



## WHAT SHOULD THE VACANCY COVER?

- General information about the company and the internship tasks.
- The application deadline should fit the timeframe above.
- Students are more likely to apply for an internship if the internship takes place during January - March in the spring semester and July - September in the autumn semester.
- If you prefer, you can use your own application portal. If not, the NHH Career Centre administers the process.

## CONTACT

We are looking forward to cooperating with you. Please contact us at [career-centre@nhh.no](mailto:career-centre@nhh.no) or give Alexandra Blumenstein a call at +47 55 95 98 30

*Together for Sustainable Career Choices*



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Office of Student Affairs**

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<https://www.nhh.no/en/for-students/career-center/career-centre--for-employers/>

## Looking to hire an intern from NHH? Join NHH's Internship Abroad Programme

Internship Abroad is your chance to hire a highly qualified student intern from the Norwegian School of Economics in an easy and well-organised manner. It is also an opportunity to secure your company's branding among the NHH students.

NHH offers the [Internship Abroad Programme](#) to bachelor and master students going on an internship in a country outside their own. Students gain 7,5 credit points. The internship is integrated in an academic course delivered by NHH.

## KEY INTERNSHIP REQUIREMENTS:

- It must cover a minimum of 150 work hours at a professional level.
- Interns must be given one or more challenging projects with a certain degree of autonomy. This is especially important for those taking the master course. The tasks must be within the area of economics and business administration.
- Interns must have a contact person in the company where the internship takes place.
- Candidates must submit a copy of an internship contract when applying for internship approval by 1 November / 5 April. [Internship contract example](#).
- The interns will cover their own travel insurance and other insurance needed for the duration of their internship. Employers may provide additional accident, liability or health insurance according to their internal regulations.
- The interns will apply for their own visas. The employers must submit documentation (f.e. proof of work, work contract) for the process.
- The interns cover travel and accommodation cost themselves. Therefore the internship should be paid.



## KEY DATES:

Tasks of the employer	Internship Spring semester (January- May)	Internship autumn semester (June - December)
Deadline to send in the vacancy description to NHH Career Centre	20 September	20 February
	<b>Tentative application deadline: 10 October</b>	<b>Tentative application deadline: 15 March</b>
Application process	10 - 30 October	15 - 31 March
Send a list of selected interns to NHH Career Centre	30 October	31 March