FHTenL Graduation Internship Regulations for Technical Programmes

2022-2023

Contact Information

Fontys School of Technology and Logistics
Physical address: Tegelseweg 255, 5912 BG Venlo
Postal address: Postbus 141, 5900 AC Venlo
Telephone: +31 8850 75 477

Internship Office
Telephone: +31 8850 76 600
Email: fhtenl-stage@fontys.nl
Portal: https://connect.fontys.nl/instituten/fhtenl/internship/Pages/default.aspx

Examination Board
Email: fhtenl-excie@fontys.nl
Portal: https://connect.fontys.nl/instituten/fhtenl/organisation/excie/Pages/default.aspx

Contents

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.

Where this document refers to technical programmes, the following programmes are meant: Informatics (INF), Industrial Product Design (IPO), Mechatronics (MEC) en Mechanical Engineering (WTB).

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 (see 2.3).
- 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
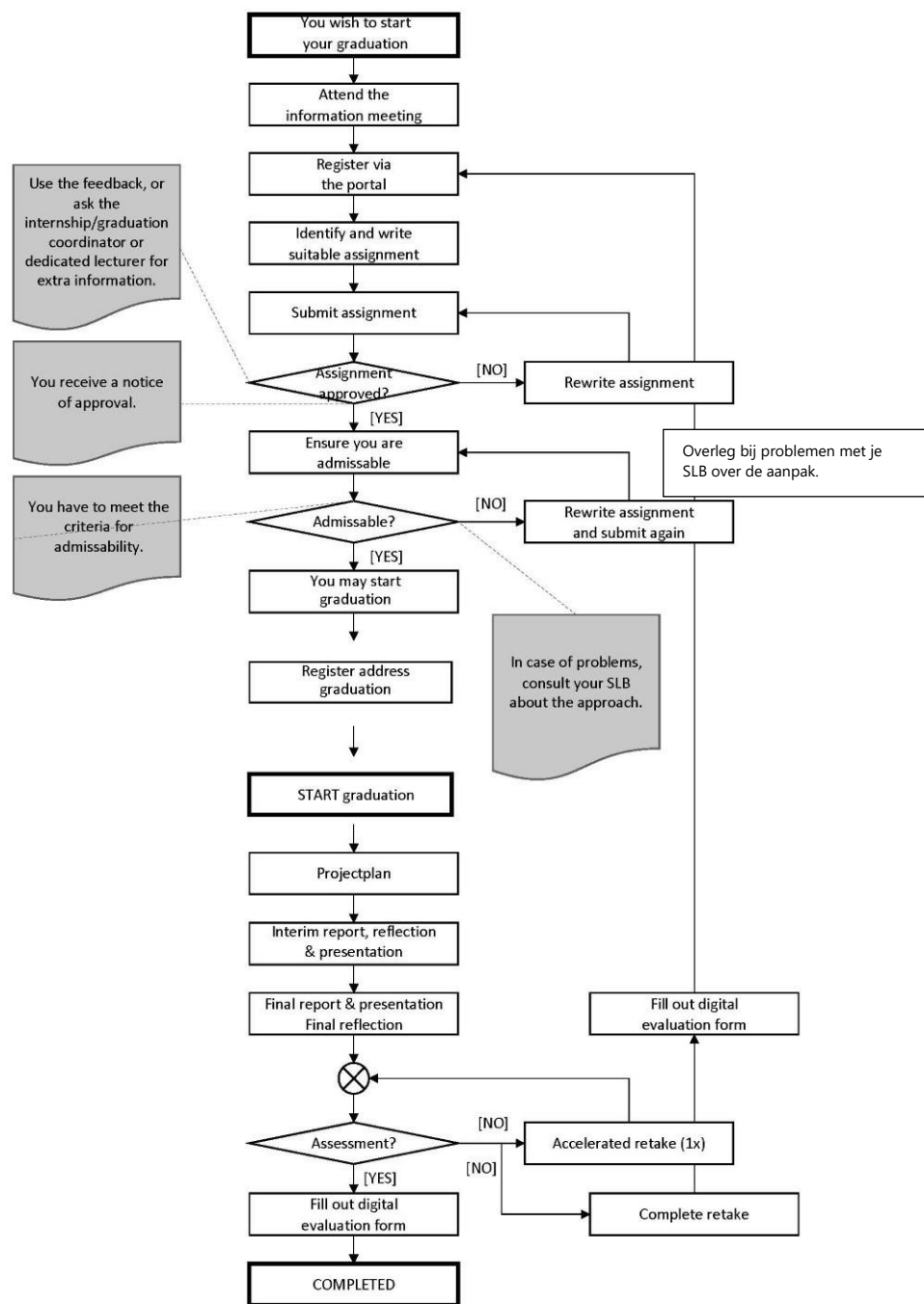
Figure 1: Overview of graduation internship activities and process [1]

---

[1] The technical programmes only know the reflection report at the end.

