

# School of Technology and Logistics (FHTenL) Graduation Internship Regulations 2022/2023

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## 1 Introduction

The graduation internship is the final component of the study programme. Through your graduation internship, you demonstrate that you can independently apply the programme competences of the study programme at the exit level in a practical situation. For that reason, you will complete your graduation project in an organisation/company. The graduation internship is worth 30 ECTS credits (European credits or EC's).

This document forms part of the Teaching and Examination Regulations (TER) of the study programme. It provides an overview of the graduation internship process (Section 2), explains framework conditions such as length and timing (Section 3) and covers special topics such as deviations from the rules and completing a graduation internship abroad (Section 4).

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

When this document refers to 'logistics programmes', the Logistics Management (LM) and Logistics Engineering (LE) programmes are meant.

## 2 Overview of the graduation internship process

You will start your preparations in the semester preceding the graduation internship. 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 graduation internship.

- You have a project that has been approved by the programme; to be able to start the logistics programmes, a GO from the internship/graduation coordinator is required that states that the conditions under 3.3. have been met.
- You meet the admission requirements.

You must also make sure that you register for the graduation 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. Furthermore it is important to hand in the "*Internship/Graduation Project Approval Form*" in time. Forms that have been handed in within three weeks of the start date are at risk of not being approved before that start date, meaning the you cannot start in time. If you have registered, but your graduation 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. The start date will then move on to the next opportunity.

Figure 1 provides an overview of the activities and process before and during the graduation internship.<sup>1</sup>

