

MSM MBA/MM Extracurricular Internship (12–30 ECTS)

Guidelines for Students

This document outlines everything you need to know about extracurricular internships. These internships allow you to gain professional experience and earn additional ECTS credits **after completing your Master's programme**.

Important:

- Extracurricular credits **cannot replace any curricular component** of your programme.
 - You may **only start the internship after completing all academic requirements**, including your Master's thesis.
 - Participation requires **postponement of graduation**.
-

1. Requirements

Duration	minimum 336 hours – maximum 840 hours
Content	Must be relevant to your study programme
Eligibility	All courses and Master's thesis must be completed before you start the internship. Request postponement of graduation at least 2 weeks before fulfilling the last exam requirement (defense date).
Location	The Netherlands
Approval	An internship needs approval of the Academic Coordinator
Deadline	You must submit your request for approval before 31st July
Contract	A signed internship agreement (organisation, student, and MSM Director) is required before the start of the internship Use of the standard UNL contract is mandatory, please see here
Fees	Additional fee for supervision and administrative costs apply – 800 EUR (to be paid upon signing the contract)
Report	You must submit an academically sound internship report describing your work and assignments (you can find the guidelines for the report here), and the Extracurricular Master Internship Score Form (provided by your Education Office).

2. Assessment & ECTS

- Credits awarded: 1 ECTS per 28 hours worked
- Minimum: 12 ECTS (336 hours)
- Maximum: 30 ECTS (840 hours)
- Grades are recorded as pass/fail /and do not affect GPA

3. Limitations

- Only **one extracurricular internship** is allowed per Master's programme
- Must be approved **in advance** (no retroactive approval)
- Internship must follow completion of all academic requirements
- The internship cannot exceed one academic year
- End date has to be in the same AY

Company restrictions:

- Not allowed at your **own company**
- Supervisor at the company cannot be a **first-degree family member**

4. Postponement of Graduation

By default, you graduate automatically once all requirements are completed. To complete an extracurricular internship afterward, you must request the Board of Examiners to postpone the graduation. Students may still attend the graduation ceremony of their cohort (receiving an empty diploma folder) or choose to participate in the following ceremony to receive their diploma on stage.

Procedure:

1. Obtain internship approval from the Academic Coordinator
2. Email the MSM Board of Examiners **at least 2 weeks before** fulfilling the last exam requirement of the MSM-MBA respectively MSM-MM study programme (Master's Thesis defense date) (copy the Education Officer). The request must include:
 - Approval internship from Academic Director
 - Internship start & end date
 - [Motivation form](#)

Important conditions:

- Maximum postponement: **6 months after completing your final academic requirement**

5. Completing Your Internship

To receive credits, submit your Internship Report in Canvas before the deadline communicated by the Education Office (*not earlier than 14 days before the end date of the internship*). The Score form MSM MBA-MM Extracurricular Internship needs to be completed by the company and the student and sent to the supervisor. Supervisor will upload the completed Score Form in Canvas.

Results

- You will be informed by the Education Officer
- Internship appears on transcript as **pass/fail/NG with ECTS**

6. Internships in the Netherlands (Non-EU Students)

If you hold a valid Dutch student residence permit:

- **No separate work permit is required**, but you must:
 - Sign a **three-party agreement** (student, company, Maastricht University)
 - Ensure the agreement is fully signed before starting
- **Visa responsibility**
 - You must hold a valid student permit
 - If your internship exceeds your visa duration, you must arrange an extension (costs borne by the student)

7. Additional Important Information

- Approval from Academic Coordinator may take **up to 10 working days**
- Missing internship report or score form → **“No Grade” (NG)** on transcript
- NG may impact **cum laude eligibility** (check the MSM-MBA/MM EER)

8. Changes or cancellation of internship

Requests must be sent to the Education Office (with a copy to MSM Board of Examiners) and include valid justification (and possibly proof), such as:

- Internship cancellation by host organisation
- Visa or immigration delays
- Serious medical circumstances
- Significant family matters
- Acceptance of a full-time job offer

→ *Partial refund of the fee may be applicable.*