3 Framework

This section describes the framework conditions that apply to the graduation project. 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

Length:

The length of the graduation internship is 5 months. The following start data are acceptable:
o   1st day of the autumn semester
o   1st day of second half of the autumn semester
o   1st day of the spring semester
o   1st day of second half of the spring semester

What applies to fulltime programmes:
The specific data can be found in the *Year agenda* which can be found via the FHTenL portal and in the document *Important Data* on the internship portal. The start day of the graduation internship is the day when the contract with the company starts. Be aware: If you start in the second half of the spring semester, there will be no supervision of the school throughout the summer vacation.

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)

If it is not possible to start on the 1st day of the (second half of the) semester, e.g. because the assignment has not been agreed upon in time or your preparations are not yet finished, the start date automatically moves to the next possible start date (see above).

3.2 Content

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 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 (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. 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..
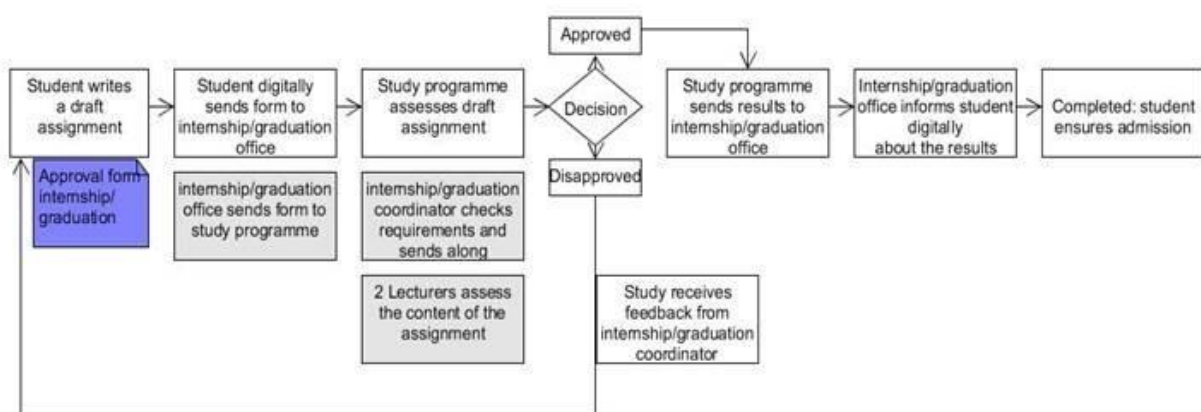
Figure 2: Project approval process.

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 passed the project(s) of semester 7.
- 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[2].

---

[2] If a student through this requirement runs into unnecessary study delay, the programme manager may give consent to deviate from the requirement if the programme manager is convinced the student is well prepared to start with the graduation internship.

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:

- o The units of study you have completed, i.e. the credits awarded for those units.

- o The number of examinations (including partial examinations) you have passed.

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 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.
- Takes care of the signing of the internship contracts and confidentiality agreements (**Be aware: internship contracts and confidentiality agreements which must be signed have to be delivered to the internship office**).
- Makes sure students can 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 internal 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 the other final-year students he or she is monitoring. To form an opinion on the assessment of your performance, the 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 different company 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 them 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 in approving the project proposal; see also Paragraph 3.3. 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.

3.6 Supervision

The study programme uses a supervision model for graduation internships; see the table below. Separate arrangements will be made for remote graduation.

Table 1. Supervision model for graduation internships.

Underlying principle	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 supervision	Process; in terms of content, students are expected to display a high degree of independence
Content of the supervision	- Supervising lecturer has contact with the student: ideally 4-6 times - At a minimum, this contact consists of: - A visit by the supervising lecturer (at least once, and a maximum of 3 times) - Feedback on the project plan (and adjustment of the project if necessary) - Feedback on interim products during the interim presentation - 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.

3.7 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 Table 2 and the explanation provided for each product.

Tabel 2. Tussen- en eindproducten afstuderen.

Graduation internship phase	Product	Feedback	Assessment
Preparation	Proposal for a project at a company	Go/No-Go to start	
Implementation	Projectplan	Within five working days	
	Interim report *A report on the progress of the project and how you expect the remainder of the project to go.*	Feedback, which must be recorded in writing.	
	Interim presentation *A presentation on the progress of your work.*		

Completion	Final report		FInal
	A report about the progress of the project as a whole, including the period described in the interim report.		assessment
	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.		(grade)
	Final reflection (document)		
	Final presentation		
	About the delivered product or solution. During the final presentation you present your final report and defend its content		

3.7.1 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.
  - o 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. Preferably, you will be allocated a different internal examiner and supervising lecturer to the ones you had for your third-year internship.
  - o If you start your graduation 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 graduation 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.
  - o 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 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 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 internal and external examiners allocated by the programme.
- The supervising lecturer or internal 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 graduation internship begins.
  - o 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 minimum substantive components that a report must contain will be specified by the programme. See the 'sample' assessment forms on the portal.
  - o 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.
- 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.
- You must complete the *Graduation Thesis Permission Form* for publication in the 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 reflection
- 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.