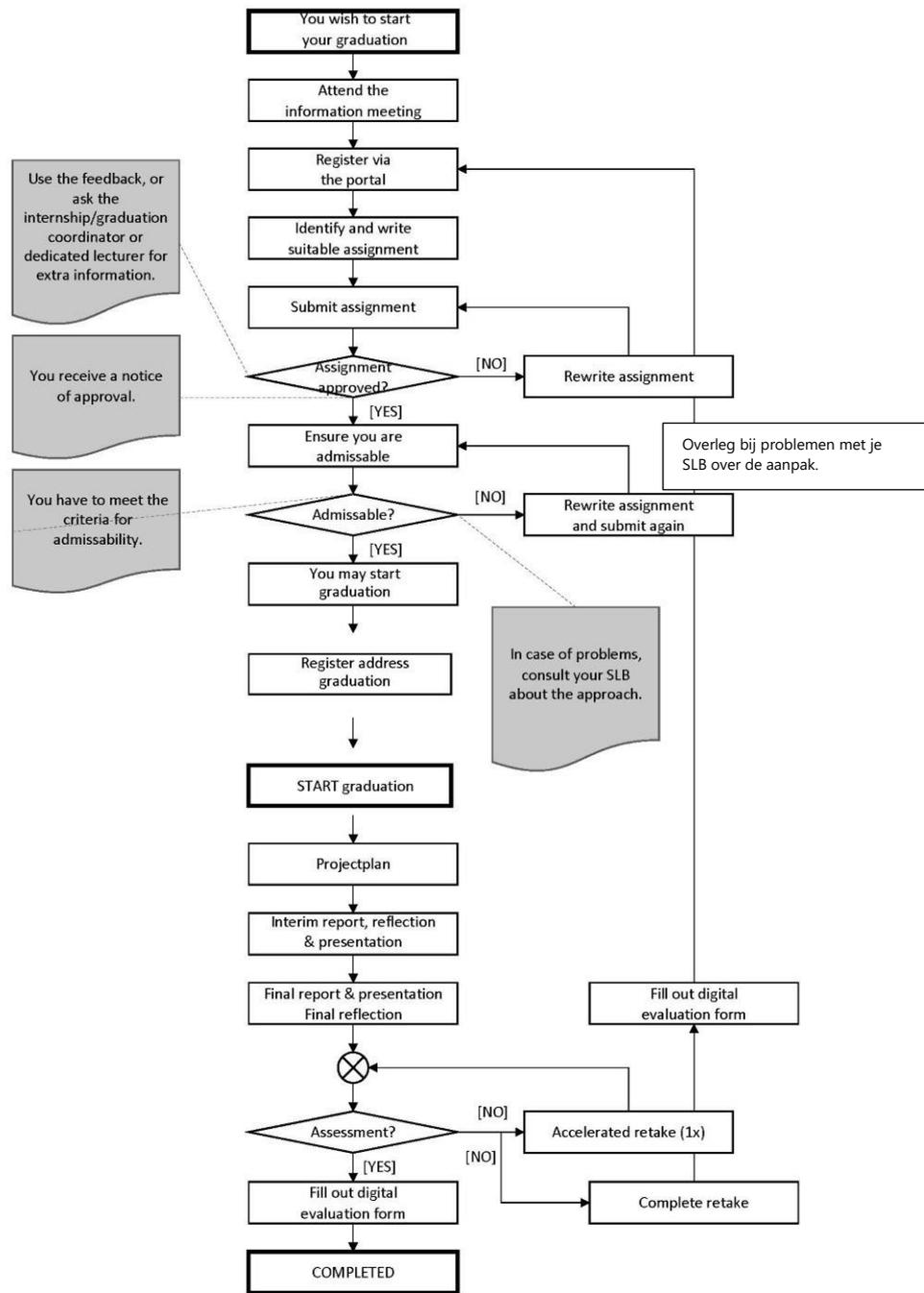


Figure 1: Overview of graduation internship activities and process<sup>12</sup>

<sup>1</sup> The technical programmes only have the final reflection report.

<sup>2</sup> To be able to start the logistics programmes, an approval (GO) is required from the internship/graduation coordinator stating that the conditions under 3.3 have been met.

## 3 Framework

This section describes the framework conditions that apply to the graduation internship. Exemptions from the regulations may be obtained by submitting a substantiated request to the Examination Board (see Paragraph 4.1).

### 3.1 Length and timing

The graduation internship lasts for 20 40-hour working weeks:

The graduation period lasts for 20 40-hour working weeks.

*What applies to part-time programmes:*

The scope may deviate from the standard scope in case of a graduation trajectory of a part-time programme (for instance, 40 20-hour weeks)

*What applies to logistics programmes:*

The scope of the graduation internship may vary within a 4-week range, depending on the time the student and the school deem it necessary to go through the data collection phase successfully. This is assessed after the interim presentation, on the basis of criteria drawn up by the school, which can be found on the FHTenL portal.

Start dates:

Starting is possible on every 1<sup>st</sup> of the month. The start of the graduation is the day on which the contract with the company takes effect.

If it is observed that starting on the 1<sup>st</sup> of the desired month is not possible, because, for instance, the assignment was not approved in time, or the preparations were not made in time, then the start date moves to the next month.

The selected start date may have consequences for the available supervision during your graduation internship, if it takes place in the summer holidays. It is the student's responsibility to be aware of this and make choices in this.

Starting points in the planning of the deadlines are:

- during holidays, no supervision is available.
- if the final date of the graduation internship is in the holidays, the submission date can also be in the holidays. The assessment and final presentation, however, will always be planned outside the holidays.

In the document "Important data" on the portal for internship and graduation you will find a complete overview of start dates and the deadlines linked to them for the project plan, the interim presentation and the completion, and the effects for the supervision.

*The following applies here to logistics programmes:*

At the start of the graduation internship, the deadlines for the submission of the project plan and the interim report are known. The other dates are established after the interim presentation, on the basis of criteria with respect to content to assess the set-up and planning of the study, drawn up by the school and to be found on the FHTenL portal. The internship-graduation coordinator establishes these dates.

### 3.2 Contents

For your graduation internship, you will complete a project that must be approved by the study programme in a company/organisation. You will find specific conditions for this assignment, drawn up by the study programme, on the [portal](#). The project products include interim products and final products (see Paragraph 3.7). The final products will be assessed at the exit level of the programme competences.

The graduation is preceded by a preparation phase. This preparation phase will start no later than the start of the semester preceding the start date. Make sure you have all the necessary information about the graduation

internship. The study programme will provide you with support during this phase, for instance, by organising an information session:

- The school will hold a graduation internship **information session** by the start of semester 7 at the latest.

