

School of Technology and Logistics (FHTenL) Internship Regulations

For the 2020/2021 academic year

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1 Introduction

Your first internship takes place in your third year of study; its purpose is to provide both education and professional orientation.

- Education: The third-year internship serves as preparation for the graduation internship. During the internship, you apply the programme competences you have developed in an integrated way. The level of the internship (the complexity and the independence required) also contributes to its educational purpose.
- Professional orientation: By completing an internship with a company you will be introduced to professional practice.

The internship is worth 30 ECTS credits. During the internship you will work on an internship project, which will be assessed.

These regulations form part of the Teaching and Examination Regulations (OER) of the study programme. They provide an overview of the internship process (Section 2), explain framework conditions such as length and timing (Section 3), and cover special topics such as interning abroad and insurance cover for the period spent with the company (Section 4).

This document has been published on the Institute's [portal](#). On the portal, you can also find annexes and forms that are important for the internship.

When this document refers to 'technical programmes', it means the Information Technology (INF), Industrial Design Engineering (IPO), Mechatronics (MEC) and Mechanical Engineering (WTB) programmes. When it refers to 'logistics programmes', it means the Logistics Management (LM) and Logistics Engineering (LE) programmes.

2 Overview of the internship process

In the semester preceding your internship, which usually takes place in Semester 5, you will start your preparations. As part of these preparations, you will make sure that you meet the two conditions set out below. If you don't meet one or both of the conditions, you can't start your internship.

- You have a project that has been approved by the programme;
- You meet the admission requirements.

You must also make sure that you register for the internship at least six working weeks (excluding holidays, as specified in the annual calendar) before it is due to begin. If you do not register in time, your project will not be considered. If you have registered, but your internship does not go ahead for some reason, change the start date in your registration. This is important in the context of the planning / allocation of supervisors and examiners.

Figure 1 provides an overview of the activities and process of an internship.