Final presentation
- You will be notified of the date, time and location well in advance by the Internship Office.
- You will present to the internal and external examiners, the supervising lecturer and the company supervisor.
  - o In principle, final presentations are open to the public, unless confidentiality is required.
- The supervising lecturer or internal 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 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, he or she will state in writing the reasons for the disagreement.
- The internal examiner will inform you 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:
  - o The slides from the interim presentation;
  - o 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 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, and within one week after completion of the graduation internship at the latest.

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 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 *limited 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 internal examiner will write an opinion, in consultation with the external examiner, which will include justification for the limited 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 limited resit to the Examination Board, making reference to the internal examiner's opinion.
  - The Examination Board will consider the request for a limited resit within one working week following receipt, and will communicate its decision to the student, the supervising lecturer and the internal examiner.
  - Following approval by the Examination Board you have two working weeks within which to submit your limited 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 limited resit will have an impact on the final assessment: the maximum grade for the part covered by the limited 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..

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)	B: Content part of the report	A: Professional competence				
General skills (professional conduct, communication)				C: Report-technical part of the report		D: Presentation
Pass	≥ 6.0	≥ 6.0		≥ 6.0		≥ 6.0
Limited 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 cases					

Table 3. Passing thresholds for the Mechatronics programme.

Informatics	Products to be assessed					
	Product	Professional Behaviour	Research Skills	Reflection	Report	Presentation
Profession-specific expertise (professional competence, research)						
General skills (professional conduct, communication)						
Pass	Min. 18 pts	Min. 18 pts	Min. 12 pts	Pass (BEH)	Min. 6 pts	Min. 6 pts

Limited resit				Pass (BEH) or Fail (NB)	5 pts	Min. 6 pts
	Min. 18 pts	Min. 18 pts	Min. 12 pts	Pass (BEH) or Fail (NB)	Min 6 pts	5 pts
				Fail (NB)	Min. 6 pts	Min. 6 pts
Fail	All other cases					

Table 4. Passing thresholds for the Informatics programme.

Mechanical Engineering							
	Analysing Researching	Designing	Realising Controlling		Professional Development Managing Advising	Written communication	Oral presentation
Profession-specific expertise (professional competence, research)							
General skills (professional conduct, communication)							
Pass	Every part ≥ 5 and an average ≥ 6			and	Every part ≥ 5 and an average ≥ 6		
Limited resit	Every part ≥ 5 and an average < 6			and	Every part ≥ 5 and an average ≥ 6		
	Every part ≥ 5 and an average ≥ 6			and	Every part ≥ 5 and an average < 6		
Fail	All other cases				All other cases		

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

Industrial Product Design							
	Orientation and analysis	Idea and concept development	Materialisation		General/Project management	Written communication	Oral presentation
Profession-specific expertise (professional competence, research)							
General skills (professional conduct, communication)							
Pass	Every part ≥ 5 and an average ≥ 6			én	Every part ≥ 5 and an average ≥ 6		
Limited resit	Every part ≥ 5 and an average < 6			én	Every part ≥ 5 and an average ≥ 6		
	Every part ≥ 5 and an average ≥ 6			én	Every part ≥ 5 and an average < 6		
Fail	All other cases				All other cases		

Table 6. Passing thresholds for the Industrial Product Design programme

4 Special topics

4.1 Derivation 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, to:

- start your graduation internship on a date other than the standard dates.
- deviate from the admission requirements.
- complete the graduation internship in the same company where you completed your third-year internship, taking into account the following preconditions: ▯ the company is at least medium-sized/has more than 50 employees:
  - o there will be a different company supervisor than the one you had for your third-year internship;
  - o you will be completing your graduation project in a different department or at a different location;
  - o the project is significantly different to your internship project.
- obtain an extension of a submission deadline.

4.2 Remote graduation 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 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 at least once with the company supervisor, for example via telephone or Skype. The final presentation will always take place at the school, but the company supervisor may participate via videoconferencing if necessary. For distances greater than 500 km, the interim presentation may take place via videoconferencing.

4.3 Social protection / insurance

The following text can also be found in the graduation internship contract you sign with the company.
1. The organisation/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:
    o accident insurance;
    o third-party liability insurance

   The intern is also covered by Fontys' public liability insurance, which means that:
    o 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;
    o 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;
    o 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 Archiving / 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 the 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 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 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 from both the interim 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.