### 3.3 Project approval

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. Describe your project thoroughly and as extensively as possible. The Internship/graduation Coordinator will check whether the company/organisation meets the following 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 where the student wants to complete their graduation internship is different to the company where they completed their third-year internship (see Paragraph 4.1 for deviations from this rule);
- 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);
- The student will have a good work area with sufficient resources (such as a desk, computer, means of communication, laboratory facilities, a workshop);
- For a graduation project in your own company (student entrepreneurship scheme) approval from the Examination Board is needed (4.1)
- The company/organisation and the assignment are a suitable match with the study programme;

The study programme will assess the project proposal based on the specific conditions ([link portal](#)) using the four-eyes-principle (i.e. involving two lecturers), and, if necessary, get in (extra) touch with the company before approving or rejecting the proposal. For the logistics programmes this specific assessment of the assignment needs to be finalised, at the latest, on the deadline of submitting the project plan. 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 a graduation internship. The project and working environment thus meet the conditions to allow you to start your graduation internship. No rights may be derived from this approval during the graduation 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, following the project plan or interim presentation.

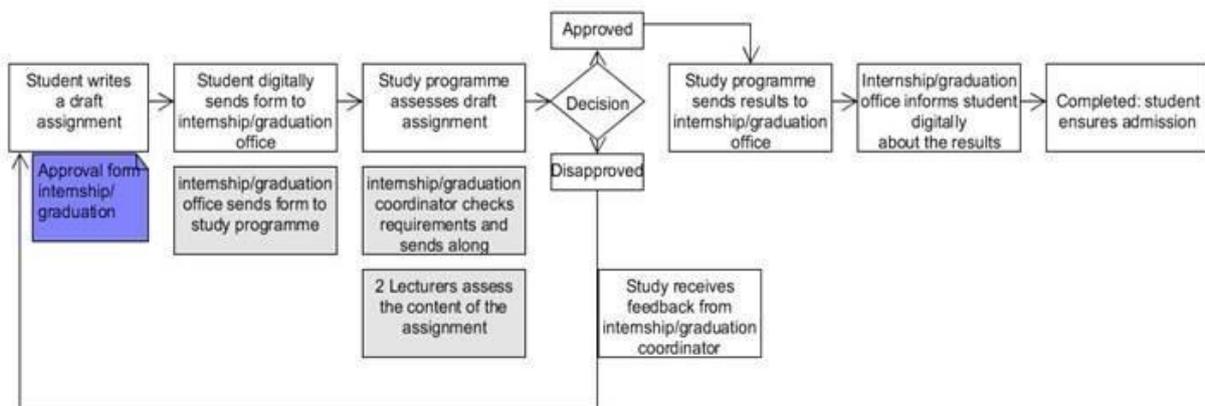


Figure 2: Project approval process.

### 3.4 Conditions of admission

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

- You successfully completed your foundation course.
- You failed to obtain maximum 10 credits :
  - Out of the units of study for Semester 7 (quartesters 13 and 14) minimum 20 credits were obtained.
- You completed the third-year internship minimum one semester prior to the desired start of the graduation, that is: there is at least one semester between completing the internship and start of the graduation<sup>3</sup>.

If you don't meet the requirements, the start date will be postponed. The moment you can be admitted, however, you can adjust the start date in the system when you register. (see Paragraph 3.1).

### 3.5 Parties involved

A number of different parties are involved in a graduation internship:

#### The student

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

#### Internship Office

This office is responsible for organisation around internships and graduation, 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;
- Checks whether the student can be admitted.
- Takes care of the signing of the internship contracts and confidentiality agreements; **NB: internship contracts and confidentiality agreements and the like that have to be signed, are to be submitted to the Internship Office.**
- Makes sure student scan submit products;
- Takes care of the scheduling and administration of interim and final presentations;
- Makes sure the graduation internship is properly completed by sending and processing evaluation forms, which may be electronic or hard copies.

#### Supervising lecturer

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 internal 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.

#### External examiner

Every graduation project will be monitored by an external expert, known as the external examiner, subject to availability. This is someone from the industry who contributes a broader perspective from outside the university and ensures the high standard of graduation projects is maintained. He or she is an expert in the field concerned and has a good overview of the level of performance of the individual student as well as the level of 'his' other final-year students he or she is monitoring. To form an opinion on the assessment of your performance, the

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<sup>3</sup> Wanneer een student door deze eis onnodige studievertraging oploopt, mag de onderwijsmanager toestemming verlenen van de eis af te wijken, mits de student naar beoordeling van de onderwijsmanager voldoende voorbereid is om te starten met afstuderen.

external examiner reads your interim and final reports and is present at the interim and final presentations. When the internal examiner is determining your grade, the external examiner will provide valuable advice. The external examiner must come from a company different to the one where you complete your internship. The study programme ensures external examiners are closely involved with the study programme, for example by consulting students during the academic year on substantive topics and the standard required for graduation, seeking their help in evaluating the graduation internship process, and involving them in curriculum improvements.