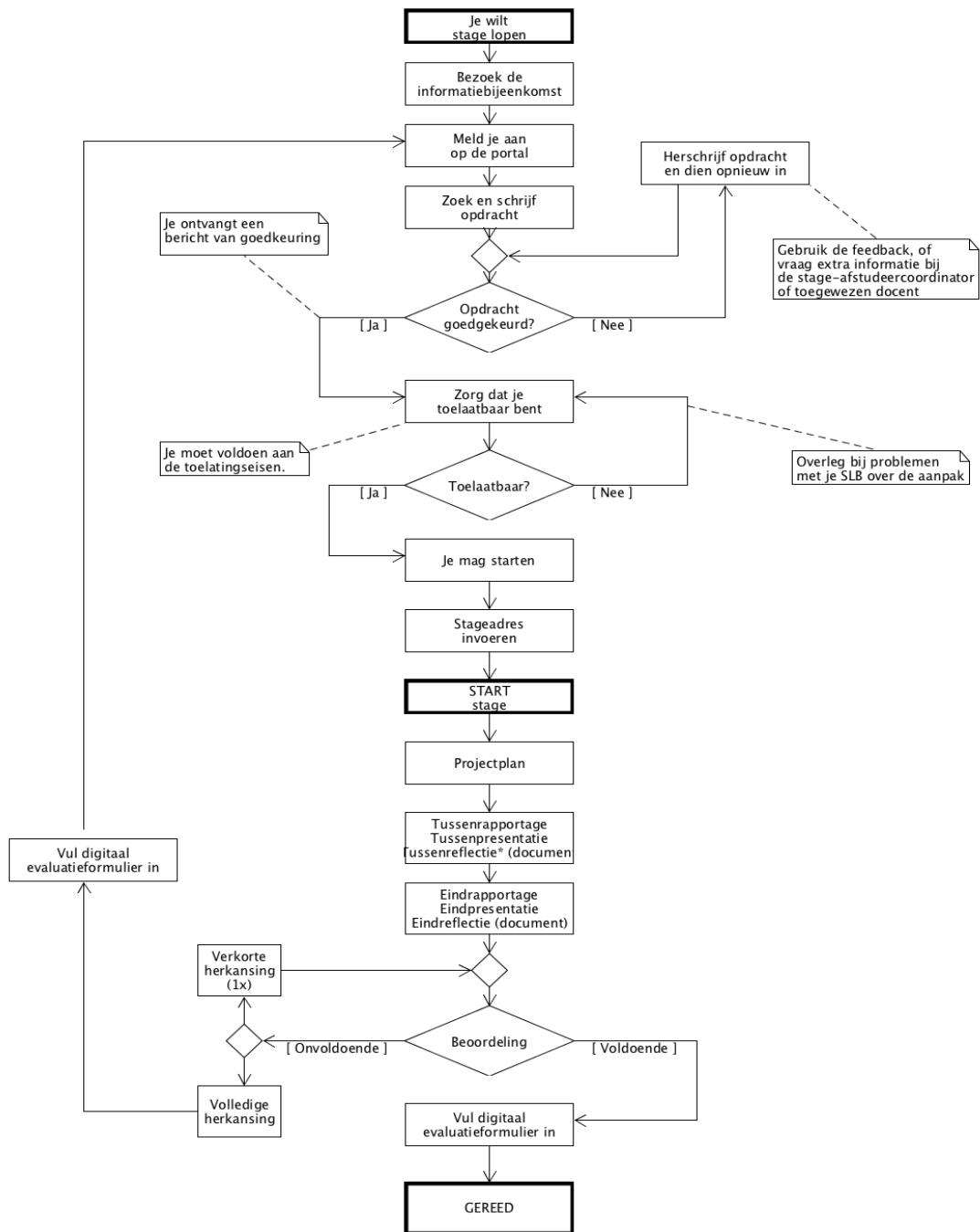


Figure 1: Overview of internship activities and process. ¹

¹ * Only Logistics and IPO have an interim reflection report.

3 Framework

This section describes the framework conditions that apply to internships. Exemptions from the regulations may be obtained by submitting a substantiated request to the Examination Board.

3.1 Length and timing

The internship lasts for five months. The following start dates are permitted:

- The first day of Term 1 (usual)
- The first day of Term 3

You can find the specific dates in the *'Annual Calendar'* document, which can be viewed on the FHTenL [portal](#), and in the *Important Dates* document on the internship [portal](#). Note: Starting in Term 2 or Term 4 is not permitted.

3.2 Content

During the internship, you will complete a project in a company/organisation over a period of five months. The project products include both interim products and final products (see Paragraph 3.8). The final products will be assessed at the level indicated by the study programme (see the assessment forms for the programme on the [portal](#)).

Prior to the internship, you will complete a preparation phase. This preparation phase will start no later than the beginning of the semester preceding the start date (see Figure 1 in Section 2). Make sure you have all the necessary information about the internship. The study programme will provide you with support during this phase, for example by organising an information session:

- The school will hold an internship **information** session by the start of Semester 4 at the latest.

3.3 Level

Given the nature of the internship, it's important that you see, experience and apply, in a practical setting, the competences you developed in your first two years of the study programme. The internship is thus an integral and essential part of the study programme. Because this internship also serves as preparation for your graduation internship, the content and assessment of the third-year internship have a similar structure to the content and assessment of the graduation internship. However, there are differences in:

- The level of supervision – see Paragraph 3.7;
- The assessment of the final products, which are formulated and/or assessed at the level of the third-year internship.

3.4 Project approval

The study programme can help you find a suitable project ² for example by placing internship projects or the names of companies on the [portal](#).

You must draft a proposal for a project that you want to do in the company/organisation. Use the *Internship/Graduation Project Approval Form*, which can be found on the [portal](#) along with explanatory notes. The Internship Coordinator will check whether the company/organisation meets the applicable conditions.

These conditions are:

- The workload from work tasks is suitable to enable the desired final products/objective to be achieved.
- The student will not be given tasks that are not in line with the project in the context of their studies;
- The company will provide subject-specific supervision at an adequate level, and will devote sufficient time and attention to supervision;
- There is no question of or appearance of partiality;
- It is clear which company employee the student must report to;
- The company management accepts the public nature of the documents (particularly the reports) (see also Paragraph 4.5: Confidentiality);

² For technical programmes, the internship project may consist of multiple smaller projects.

- The student will have a good work area with sufficient resources (such as a desk, computer, means of communication, laboratory facilities, a workshop);

The programme will assess the project proposal based on the four-eyes principle (i.e. involving at least two lecturers), and get in touch with the company if necessary before approving or rejecting the proposal. If the project is rejected, it is your responsibility to modify the proposal or choose another project. See also Figure 2.

