Preparing your internship (chapter 3.1 in manual)

Finding and applying for your internship







Paperwork in OnStage, amongst others:

- Register your internship company
- Upload a first draft of your Internship Plan and connect with your AMFI supervisor to discuss the Plan
- Upload your signed AMFI contract

During your internship (chapter 3.2 in manual)

Work on internship activities and learning goals / AMFI competences (for a minimum duration of 18 weeks, 5 days * 38 hours a week)

Upload final Internship Plan (week 1)



Midterm assessment by company (week 8)



Final assessment by company (week 18)

Upload midterm Process Book (week 9), including: the Internship Plan + midterm company assessment + your reflections on your development in weeks 1-8

Company visit with AMFI and company supervisors (week 10) – this visit takes place physically, unless in the case of internships abroad

Finishing and assessment of your internship (chapter 3.3 in manual)

Upload final Process
Book (week 19), including:
midterm company
assessment + your
reflections on your
development in weeks 9-18
+ the final assessment form
filled in by you



Final assessment presentation with AMFI supervisor and 2nd AMFI assessor (week 20) – this assessment takes place online and will be scheduled by your AMFI supervisor



The final assessment form with the and accompanying grade and feedback will be uploaded in OnStage by your AMFI supervisor

The Internship Office performs the final check on your Onstage file, shares your grade in SIS and closes your OnStage file (week 22)