### Internal examiner

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

### Internship Coordinator

The Internship Coordinator plays a particularly important role in the preparation phase approving <sup>4</sup> the project proposal; see also Paragraph 3.3. The Internship Coordinator also has joint responsibility for the (annual) preparation and provision of advice on the policy with regard to internship and graduation and initiating improvements in the process and the implementation of internships and graduation.

## 3.6 Supervision

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

Table 1. Graduation supervision model.

Substantiation	The focus of the graduation internship is on demonstrating the programme competences, translated into high-quality, high-value products. The programme competences can be found in the Teaching and Examination Regulations. The study programme provides students with active, structural supervision. Students are expected to display a high degree of independence during the graduation internship, in terms of both content and process.
Focus of the supervision	Process; in terms of content, students are expected to display a high degree of independence process;
Contents of the supervision	<ul style="list-style-type: none"> <li>○ Supervising lecturer has contact with the student: ideally 4-6 times</li> <li>○ At a minimum, this contact consists of: <ul style="list-style-type: none"> <li>○ A visit by the supervising lecturer (minimum 1x, maximum 3x)</li> <li>○ Feedback on the project plan (if necessary, adjustment of the project)</li> <li>○ Feedback on interim products during interim presentation</li> <li>○ Feedback on the process</li> </ul> </li> <li>○ Other feedback at the student's request, with the supervisor checking that the feedback requests are appropriate, and are not detrimental to the student's independence.</li> </ul>

## 3.7 Interim and final products

In order to determine whether you have achieved the desired programme competences, you will submit a number of final products that will be assessed. Interim monitoring takes place by giving feedback on interim products. See Table 2 and, below it, the explanation per product.

Table 2. Interim and Final Graduation Internship Products

Graduation phase	Product	Feedback	Assessment
Preparation	Proposal for a project at a company	go/no go start	
Implementation	Project plan	within 5 working days	
	Interim report		

<sup>4</sup> Bij de logistieke opleidingen verstrekt de stage - afstudeercoördinator een goedkeuring (GO) dat aan de voorwaarden onder 3.3 werd voldaan en benoemt aansluitend de docentbegeleider en de examiner. Deze laatste zijn bij de logistieke opleidingen de 2 docenten die de opdracht inhoudelijk goedkeuren

	<p><i>Report on the progress of the project and how you expect the remainder of the project to go.</i></p> <p>For the logistics programmes and IPO: Interim reflection</p> <p>Interim presentation</p> <p><i>Presentation on the progress of your work.</i></p>	Feedback that must be recorded in writing.	
Completion	<p>Final report</p> <p><i>A report on the progress of the project as a whole, including the period described in the interim report.</i></p> <p><i>Depending on the project, the student also submit a product, in accordance with the agreements made with the company. The product will be an integral part of the assessment.</i></p> <p>Final reflection (document)</p> <p>Final presentation</p> <p><i>About the submitted product or solution. During the final presentation, you present your final report and defend its content.</i></p>		Final assessment (grade)

### 3.7.1 Guidelines and explanation per 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 you have been admitted *and* the project has been approved.<sup>5</sup>
  - You will then be allocated a supervising lecturer via email no later than the second week after you start your internship. Preferably, you will be allocated another internal examiner and supervising lecturer than during the internship.
  - If you started your graduation without admission and/or approval, you are not allowed to continue your graduation.

#### *Project plan*

- You submit the project plan digitally, within 4 weeks after you started. You will find the submission deadline in the *Important Dates* document on the [portal](#).
- The plan should be about 5 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 (in consultation with the latter, it may be a digital or a hard copy). The submission deadline is published on the [portal](#) by the internship office before the start of the graduation.
- The report should be no more than 6,000 words long (including the introduction, but not including the bibliography and annexes). The word count should be stated on the [cover sheet](#).
  - For remote graduation 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 maximum 10,000 words.
- The report was written on the basis of the requirements for the final report, for this, check the 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 the 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*

<sup>5</sup> For the logistics programme this is a Go from the internship coordinator, stating that the conditions under 3.3 have been met.

