

Minor rules Consultancy

1. Name of the minor: Consultancy

2. Content of the minor

During this minor, the student will run a of the branch of the consultancy firm Fontys Consultancy along with fellow students. The student will work in a multidisciplinary consultancy team to carry out assignments for start-ups and SMEs. These assignments come in partly via the Fontys network. If necessary, the students will identify assignments themselves.

In addition to carrying out acquisition activities, the student will learn how to maintain professional contacts with the clients, to define the scope of assignments and to manage expectations. The student will also learn to plan flexibly, since in a consultancy, several assignments are carried out at the same time.

Regular contact with the client will ensure that the student gets the perception and understanding of the needs of start-ups and SME entrepreneurs. Since the client and customer satisfaction are the focus of this enterprise, the student will learn to develop a mind-set in which he/she shows a high level of commitment to the client, the organisation and to the assignment and will strive for the highest possible level of performance. The student will learn that it is important to come up with a concrete solution/ an advice, as much as possible.

By working together in a multidisciplinary team, the student will learn to work in a team better and to develop a broader outlook. By doing this, the student will gain insight into the practical application of other disciplines and will gain a better understanding of the cohesion between the various disciplines.

Lastly, the student will learn how to use his/her personal qualities - and if possible - his/her own professional expertise for the assignment(s). The latter depends on the nature of the assignments.

The learning outcomes are as follows:

1. The student will take responsibility, as if, the consultancy is his/her own company, will contribute actively to the team, is self-managed and proactive.
2. The student will research the client's requirements/ questions and will generate a solution and/or an advice that will meet the client's requirements and is feasible for the student to conduct.
3. The student will apply the knowledge and understanding of his/ her own discipline and/or other disciplines to the situation of the client and his organisation. The student is able to present arguments as to why and to what extent his/her advice and/or solution will contribute to resolving the issue of the client.
4. The student will connect noticeably and substantially with the perception and requirements of the client.
5. The student will take charge of his/her own learning process and make visible progress with the learning objectives he/she has formulated in the field of professional development.

Summary for the diploma supplement

During this minor, the student has actively identified and carried out assignments for start-ups and SMEs in a multidisciplinary consultancy team with other students. The student has learned to maintain professional contact with the client and to manage expectations. Experience has also been gained with clearly defining assignments and the scope, executing multiple assignments simultaneously, flexible planning and developing the most concrete solution/advice, as much as possible, for the client.

By working in a multidisciplinary team, the student has learned to work better in a team and has developed a broader outlook. This has provided him/ her insight into the application of other disciplines and the cohesion between the various disciplines. The student has also learned to use and develop their own personal qualities in a targeted manner - and where possible - to improve and to apply their own professional expertise.

4. Restrictions for (admission to) the minor

This minor is suitable for both Dutch and English speaking students. Students who only speak English will be placed at The Fontys Consultancy on the High Tech Campus. There is no minimum number of students required to start the minor. The maximum number of students, however, is 30.

To ensure the multidisciplinary nature of the teams, a maximum of 9 students will be admitted per study programme. If there more than 9 students should enrol, the 10th, 11th student and so on, will be placed on a waiting list. Students will admitted in order of their registration. Students will receive an intimation on whether they may participate in the minor within two working days (48 hours).

If the student registers for this minor, he or she will receive an email from the faculty administration with information as to what he or she must do to complete the registration. For e.g., the student may have to send a letter of motivation (or a video demonstrating the motivation) to minor-fhec@fontys.nl. The date of receipt of this letter (or the video), by email, counts as the date of registration. Within 48 hours (two working days), the student will receive a message inviting him or her for an intake interview. This intake interview is not a selection interview, but is intended to check whether the minor meets the expectations of the student. If the student decides to follow the minor after the intake interview, the admission will be finalised. If it appears during the intake interview that the student might not to complete the minor successfully - for e.g. due to his or her field of education, experience or affinity - then participation in the minor will not be recommended.

If this minor is not the student's first choice, he or she is requested to indicate this during the intake interview. In this case, we can inform the students on the waiting list that they might still be admitted at a later stage.

