**Accounts for an internship within the UMC Utrecht**

Students that do their internship (research project) within the UMC Utrecht will get an UMC Utrecht internship account. This includes students from:

- Bachelor Biomedical Sciences (only Research Project Plus students)
- Master’s programme of Biomedical Sciences, including external students that perform their internship via the GSLS within the UMC Utrecht
- Medicine (Bachelor and Master)
- SUMMA (Selective Utrecht Medical Master)

A student needs two accounts:

a) A student account
b) An UMC Utrecht internship account

Why two accounts?

Originally, the student accounts were created to provide students with restricted rights compared to staff members. When students do an internship, the rights required for this internship are comparable to the rights of staff members. Unfortunately, combining these two accounts within one account is not feasible. Therefore, the student needs two accounts.

How do students receive those accounts?

a) A student account

After the application at the Utrecht University, the student receives a student number. During the introduction, the student obtains the username and password, together with the information on how to activate the student account.

When a student did not receive all the information about their student account, the student can go to STIP where a student account will be created and the information will be provided.

b) An UMC Utrecht internship account

- Student affairs of the faculty of Medicine will ensure that the student:
  1. Receive the username and password for the UMC Utrecht internship account;
  2. Is able to make the UMCU card at the counter of the FSC;
  3. When required, obtains HiX-rights for their internship.

- The student:
  1. Will couple his/her UMC Utrecht internship account to the UMCU card by following the instructions in the email the student received;
2. Will ask his/her supervisor to request the required rights for the internship at the department.

- The supervisor or the (educational) secretary of his/her department will request specific rights and access to the rooms via the contact person (bevoegdheden contactpersoon; BCP-er) of the department.

The supervisor can ask for the specific rights and access to the rooms via the information on Onderwijs servicepunt where “stages – UMC stage account” will direct the supervisor to the information about the UMC stage account on Connect.

A student who will start with his/her internship, will receive:
- An UMC Utrecht internship account with username, password and more information about this account
- An UMCU card (only when the student does not have one yet)
- Right for specific folders, applications and the FollowMe printers
- Access to specific rooms

Where to go for questions?

<table>
<thead>
<tr>
<th>Reset password</th>
<th>OWCServiceDesk ICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>General questions</td>
<td>STIP</td>
</tr>
<tr>
<td>Request specific rights</td>
<td>Via the supervisor or the educational secretary of the department where the internship will take place</td>
</tr>
</tbody>
</table>