



ArtEZ Business Centre

Combine your business with your studies

# Pilot Internship at your own company



Financed by Kwaliteitsafspraken

ArtEZ Business Centre (ABC)

# SLIEB: what is it, and what does it offer students

Stage lopen in eigen bedrijf (SLIEB) - Internship in your own company - evolved from the Top Sports Scheme (TOR), combining study and engaging in top-level sport.

SLIEB is a similar project that offers students a chance to develop their careers as independent artists/artists/artisans/performers/designers while still studying. They can combine their studies with practical experiences that benefit the growth and continuity of their professional practice.

In consultation with the head and SLB of a study programme and the SLIEB coordinator, we look at how a student can optimally intern in their own company. During SLIEB, the student receives guidance from experienced coaches and entrepreneurs and goes through the process with other talented student entrepreneurs whenever possible. The guidance is offered to the student through Saxion's mandatory [LevelUP!](#) course.

The students continue to meet the requirements of their education and graduation. At the same time, they get the space, time, and guidance to establish themselves in the working field during their studies.

## Requirements for an application

- the student is a full-time or part-time student
- has a business in which there is ambition and growth

# SLIEB application procedure for the student

1. Intake with the SLIEB coordinator of the ArtEZ Business Centre
  - *Discuss possibilities and explain the project*
  - *Initially assess the status of the student's company*
2. The student submits an application consisting of:
  - *Motivation letter (see sheet)*
  - *Business plan for professional practice*
  - *Company with Chamber of Commerce number or apply for one before the start of SLIEB trajectory*
3. In process:
  - *SLIEB Coordinator scans the completeness/accuracy of documents*
  - *SLIEB Committee: pitch, discuss and decide*
  - *They check whether the student can do business in their own company*
4. In dialogue with course:
  - *The student consults with SLB-er, internship coordinator and SLIEB-coordinator*
  - *Discuss and agree/determine possibilities*

# Intake interview

When interested in doing an intern in one's own business, the student contacts the SLIEB coordinator. The SLIEB coordinator contacts the SLB'er and internship coordinator and consults about the possibilities of doing an internship in one's own company.

An intake with the internship coordinator follows this. This conversation aims to gain insight into the student's entrepreneurship status and help demands. The opportunities and feasibility are also examined, and the process and lead time are explained. After a green light, the student can assemble the SLIEB application.

In this pilot, the SLIEB coordinator can be present at the talks upon request to speed up a procedure and address concerns where necessary.

# The application and motivation letter

After the intake interview, the student prepares the application. It consists of the following parts and criteria:

1. Motivation: a letter showing the student's status and enterprise, motivation/argumentation as to why the student wants/thinks to qualify for the pilot, their current situation and where someone wants to work towards.
2. Future plan: showing clearly what the company is, what the objectives and plan are, and the presence of a substantiated financial outlook. A KVK registration as proof that the company exists.
3. Hand in application to the SLIEB coordinator.

The cover letter should explicitly mention the following issues:

- To what extent and in what way will SLIEB help the student's personal development as an entrepreneur? What does the student want to learn?
- To what extent and in what way will SLIEB help the student develop their own business? What opportunities might the student be missing? Demonstrate urgency here.
- To what extent and in what way will SLIEB help the student in (completing) their studies?
- What are the ambitions and potential of the enterprise? And how do these relate to the course? What is the relationship/change between the enterprise and course? Is the business a complement to the course or an alternative?
- What guidance is (more) desirable? For example, at the ABC or other start-up guidance.

*The SLIEB coordinator provides support where needed during this pilot.*

# Processing application by SLIEB committee

- The SLIEB coordinator makes an initial substantive assessment, reviews the application, and declares it admissible.
- The SLIEB committee invites the student entrepreneur for an interview.
- The SLIEB committee considers the fully submitted application at the end of a semester before the start of the internship semester. Should this not be feasible, please get in touch with the SLIEB coordinator.
- This SLIEB Committee consists of at least three members of ArtEZ.
- The SLIEB coordinator communicates the result plus any advice in writing. In case of a positive outcome, the student gets access to SLIEB, coaching and LevelUP! programme.