5. Overview of minor activities (see article 17 general part of the TER)

This minor consists of carrying out assignments for clients, performing activities aimed at acquiring new assignments and carrying out tasks for the own organisation. The students will receive 'coaching on the job' by the supervising teachers and student coaches ('buddies'). There are no modules, compulsory lessons and associated examinations. However, the objective is that the students take initiative to brainstorm with the teachers and if necessary, with professionals from Partners in Education (this will be organised, as much as possible, by the minor organisation). In addition, students can take master classes at their own initiative at the **Centre for Entrepreneurship**, study supporting literature and watch online instructional videos on countless related subjects. Every Friday afternoon, there is room for reflection and the students can work on their portfolio (see also point 7).

6. Enrolment for minor activities

Not applicable.

7. Assessment of the minor and registering for examinations (Articles 20 and 22 general of the TER)

'Coaching on the job' - with continuous interim feedback - forms the foundation of this minor. A form of assessment that fits in well with this is formative evaluation, with the summative element being the assessment of a portfolio with a criterion based interview. The portfolio is a collection of 'documents of evidence' with which the student can prove that he or she has sufficiently achieved the learning outcomes.

The criterion based interview is a final interview in which the supervising lecturers allow the student to explain the portfolio. This is detailed below in schematic form.

	Learning outcome	Form of assessment	Individual/ group	Grading scale
1.	The student will take responsibility as if the consultancy is his/her own company, will contribute actively to the team, is self-managed and proactive.	Portfolio with a criterion-based interview	Individual	I-S-G

2.	The student will research the client's requirements/ questions and will generate a solution and/or an advice that will meet the client's requirements and is feasible for the student to conduct.	Portfolio with a criterion-based interview	Individual	I-S-G
3.	The student will apply the knowledge and understanding of his/her own disciplines and/or other disciplines to the situation of the client and his organisation. The student is able to present arguments as to why and to what extent his/her advice and/or solution will contribute to resolving the issue of the client.	Portfolio with a criterion-based interview	Individual	I-S-G
4.	The student will connect noticeably and substantially with the perception and requirements of the client.	Portfolio with a criterion-based interview	Individual	I-S-G
5.	The student will take charge of his/her own learning process and make visible progress with the learning objectives he/she has formulated in the field of professional development.	Portfolio with a criterion-based interview	Individual	I-S-G

8. Completion of the minor

The student will receive one final assessment for this minor: 'passed' or 'failed'. To determine whether the student has met the requirements of the minor, the weekly feedback is combined with the portfolio and the criterion based interview.

Requirements to pass the minor:

- Learning outcome 3 has been achieved with a minimum of 'satisfactory';
- In total, four of the five learning outcomes are at least 'sufficient'.

Go/no go in week 16

In week 8 and in week 16, the student will receive a formal intimation indicating whether he/she is 'on track' for successfully completing the minor. The student can regard the intimation in week 16 as the 'go/no-go'. After all, if the student is not on track for completing the minor in week 16, it will make no sense in presenting the portfolio and taking part in a criterion based interview.

Opportunity to retake

If the student does not get a 'go' in week 16 for offering the portfolio and participating in the criterion based interview, he/she and the teacher/coach will access what is needed to still get a 'go'. In most cases, the student will have to work at Fontys Consultancy for a few more weeks, so that he has more time to achieve the intended learning outcomes. Therefore, it is not always necessary for the student to redo the entire minor.

If the student has had a 'go' in week 16, but the portfolio is not in order, then in discussion with the lecturers / coaches, the student will be given a definite number of weeks to correct the portfolio, after which a new criterion based interview will take place. During this meeting, the student will explain components of the recompiled portfolio, upon request.

If the portfolio is approved but the criterion based interview does not go well, the student only needs to schedule a new date to redo the criterion based interview. This is also done in discussion with the lecturers / coaches.

9. The Examination Board (article 38 general part TER)

The Examination Board of Fontys School Business and Communication is authorised to make decisions on requests from students with regard to the assessment of the minor. For more information see <https://connect.fontys.nl/instituten/fhec/excie/Paginas/default.aspx>

10. Validity

This information applies to the academic year 2022-2023, period V1/V2.

11. Minor entry requirements

This minor is specially meant for students who are following a 'business-oriented' (organisation-oriented) study programme. This includes courses in the following areas: (Technical) business administration, tax law, human resource management, information and communication technology, (international) communication, (international) management, finance & control, financial services, marketing / sales, entrepreneurship, law, retail management and real estate. Students from other disciplines can also join, provided they can offer added value to Fontys Consultancy.

Students are not subject to any requirements for participation and completion of the minor other than those detailed in the minor rules here.

12. Not accessible to:

n/a