- You submit the reflection electronically, simultaneously with the interim or final report. You also give a copy to the company supervisor (in consultation, a digital or a hard copy).
- Guidelines for writing your reflection – per programme – can be found on the [portal](#).

#### *Interim presentation*

- You will be notified of the date, time and location by the Internship Office well in advance.
- The invitation to give your interim presentation will also state the name of the internal and external examiners allocated to you by the programme.
- The supervising lecturer or the internal examiner will chair the session.
- The presentation should last 20 minutes at most. 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.
- Not later than a week after your interim presentation, you should submit electronically:
  - Slides of the interim presentation;
  - Photos/a video of the product, where applicable (you may have submitted these already with the interim report).

#### *Final report*

- You submit the final report electronically and give a copy to the company supervisor (in consultation, a digital or a hard copy). The submission deadline will be announced by the Internship Office on the [portal](#) before the graduation internship begins.
- If you do not adhere to the submission deadlines (late submission), this fact will be taken into account in the final assessment.
- The minimum substantive components that a report must contain were specified by the programme; for this, check the 'sample' assessment forms on the [portal](#).
  - The report should not be 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](#).
- Along with your final report, you should submit a completed and signed declaration of authenticity, which you can find on the [portal](#) Examination Board.
- You should agree with the company supervisor and the supervising lecturer which language the final report will be written in: Dutch, German, or English. Students enrolled for the international variant of the programme, must write their report in English. If the report is written in a language other than English, then you must write an English summary in any case.
- You must complete the *Graduation Thesis Permission Form* for publication in HBO Knowledge Base. The form will be sent out by email, before the deadline for submitting the report. This does not apply if the project is subject to confidentiality.

#### *Final presentation*

- You will be notified by the Internship Office well in advance of the date, time and location.
- You will present to the internal and external examiners, the supervising lecturer and the company supervisor.
  - In principle, final presentations are open to the public, unless confidentiality is required.
- The supervising lecturer or the internal examiner chair the session; they keep track of the time to ensure there will be 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 the defence.
- After the presentation and defence, an evaluation will take place and the internal examiner will take charge. You (the student) (and any audience that may be present) will be asked to leave the room.
- The internal examiner will identify relevant arguments that are important for the assessment, and assign a grade. If the internal examiner disagrees with the supervising lecturer's advice, the internal examiner will state in writing the reasons for the disagreement.
- The internal examiner ensures that the completed assessment forms are submitted to the **business office**.

- The internal examiner will inform you of the result and the reasons behind it. If you have failed, you will be offered an –extra– feedback session.
- Not later than a week after the final presentation, you submit:
  - Slides of the final presentation;
  - Photos/a video of the product, where applicable (you may already have submitted these with the final report).

#### *Digital evaluation form*

- At least one week before the end of the graduation 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, but, at the latest, within one week after completion of the graduation internship.

### **3.8 Assessment**

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

The following procedure applies to the logistics programmes:

- The internal examiner and the supervising lecturer read the final report and arrive at an indication (positive or negative). After this, not later than 15 days after the submission of the final report, the supervising lecturer and/or internal examiner will give the student some advice about participating in the final presentation. The final decision whether or not to do the presentation and the defence lies with the student. The student will only get one opportunity to present his work. After the presentation, the assessment form is fully completed.
- On the basis of the supervising lecturer and/or internal examiner's advice, the student decides whether or not to take part in the final presentation.
  - If the student decides to do the presentation, the following options are available:
    - The student passes
    - The student is eligible for a (limited) resit, of maximum 6 weeks.
    - The student fails and does a full resit (this is only possible for students who received a negative indication)
  - If, on the basis of the indication based on the final report and the advisory interview, the student decides not to present, then:
    - *The assessor and the supervisor will give feedback to the student on the submitted graduation report.*
    - *The student will enter a limited resit period of 6 weeks.*
- In the case of a limited resit, the procedure goes as follows:
  - Not later than the working day after either the advisory interview or the final presentation, the internal examiner formulates, in consultation with the supervising lecturer and/or external examiner, some advice including justification for the limited resit being offered and sends this to the Examination Board.
    - *Within two working days* after the advisory interview or the final presentation, the student, via a request to the Examination Board, will send a request for a limited resit, referring in it to the internal examiner's advice.
    - The Examination Board will consider the request for a limited resit *within one working week* after receiving the request and communicate the decision to the student, supervising lecturer and internal examiner.
    - After the Examination Board's approval, you will have a six-week period for submitting the limited resit.