## In contact with the course

Head of a course and ABC collaborate to see if internships are possible. There are then two possible outcomes:

- The student already meets the internship criteria. We then examine how exactly the route can be organised.
- The student still needs to meet the internship criteria. In that case, the student fulfils a partial internship elsewhere and an internship in their own company to complete the set requirements.
- In the latter case, the examination board interferes with the OER. Because this is a pilot (experiment), there are more options.

# Case study

A MediaMusic student fulfilled the set SLIEB requirements but did not yet meet the internship competencies of his course and, therefore, could not participate in the SLIEB pilot. The head of the course, the intern, and the SLIEB coordinator together found a solution.

The student arranged an official internship for two days a week. An internship supervisor/ tutor monitored whether the student met his internship learning goals and fulfilled the set internship competencies.

The internship coordinator, in consultation with Saxion, deployed the LevelUP! programme where the student undertakes a structured internship in his own company. As it is a pilot, the internship coordinator supervises the student and stays in contact with Saxion for now. On the next occasion, a tutor familiar with the content of having a company can function as the contact person.



# Info LevelUP! Saxion

*Within LevelUP! you follow your personal route. Whether you are an intern, graduate from within your own company, or have a top entrepreneur status, we offer you business coaching.*

*For 19 weeks, you work on your issue or problem within the company and take your company to the next level. You continue studying in your course and work in your business. There will be weekly contact moments (workshops, etc.), and the locations vary between Deventer and Enschede. You also receive coaching at the Saxion Centre for Entrepreneurship (SCvO) to combine your business with your studies and get the best out of it. This way, you can have a blast in your professional field during your studies! It takes your business to the next level together with other talented entrepreneurs. The programme offered depends on your wishes. You determine your growth!*

Should the LevelUP programme not fit, the ABC has an equivalent alternative programme and coaches. One of the added values of LevelUP! you will work with fellow students from different disciplines in the programme.

More information: [LevelUP!](#)

## Possibilities after SLIEB

Does the student want to continue after a positive SLIEB trajectory? Then, there are other compelling in-depth routes at ArtEZ and the collaborating institutions HAN, Saxion and Radboud University.

# Important matters

- In case of a dispute or problems, the SLIEB coordinator is called in.
- ArtEZ staff members are bound to secrecy regarding information about the company and the student.
- The SLIEB pilot concerns the period:  
January - June 2024  
September - December 2024
- Financing  
The Kwaliteitsafspraken funds this pilot.
- We purchase Saxion's LevelUP! programme and implement it in consultation with them. If a programme fails, the ABC will seek an alternative programme.

*Important: a SLIEB status doesn't mean exemptions from the student's educational obligations. Only postponement or another form is possible.*

# Who are involved in SLIEB pilot

## The student

ArtEZ Business Centre (ABC)

## Contact point

SLIEB-coordinator Andrew David ([an.david@artez.nl](mailto:an.david@artez.nl) of 0612467429)

## SLIEB commission

A minimum of three persons (ABC ArtEZ)

## Coaches assigned by ABC

## Head course

Grants agreement to cooperate in the internship in own company

## Study career coach

Investigates and discusses with the student options for redesigning the course to make the route feasible

## Internship coordinator/supervisor

Knows the possibilities of an "Internship in my own company" within the course

Maintains contact with the student during the internship period

Monitors student's progress in achieving set goals

## Examination board

Is consulted in case of a question or if there are, for example, specific requirements for internships.

## Extern

External contact points Saxion and HAN of the courses

# Interested in SLIEB?

Please get in touch with Andrew David SLIEB-coordinator.  
For a non-binding consultation live or online



[an.david@artez.nl](mailto:an.david@artez.nl)

0612467429