

Master in Global Challenges for Sustainability (120 ECTS)

INTERNSHIPS RULES AND REGULATIONS

CHARM-EU

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SECTION 1 General provisions

1.1 Scope of application

These Rules and Regulations apply to the Internship included in the Experiential Phase (Phase 3) of the MSc programme, Global Challenges for Sustainability (MGCS).

1.2 Duration of the experiential phase

The 30 ECTS Experiential phase takes place during Phase 3 of the programme, after Phase 2 (Flexible), and prior to Phase 4 (Capstone).

1.3 Structure of the experiential phase

- 5 ECTS Internship preparation module (September, with some preparatory activities during Phase 1 and Phase 2)
- 20 ECTS Internship (September - December)
- 5 ECTS Capstone preparation module (January)

1.4 Duration and workload of the Internship

The mandatory period students are required to work in an internship organisation is from September until the end of December (16 weeks). During the 5 ECTS internship preparation module, students can already start working in their internship organisation, but are required to join online educational activities, such as lectures, supervisor meetings, or workshops. The student must complete this 5 ECTS module + 20 ECTS of internship, which adds up to 625 hours (this includes mandatory educational activities), for the period of September to December.

1.5 Definition of terms related to internships

The general CHARM-EU definition of terms can be found in: [Academic Rules & Regulations Framework 2025](#).

SECTION 2 Mobility during phase 3

2.1 Mobility funding during phase 3

In principle students cannot apply for an Erasmus Grant to fund the mobility within the Experiential phase. In case of mobility during this phase students will need to fund this themselves and/or apply for funding elsewhere.

2.2 Exceptional circumstances

Only in exceptional circumstances may students apply for the Erasmus Traineeship Grant for the Experiential Phase. In case of granted funding, the rules of an Erasmus Traineeship Grant apply for the internship.

The student can make an exceptional request for mobility funding in phase 3. The request will be handled by the programme board, in collaboration with the DEI office and the mobility office.

If there is no mobility funding for Phase 4, that does not create an 'exceptional circumstance' in which students can apply for mobility funding in phase 3. If the funding request for phase 3 is granted, the student is not eligible to apply for an Erasmus grant for Phase 4.

2.3 Safety and security during mobility in phase 3

Students must consider the latest national government recommendations on visiting countries abroad and avoid locations flagged for security concerns. For this they follow the government recommendations within the country of their responsible university, which is the university where the academic supervisor is employed. Please refer to the National Information Guidelines.

SECTION 3 Internship identification and approval

3.1 Requirements of internship organisation

The internship organisation (host organization) can be a company, a non-governmental organization (NGO), an independent research center, or a governmental entity. Host organizations can operate at local, national, or international levels. All organisation sizes are allowed, however, a quality check will be done by the academic supervisor or local internship advisor, before the internship agreement is signed. The topic provided by the internship organisation must be linked to a sustainability challenge. This focus ensures that the internship is relevant to current global issues and aligns with the educational Programme Learning Outcomes.

3.2 Identifying an internship

Each internship needs to be approved by CHARM-EU. There are 2 options for approval:

1. Students identify an internship themselves and request approval, see below.
2. Students select to do an internship at an organization from a list of previously approved internship providers. Not all partner universities offer this option. In this case, students still need to request approval for the specific tasks and goals of the internship, see below.

3.3 Approval of an internship

The internship requires approval and must comply with the CHARM-EU rules and regulations and the requirements of the partner university signing the internship agreement. Institutional requirements can be found in the National Information Guidelines. After the quality check, the internship is approved. Students must follow the rules of the responsible university for the required signatures on the internship agreement. The general advice is that the internship agreement is signed by the following people:

1. A (legal) representative of the responsible university, being the university where the academic supervisor is employed.
2. The academic supervisor (who can also be the (legal) representative of the university)
3. A (legal) representative of the internship host organisation.
4. The internship supervisor (who can function as (legal) representative of the internship host organisation).
5. The student.

Further signatures may be required depending on the national legal context.

Students must use the local documents from their responsible university.

3.4 Alternative provisions for internship

If the students are not able to secure an internship position with an organisation outside of academia before the stipulated deadline (end of June), they need to apply for an internship position in research centers in one of the partner universities or another university. Students must consult with their local internship advisor or academic supervisor (if already assigned) to explore alternative provisions for an internship position.

SECTION 4 Academic requirements

4.1 Entry requirements

The entry requirements for Phase 3 are noted in the [Academic Rules and Regulations on Assessment, Progression and Graduation](#).

4.2 Programme and Module Learning Outcomes

The academic requirements can be found in the module descriptors, including the learning aims and outcomes and the assessment.

4.3 Previous experience

Previous work experience or internships will not be approved as an exemption for the internship in the Experiential Phase.

SECTION 5 Roles and Responsibilities

5.1 Supervision tasks and responsibilities

See specific policy for supervision [here](#).

The roles involved in the internships are described in the table below.

Local Internship Advisors	A local representative of the CHARM-EU partner university who acts as the first local contact point for staff and students before the internship agreement is signed, and as back-up support to the academic supervisors throughout the internship.
Academic supervisor (Internship)	The academic supervisor is an academic staff member of one of the CHARM-EU partner universities. The academic supervisor must have a PhD degree. The role of the supervisor is to guide the student academically through the entire internship process, including guidance with writing their report. The academic supervisor is an examiner and therefore responsible for the grading of the assignments during the internship. It is necessary for a student to have the same supervisor throughout the internship. The academic supervisor is the first academic contact point for the student from the moment <u>the internship agreement is signed</u> .
Internship supervisor	The internship supervisor is a staff member from the internship host organisation, responsible for day-to-day guidance at the workplace. The person responsible for supervising the internship cannot supervise simultaneously more than 3 interns (per calendar week).

