

MSM MBA/MM Extracurricular Internship Report Guidelines

AMOUNT OF CREDITS

Your internship counts for 1 ECTS per 28 hours of work, with a minimum of 12 ECTS and a maximum of 30 ECTS.

CONTENT

You are required to write an academically sound internship report in English. The report provides an overview of your daily tasks and responsibilities, your experience at the company and how these tasks and experiences fit prior theoretical knowledge that you have learned during your studies. The content should be written in a formal, academic manner, using literature references and proper professional language. Furthermore, the report must be written in English. In addition, a reflection on your experiences is required.

The main criteria for evaluating the report are mentioned on the Score Form MSM MBA-MM Extracurricular internship.

REQUIREMENTS

- The front page of the internship report should include your own name and student id, the name and location of the internship organization, the start and end dates of the internship, and the submission date of the report.
- If the report is confidential, this must be indicated on the title page. Please make sure to arrange an NDA. (Template can be found in your Master's Thesis Canvas course)
- Include a (short) reference list / at least 3-5 references are mandatory.
- The report should be written using a standard font (Times New Roman), with font size 12 and line spacing 1. Appropriate length is between 7,500 and 10,000 words (excluding title page, appendices, etc.).
- Any tables, diagrams and drawings that are essential for a clear understanding of the report should be included in the text. Otherwise, they can be placed in (numbered) appendices.
- Although you are explicitly asked to discuss and reflect on your personal experiences during the internship, aim to write in a professional and objective manner throughout the report. Avoid using an excessively conversational ("chatty") tone in your writing.
- The deadline for submitting the report is two weeks after the end of your internship. The specific deadline is indicated in the approval e-mail.

You will receive no active supervision during your internship from your MSM internship supervisor. The role of the MSM internship supervisor is to act as a link to university and to evaluate your report afterwards. In case you have academic questions, please contact your MSM internship supervisor. The name of your MSM internship supervisor is indicated in the approval e-mail.

REPORT AND SCORE FORM REQUIREMENTS

Internship report:

- Name the document according to the following lay out:
LastName_FirstName_Report.pdf, e.g. "Doe_Jane_Report.pdf"
- If your report is confidential, add CONFIDENTIAL before the filename, and add the signed NDA.

Score Form:

- Tab 1: you as student complete this
- Tab 2: your internship organisation completes this
→ Send the Score form to your MSM internship supervisor once completed by you and the organisation.
- Tab 3: Your MSM internship supervisor completes this (your internship report will be graded on the aspects as mentioned in this tab)
- Name the document according to the following lay out:
LastName_FirstName_SFI.pdf, e.g. "Doe_Jane_SFI.pdf"

SUBMISSION PROCESS (FIRST SIT)

- Submit your internship report in Canvas before the deadline (*not earlier than 14 days before the end date of the internship*) and send Score Form to your MSM internship supervisor.
- The deadline for submitting the internship report and Score Form is 14 days after the end of the internship (date will be communicated by the Education Office).
- Incomplete submissions will not be processed. Once your MSM internship supervisor has assessed your internship report, you will receive an e-mail with the Score Form completed. After that, the MSM Education office will be informed about completion of your internship in order to process your credits on the Student Portal.

RULES REGARDING RESIT DEADLINE

- If the student has not submitted the internship report before the first sit deadline a "No Grade" (NG) will be recorded as the grade for the first sit. The new deadline will then be 1 month after the first sit deadline.
- If the quality of the internship report is insufficient, the student will be offered one resit opportunity. Within 1 month after the processing date by the MSM Education office the student must present a revised version of the internship report.

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Important!

- Each internship report will be checked for irregularities by the MSM internship supervisor.
- Students who need additional time after the resit period as a consequence of personal circumstances (such as outlined in the EER), must contact the MSM Education office preferably well before the resit deadline. If the circumstances are verifiable and have an impact on the internship report progress, the resit deadline may be postponed.