Approval of the project proposal means that the study programme, based on currently available information, considers the project and environment to be suitable for an internship. The project and working environment thus meet the conditions to allow you to start your internship. No rights may be derived from this approval during the internship; as the internship progresses, it may become apparent that the project needs to be adjusted and/or the environment needs to be adapted, for instance as follow-up to the project plan or the interim meeting/presentation.

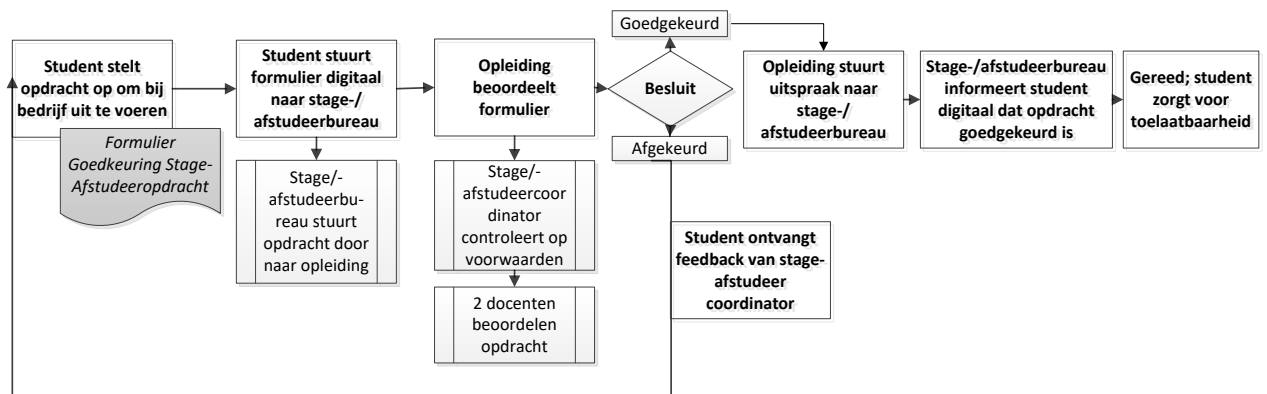


Figure 2: Project approval process.

3.5 Conditions of admission

You will be permitted to take part in an internship if you meet the following requirements:

- You have obtained your first-year diploma;
 - You have obtained at least 40 credits from the units of study in Year 2;
- In addition, if you wish to do your internship in the usual *autumn* slot (Semester 5):
- You have successfully completed the Semester 3 project(s) (half-semesters 5 and 6);
- In addition, if you wish to do your internship in the *spring* slot (Semester 6):
- You have successfully completed the Semester 4 project(s) (half-semesters 7 and 8);

Progress, the student progress administration, will provide the definitive answer on the number of credits you have obtained. When calculating the number of credits for the INF, MEC, WTB and IPO study programmes, the following will be taken into account:

- The units of study you have completed, i.e. the credits awarded for those units; and
- The number of examinations (including partial examinations) you have passed.

It must be known by the latest possible internship start date at the latest whether you are eligible for admission. If you do not meet the requirements, the start of your internship will be postponed to the next possible start window (see Paragraph 3.1).

3.6 Parties involved

A number of different parties are involved in an internship:

The student

You are expected to work independently in preparing for, carrying out and completing your internship. This requires a proactive attitude: you must independently find a suitable internship project, independently carry out the project, and organise and monitor, within the set parameters, the feedback necessary for proper completion of your project.

Internship Office

This office is responsible for the organisation around third-year and graduation internships, including the provision of information and filing of documents. The office:

- Receives completed *Internship/Graduation Project Approval forms*, passes these on to the study programme, and informs students of the programme's decision;
- Makes sure students can submit products;
- Takes care of signing of contracts and confidentiality agreements.
- Takes care of the scheduling and administration of interim and final presentations;
- Makes sure the internship is properly completed by sending and processing evaluation forms, which may be electronic or hard copies.

Supervising lecturer³

The supervising lecturer provides you with guidance as you complete your project. This guidance may relate to the technical or other content of the project, and primarily focuses on the process. The supervising lecturer advises the examiner on the assessment of the project.

Company supervisor

One or more people from the company will provide day-to-day supervision in the workplace. From the student's perspective, the company supervisor will often take the role of a 'client'. The examiner will listen to the advice of the company supervisor and take it into account when assessing the project. The company supervisor must have expertise in the subject area to which the project relates. The company supervisor will preferably be present during the interim presentation.