- The student is entitled to an extra feedback session, in which the assessment will be clearly explained again. It is up to the student to seek this feedback session.
  - A limited resit will have an impact on the final assessment: the maximum grade for the part covered by the limited resit, after that limited resit, is maximum 6,0.
  - A student who, on the basis of the final presentation, must do the limited resit, is assessed on the basis of the improved report. The following options apply:
    - The student passes
    - The student fails and must to a full resit.
  - A student doing the limited resit on the basis of the advisory interview presents the graduation work. The assessment has the following options:
    - The student passes
    - The student fails and must do a full resit
- In the case of a full resit, it applies that you carry out a new assignment at a different company/organisation.

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

Logistics programmes	Final report, presentation, defence (contents)				(structure)	
	Facts gathering A	Analysis B	Improvement C		Communication in writing	Communication orally
Profession-specific expertise (professional competence)						
General competence (communication)						
Indication based on submitted final report	Positive/negative					
Advice	Whether or not to take part in presentation					
Pass	A, B, C present and weighted average of A, B, C $\geq 6,0$ as final grade				and	Communication in writing and orally Achieved (BEH):
Limited resit	<p>If a student chooses not to present after the feedback of the GO/NO GO interview, they will automatically enter the limited resit procedure.</p> <p>If a student presents his work:            If weighted average of A, B and C <math>\geq 5,0</math> and <math>&lt; 6,0</math> (<math>5.0 \leq x &lt; 6.0</math>) possible</p> <p>For 1 part A if <math>&lt; 6,0</math> or            For 1 part B if <math>&lt; 6,0</math> or            For 1 part C if <math>&lt; 6,0</math></p>				and / or	If written and oral communication were not achieved (NB)
Fail	All other cases					All other cases

Table 7. Logistics programmes Pass norms

## 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 [procedures and rules](#) for

- an admission date different from the regular admission date;
- a deviation from the admission requirements;

- completing the graduation internship at the same company as the internship, taking into account the following preconditions:
  - the company is at least medium-sized/has more than 50 employees;
  - there will be a different company supervisor than the one you had for your internship;
  - you will complete your graduation project assignment in a different department or location;
  - the project is significantly different from your internship project.
- graduating in your own company;
- obtain an extension of submission deadlines.

## 4.2 Remote graduation internships

If the distance between the school and the company is greater than 100 km, then, in principle, you will not receive visits to your workplace. You will be subject to *remote supervision*. In consultation, it may be deviated from. Also in case of a shorter distance, it may be agreed, in consultation, that the supervision takes place at a distance. You will discuss this in advance with the student career counsellor and gather information on how to properly prepare, for instance, from the FIO website: [Fontys International office](#).

With remote supervision, the supervising lecturer, the student 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 with the company supervisor at least once, for example, via telephone or Skype.

The final presentation will always take place at the school, with the company supervisor possibly taking part via videoconferencing. For distances greater than 100 km, the interim presentation may take place via videoconferencing.

## 4.3 Social protection/insurance

The text below can also be found in the internship contract that you sign with the company. You can find the contract on the internship portal under Contract.

1. The organisation/company will protect the intern against any form of intimidation or discrimination in the workplace. The principle of equal rights will always prevail.
2. In accordance with Dutch Law (Section 7:658, Paragraph 4, of the Dutch Civil Code), the host organisation of the internship 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 that 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 graduation internship are saved in the student's digital graduation internship dossier. The dossier must contain all of the required documents that have to be supplied by either the student or internal examiner. The final reports will be published in the HBO Knowledge Base, unless confidentiality restrictions apply – see Paragraph 4.5.

Assessed work, including justification/feedback and any feedback gathered on interim products will be filed by the Internship Office/the programme in accordance with the statutory retention periods.

Documents that must be included in the digital graduation internship dossier are:

- Approved project proposal
- Project plan
- Interim report and final report
- (Interim reflection and) final reflection
- Feedback on interim products
- Completed assessment forms
- Slides of both the interim and final presentations
- Photos and / video of 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 as 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 [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 internship and graduation are submitted. By doing so, students indicate that they are submitting their own work and have not committed plagiarism. The procedure and the declaration can be found on the [portal](#) of the Examination Board.