is submitted by the student as an appendix to the internship report (see section 9f).
11. Based on the information received, the internship coordinator has awarded the qualification AVV (all criteria met) using the internship rubric.
12. If students receive the qualification NAV for their internship, they will get a second chance. They may then rewrite and resubmit via Canvas their report within two weeks after receiving the qualification NAV. If they again receive the qualification NAV, they will not earn any academic credit for their internship and their internship report. If they still wish to participate in an internship to earn credit, they will have to retake the program and do another internship.
13. Internships entitle students to credits just once within one Master's degree program.
14. Students who take several Master's programs, can register internships for each program, provided that they participate in (different) internships that each relate to the subject of the different programs.
15. For more information on the Internship please read the Internship Manual.
16. These regulations enter into effect on 31 August 2020.

In the case of internships which have taken place within the framework of an English-language master's, the internship report will be written in English.