Examiner

The examiner bears final responsibility for determining the results you are awarded. The examiner is assisted in the assessment by the supervising lecturer and the company supervisor.

Internship Coordinator

The Internship Coordinator plays a particularly important role in the preparation phase in approving the project proposal; see also Paragraph 3.4. The Internship Coordinator also has joint responsibility for preparing and providing advice on the internships policy each year, and for initiating improvements to the process and implementation of third-year and graduation internships.

³ For the technical programmes, the roles of 'supervising lecturer' and 'examiner' are filled by the same lecturer; in a few cases, selected at random, the roles will be performed by two different lecturers. For quality assurance purposes, all study programmes apply a calibration procedure: at least twice in every academic year, each programme will arrange calibration sessions for examiners, and for examiners and supervising lecturers together.

3.7 Supervision

The study programme uses a supervision model for internships; see the table below. Separate arrangements will be made for remote internships (i.e. internships completed more than 150 km from the programme location). See also Paragraph 4.2.

Table 1. Supervision model for the internship.

Underlying principle	The focus of the internship is on learning and professional orientation; the programme translates this into 'experiencing': the student finding out about the practice of the profession. The third-year internship also serves as preparation for the graduation internship.
Focus of supervision	To support the learning process, in terms of both content and process, with both student and programme playing a proactive role.
Substance of supervision	<ul style="list-style-type: none"> ○ Supervising lecturer has contact with the student: ideally 3-4 times ○ At a minimum, this contact consists of: <ul style="list-style-type: none"> ○ A visit by the supervising lecturer (once) ○ Feedback on the project plan (and adjustment of the project if necessary) ○ Feedback on interim products during formal sessions ○ Feedback on the process ○ Other feedback at the request of the student, with the supervisor checking that the feedback requests are appropriate, and are not detrimental to the student's independence.

3.8 Interim and final products

To determine whether you have achieved the desired programme competences you will submit a number of final products, which will be assessed. Interim monitoring will take place, consisting of the giving of feedback on interim products. See the table below. You can find a detailed description of the phases in Section 5.

See Table 2 and the explanation provided for each product.

Table 2. Interim and final internship products.

Internship phase	Product	Feedback	Assessment
Preparation	Proposal for a project at a company	Go/No-Go to start	
Implementation	Project plan	Within five working days	
	Interim report <i>A report on the progress of the project and how you expect the remainder of the project to go.</i>	Feedback, which must be recorded in writing.	
	Interim reflection (document)		
	Interim presentation ⁴ <i>A presentation on the progress of your work.</i>		
Completion	Final report <i>A report about the progress of the project as a whole, including the period described in the interim report.</i>		Final assessment (grade)
	<i>Depending on the project, the student may also deliver a product, in accordance with the agreements made with the company. The product will be an integral part of the assessment.</i>		
	Final reflection (document)		
	Final presentation <i>About the delivered product or solution. During the final presentation you present your final report and defend its content.</i>		

⁴ For the technical programmes there will be an interim discussion with the supervising lecturer, in the form of a return day (for internships commencing in September) or a meeting (for internships commencing in February). On this day, the interim report will be discussed with the supervising lecturer. During the return day, there will be a number of presentations given by external guest speakers from companies, and some interns will also be asked to give a presentation on their experiences. Second-year students will be invited to see these presentations, to give them an early impression of what an internship is like.

3.8.1 Guidelines and explanation for each product

Proposal for a project at a company

- You submit your proposal electronically using the *Internship/Graduation Project Approval Form* ([portal](#)).
- Go/No-Go: You may start when the project has been approved and you have been given permission.
 - You will then be allocated a supervising lecturer within two weeks after you start your internship. You will be notified of the allocation by email.
 - If you start your internship without permission and/or approval, you will not be allowed to continue.

Project plan

- You submit your project plan electronically, within four weeks after starting your internship. You can find the submission deadline in the *Important Dates* document on the [portal](#).
- The plan should be around five pages long. If the programme has specific criteria for writing a project plan, you will find these on the [portal](#).
- If significant changes are required, you will be asked to adjust the project plan based on the feedback given, then electronically resubmit the project plan.