5.2 Responsibility for finding a supervisor

CHARM-EU provides a database of academic supervisors and assigns supervisors to the students. The supervisors will be assigned to the students by the 1st of June of the year preceding Phase 3.

SECTION 6 Financial, legal and ethical considerations

6.1 Financial compensation by internship organisation

CHARM-EU and the partner universities are not responsible for negotiating or otherwise helping to obtain financial compensation (salary) for the internship. CHARM-EU nor the partner universities will offer any financial compensation for the internship to the student. Students are responsible to inform themselves on any national or university requirements for financial compensation (salary/ payments) within the country they are located and about the requirements of payment at the responsible university, which is where their academic supervisor is employed. This includes both the requirements to get financial, - compensation for the internship as well as any tax implications.

6.2 Health insurance, liability insurance and accident cover

Both students and the internship host organisation are responsible for checking that the activities executed during the internship fall under the cover of health insurance, liability insurance and accident cover. They must comply with the rules and regulations of the responsible university, which is where the academic supervisor is employed.

6.3 General Data Protection Regulation

Students, internship host organisations and the academic supervisors must ensure compliance with the General Data Protection Regulations. This must be included as a section in the signed internship agreements. This must not interfere with assessments of the internship and related modules.

6.4 Ethical approval

Students must sign an ethical approval from before starting the internship. This is included in the internship agreement documents.

6.5 Conflict resolution

A conflict is defined as any disagreement or issue between the student and the internship host organisation or the internship supervisor in the host organisation which negatively affects the learning experience or working environment. For information on Appeals and Complaints please refer to the Appeals Policy and the Complaints Policy on [the CHARM-EU website](#).

a. Initial resolution attempt

- Students are encouraged to address minor concerns first with their internship supervisor within the host organisation in a respectful and professional manner.
- If the issue persists or escalates, students should report the matter via email to their academic supervisor.

b. Formal reporting procedure

In case of a persisting or escalating issue, the student creates a report including:

- A clear description of the issue
- The parties involved
- Steps already taken to resolve the issue
- The desired outcome

The report is discussed with the academic supervisor and adjusted if needed.

c. University intervention

Upon receiving a formal report, the academic supervisor will initiate a review process, within 7 working days, which may include:

- Meeting with the intern
- Consulting with the host organization
- Gathering relevant documentation or testimonies
- The university may facilitate a mediation session involving the student and representatives from the host organization.

d. Resolution and follow-up

- If a resolution is reached, it will be documented and signed by all parties involved.
- The academic supervisor will monitor the situation to ensure compliance and that the resolution is effective.
- If no resolution can be reached, the university reserves the right to reassign the student to a different placement or take appropriate academic action.

e. Confidentiality

All conflict resolution processes will be conducted with the highest degree of confidentiality, with information shared only on a need-to-know basis.

f. Non-retaliation policy

Students who raise concerns or report conflicts in good faith will be protected from any form of retaliation by the host organization or university personnel.

- All information during conflict resolution remains confidential
- If retaliation is confirmed, the university may take actions such as:
 - Formal warnings to the host organization
 - Termination of the internship agreement with the host organisation
 - Reassignment of the intern to a new placement
 - Disciplinary measures against university staff or faculty if involved
- All complaints and follow-up actions will be documented and stored securely by the Joint Virtual Administrative Office.

In the process of conflict resolution, the first contact person for the student is always the academic supervisor. The academic supervisor must inform the Joint Virtual Administrative Office and the local internship advisor.

SECTION 7 Withdrawal and absence

7.1 Withdrawal from the internship

If a student withdraws from an internship, the Programme Board will consider and offer appropriate methods for the student to achieve the Module Learning Objectives for the internship phase where feasible.

7.2 Absence

In case of absence because of health issues or other personal circumstances, students must contact their host supervisor and in the case of absence of one week or longer they must contact their academic supervisor. The academic supervisor can take it up with the Local Internship Adviser if necessary.

SECTION 8 Quality assurance

Quality assurance of internships will be managed pre-, during, and post-internship period via the following activities:

Pre-internship: The co-creation and signing of an internship agreement between the student, company and academic supervisor ensures the academic and professional value, and the practical feasibility of the internship. This is required to be sent to the Academic Supervisor and JVAO prior to the start of the internship.

Internship preparation: During the first month of the internship (September), students will write an internship plan, containing the sustainability challenge they are going to research. The internship plan will be reviewed by the internship supervisor and academic supervisor, who will provide a go or a no-go, assuring the quality of the fulltime internship that students will continue from October.

During internship: Academic supervisors continuously check the quality of the internship during the meetings with the students when they are working in the internship host organisation.

Post internship: At the end of the internship period, all students, hosting organisations, and supervisors will be asked to complete an internship review survey. The data from this survey will be analysed by the Quality Office and used as a mechanism for quality improvements and recommendations. These recommendations will be presented to the Programme Board and addressed during the annual MSc hackathon.

The quality assurance of internship assessment will be ensured via the Programmatic Assessment rubric used throughout the MSc.

SECTION 9 Archiving

Archive of assessments in E-portfolio

The assignments, their completion and the work assessed in the e-portfolio will be kept (in paper or digital form) for a period of seven years after the completion date of the Master's programme (Art 5.2).

SECTION 10 Related documentation

- Internship agreements: to be provided by the Local Internship Advisor & JVAO in each university.
- [Supervision policy for internships](#)