Interim report

- You submit the interim report electronically and give a copy to the company supervisor (the copy may be a digital or hard copy). The submission deadline will be announced by the Internship Office on the [portal](#) before the internship begins.
- The report should be no more than 6000 words long (including the introduction, but not including the bibliography and annexes). The word count should be stated on the [cover sheet](#).
 - For remote internships it is more difficult to monitor progress, because there is less direct contact between student and supervising lecturer. In this case, you may be asked to expand the interim report up to a maximum of 10,000 words.
- The report should be written based on the requirements for the final report; see the 'sample' assessment forms on the [portal](#). The minimum substantive components that a report must contain will be specified by the programme.
- You should agree with the company supervisor and supervising lecturer which language the interim report will be written in: Dutch, German or English. Students enrolled for the international variant of the programme must write their reports in English.

Interim and final reflections

- You submit your reflection electronically, at the same time as your interim or final report. You also give a copy to the company supervisor (the copy may be a digital or hard copy).
- Guidelines for writing your reflection can be found on the [portal](#). There are separate guidelines for each programme.

Interim presentation

- You will be notified of the date, time and location well in advance by the Internship Office.
- The invitation to give your interim presentation will also state the name of the examiner allocated by the programme.
- The supervising lecturer or examiner will chair the session.
- The presentation should last a maximum of 20 minutes. After the presentation there will be an opportunity to ask questions, after which there will be a short follow-up discussion about your progress on the project(s).
- You will receive feedback after the follow-up discussion.
- By the day after your interim presentation at the latest, you should electronically submit:
 - The slides from the interim presentation;
 - Photos/a video of the product, where applicable (you may have already submitted these with the interim report).

Final report

- You submit the final report electronically and give a copy to the company supervisor (the copy may be a digital or hard copy). The submission deadline will be announced by the Internship Office on the [portal](#) before the internship begins.
 - IPO students must also supply a hard copy version to the Internship Office if the report will contribute to their graduation project, in terms of the design or the materials used.
- If you do not adhere to the submission deadline (if you submit your report late), this fact will be taken into account in the final assessment.
- The report should be no more than 12,000 words long (including the introduction, but not including the bibliography and annexes). The word count should be stated on the [cover sheet](#).
- The minimum substantive components that a report must contain will be specified by the programme. See the 'sample' assessment forms on the [portal](#).
- Along with your final report, you should submit a completed and signed declaration of authenticity, which you can find on the [portal](#) of the Examination Board.
- You should agree with the company supervisor and supervising lecturer which language the interim report will be written in: Dutch, German or English. Students enrolled for the international variant of the programme must write their reports in English. If the report is written in a language other than English, you must provide a summary in English.

Final presentation

- You will be notified of the date, time and location well in advance by the Internship Office.
- You will present to the examiner, the supervising lecturer and the company supervisor.
 - In principle, final presentations are open to the public, unless confidentiality is required.
- The supervising lecturer or examiner will chair the session; he or she will keep track of the time, to ensure there is sufficient time for questions. The chair is responsible for keeping a written record of the presentation and defence (questions and answers).
- The presentation should last a maximum of 20 minutes; if you choose, you may supplement your presentation with a demonstration.
- After the presentation, there will be an opportunity to ask questions. You are required to answer, and may not cite confidentiality reasons. This is known as a defence.
- After the presentation and defence an evaluation will take place, and the examiner will take charge. You (the student) and any audience that may be present will be asked to leave the room.
- The examiner will identify relevant arguments that are important for the assessment, and assign a grade. If the examiner disagrees with the supervising lecturer's advice, he or she will state in writing the reasons for the disagreement.
- You will be informed by the examiner of the result and the reasons behind it. If you have failed, you will be offered an additional feedback session.
- By the day after your final presentation at the latest, you should electronically submit:
 - The slides from the interim presentation;
 - Photos/a video of the product, where applicable (you may have already submitted these with the interim report).

Digital evaluation form

- At least a week before the end of the internship, the Internship Office will send each graduating student and company supervisor a digital evaluation form.
- You will be requested to complete this form as quickly as possible, and within one week after completion of the internship at the latest.

3.9 The assessment

The criteria for assessment of the final products and monitoring of the interim products relate to the competences for the programme. These can be found in the programme-specific appendix to the OER (Teaching and Examination Regulations). The assessment criteria and assessment forms can be found on the [portal](#).

The following applies to all programmes:

- If you receive a failing grade for your internship and/or graduation project, you will always be offered a feedback session.

- In a number of cases a *truncated resit* may be possible; see the table below for details. The procedure is as follows:
 - By the day after the final presentation at the latest, the examiner will write an opinion which will include justification for the truncated resit being offered, and will send this to the Examination Board.
 - *Within two working days* after the final presentation, you will send a request for a truncated resit to the Examination Board, making reference to the examiner's opinion.
 - The Examination Board will consider the request for a truncated resit *within one working week* following receipt, and will communicate its decision to you and to the supervising lecturer/examiner.
 - Following approval by the Examination Board you have *two working weeks* within which to submit your truncated resit.
 - You are entitled to an additional feedback session, in which the assessment will again be clearly explained. It is up to you to seek this feedback session.
 - A truncated resit will have an impact on the final assessment: the maximum grade for the part covered by the truncated resit is 6.0.
- In the case of a full resit (where the student failed), you will have to complete a new project with a different company/organisation.

The passing thresholds and options in various situations are set out below.

Technical programmes Mechatronics	Products to be assessed					
	Final report (content)	Product	Presentation/defence (content)	Final reflection (content & structure)	Final report (structure)	Presentation/defence (structure)
Profession-specific expertise (professional competence, research)						
General skills (professional conduct, communication)						
Pass	≥ 6.0	≥ 6.0		≥ 6.0		≥ 6.0
Truncated resit	5.0 ≤ x < 6.0	≥ 6.0		≥ 6.0		≥ 6.0
	≥ 6.0	≥ 6.0		5.0 ≤ x < 6.0		≥ 6.0
	≥ 6.0	≥ 6.0		≥ 6.0		5.0 ≤ x < 6.0
Fail	All other grades					

Table 3. Passing thresholds for internships in the Mechatronics programme.

Technical programmes Information Technology	Products to be assessed					
	Final report (content)	Product	Presentation/defence (content)	Final reflection (content & structure)	Final report (structure)	Presentation/defence (structure)
Profession-specific expertise (professional competence, research)						
General skills (professional conduct, communication)						
Pass	<ul style="list-style-type: none"> • Product: at least 18 pts • Professional conduct: at least 18 pts • Research skills: at least 12 pts 			<ul style="list-style-type: none"> • Reflection: Pass (P) • Report: at least 6 pts • Presentation: at least 6 pts 		
Truncated resit	<ul style="list-style-type: none"> • Product: at least 18 pts • Professional conduct: at least 18 pts • Research skills: at least 12 pts 			Pass (P) or Fail (F)	5.0	≥ 6.0
				Pass (P) or Fail (F)	≥ 6.0	5.0
				Fail (F)	≥ 6.0	≥ 6.0
Fail	All other grades					

Table 4. Passing thresholds for internships in the Information Technology programme.

Technical programmes Mechanical Engineering	Products to be assessed						
	Analysing Researching	Designing	Realising Controlling		Professional Development Managing Advising	Written communication	Oral presentation
Profession-specific expertise (professional competence, research)					X		
General skills (professional conduct, communication)	X						
Pass	Every part ≥ 5 and an average of ≥ 6			And	Every part ≥ 5 and an average of ≥ 6		
Truncated Resit	Every part ≥ 5 and an average of < 6			And	Every part ≥ 5 and an average of ≥ 6		
	Every part ≥ 5 and an average of ≥ 6			And	Every part ≥ 5 and an average of < 6		
Fail	All other cases				All other cases		

Table 5. Passing thresholds for internships in the Mechanical Engineering programme.

Technical programmes Industrial Design Engineering	Products to be assessed						
	Oriëntation and analysis	Idea and concept development	Materialisation		General/Project management	Written communication	Oral presentation
Profession-specific expertise (professional competence, research)					X		
General skills (professional conduct, communication)	X						
Pass	Every part ≥ 5 and an average of ≥ 6			And	Every part ≥ 5 and an average of ≥ 6		
Truncated Resit	Every part ≥ 5 and an average of < 6			And	Every part ≥ 5 and an average of ≥ 6		
	Every part ≥ 5 and an average of ≥ 6			And	Every part ≥ 5 and an average of < 6		
Fail	All other cases				All other cases		

Table 6. Passing thresholds for internships in the Industrial Design Engineering programme

Logistics programmes	Products to be assessed					
	Final report (content)	Product (N/A)	Presentation/defence (content)	Final reflection ^{Fout!} Bladwijzer niet gedefinieerd. (content & structure)	Final report (structure)	Presentation/defence (structure)
Profession-specific expertise (professional competence, research)						
General skills (e.g. professional conduct, communication)						
Pass	≥ 6.0 : • all components: A, B, C, D present			Reporting/Communication: Pass (P)		
Truncated resit for average grade between >5.0 and >6.0	A fail (F) for no more than one component out of: • A (identifying) or • B (analysing)			In case of fail (F) for Reporting/Communication		
	At the maximum, a fail (F) for both components C and D: • C (improving) and/or • D (implementing)					
	Note: A student is eligible for one or both truncated resits if: ○ An average grade between >5.0 and >6.0 whereby no more than 1 component A or $B < 6.0$ or 2 components C+D < 6.0 . AND/OR ○ In case of fail (F) for Reporting/Communication					
Fail	All other cases					

Table 7. Passing thresholds for internships in Logistics programmes.

4 Special topics

4.1 Deviations from the rules

Only the Examination Board can grant permission to deviate from the rules. You can submit a substantiated request to the Examination Board, in a timely manner and in accordance with the established rules and procedures, to:

- start your internship on a date other than the standard dates;
- deviate from the admission requirements;
- do an internship within your own company;
- obtain an extension of a submission deadline.

4.2 Remote internships

If the distance between the school and the company is greater than 150 km, then in principle you will not receive a visit to your workplace. You will be subject to *remote supervision*. You will discuss this in advance with the student career counsellor and gather information on how to properly prepare, for example from the FIO website: [Fontys International Office](#).

With remote supervision, you, your supervising lecturer and the company supervisor will make practical arrangements about the frequency and manner of communication. With remote supervision, the supervising lecturer may require you to submit a monthly progress report to provide a clearer impression of your work. The supervising lecturer will make contact at least once with the company supervisor, for example via telephone or Skype.

For the interim and final presentations, alternative arrangements will be found through discussions. For distances of less than 500 km, presentations will be made at the school; for distances greater than 500 km, presentations may be made via videoconference or upon the student's return to school, with only the lecturer and examiner in attendance.

4.3 Social protection/insurance

The following text can also be found in the internship contract you sign with the company:

1. The host organisation/the company will protect the intern against every form of intimidation or discrimination in the workplace. The principle of equal opportunities will always prevail.
2. Under Book 7, Section 658(4) of the Dutch Civil Code, the host organisation is liable for any harm or loss that the intern may suffer during the internship.
3. The study programme will ensure that the following insurance cover is in place for all its students who take part in an internship:

- accident insurance
- third-party liability insurance

The intern is also covered by Fontys' public liability insurance, which means that:

- in the first instance, under Book 6, Section 170 of the Dutch Civil Code, the host organisation bears liability for its subordinates, hence also for the intern;
 - if the public liability insurance of the host organisation provides insufficient or no cover, then the intern must first make a claim on his/her own personal liability insurance;
If both aforementioned actions result in no coverage, then the policy conditions of the Public Liability Insurance of Fontys includes a safety net for actions conducted by third parties with regard to third-party liability, which excludes, among other things, damage caused by and to motor and other vehicles.
4. The intern is obliged to obtain personal liability insurance cover.

4.4 Filing of documents

The Internship Office will file all documents. Documents relevant to the internship are saved in the student's digital graduation dossier. The dossier must contain all of the required documents* that have to be submitted by either the student or the examiner. Assessed work, including justification/feedback and any feedback gathered on the interim products will be filed by the Internship Office/the programme in accordance with the statutory retention periods.

*Documents which must be included in the digital dossier are:

- Approved project proposal
- Project plan
- Interim report and final report
- Interim reflection and final reflection
- Feedback on interim products
- Completed assessment forms (from all parties involved in assessing the internship)
- Slides from both the interim (where applicable) and final presentations
- Photos / video of the product, where applicable

4.5 Confidentiality

In principle, the final presentation is open to the public. If confidentiality is requested by the company, the documents will be filed in accordance with the conditions set out in the *Confidentiality Provisions*, which can be found on the portal. If confidentiality is desired, the student, the company and the university may sign the FHTenL confidentiality agreement (see the [portal](#)). If the company management does not agree with the proposed arrangements, the graduation project cannot go ahead.

4.6 Authenticity

FHTenL uses a system which requires students to complete and sign the authenticity declaration before the final reports for the third-year internship / graduation internship are submitted. By doing so, students indicate that they are submitting their own work and have not committed plagiarism. The procedure and declaration can be found on the [portal](#) of the Examination Board.