MSc Internship Course Guide
Wageningen University 2025-2026

- Part A: Information about MSc internships at WU
- Part B: Chair group specific information

Version: 7.7 (17 July 2026)

Changes in 7.0
- Adapted to the redesigned format of the MSc internship in which the distinction between professional internship and research internship no longer exists.

Changes in 7.1
- Updated the assessment strategy in section 6 (it was correct, but order of different categories is now consistent with description in rubric and assessment forms).

Changes in 7.2
- More consistent use of WU-supervisor (to prevent confusion between host-supervisor and WU-supervisor)
- Updated a number of hyperlinks to documents in the student charter, to the ESA portal and the rubric.
- Updated Appendix V about reflection: brought terminology in accordance with that used in the assessment and rubric; made a connection between appendix V and III.
- Additional subdivision added in chapter 6 (assessment strategy). As a result, section numbers in chapter 6 have changed.
- Some minor textual modification (to improve alignment between Course Guide and Guidelines for supervisors)

Changes in 7.3
- 2.2 tip.wur.nl is removed as it's no longer in use as a database to find internships and theses.
- 4.2.2 and 4.2.4 minor textual modifications (to clarify that ideally a learning agreement is signed before the start of the internship, but that if this not possible this can be done later)
- 5.3.6 major revisions of the paragraph on the use of AI.
- Updated a number of hyperlinks.

Changes in 7.4
- Chapter 2 and 3 are combined into one chapter (chapter 3 is now section 2.3).
- 3.2 and 3.2.4 clear distinction made between internship contract and learning agreement.
- 3.2.4 better described who approves what.
- 4.3.2 indicated that students should not only work on their personal learning goals, but also on the general learning goals of the internship.
- IV indicated that the first sections is about *domain specific* learning outcomes.

Changes in 7.5
- recreated the PDF so that links in the PDF are clickable
- checked and replaced (where possible) URL's that pointed to the old website

Changes in 7.6
- added link to travel policy information support.wur.nl
- replaced links to support.wur.nl into permalinks

Changes in 7.7 (2026-08-13)
- Changed responsible program director from Marjolijn Coppens to Sylvia Brugman.
- Changed start 3-6 months in advance to start 6 months in advance.
- Added link to Insurance for students information underneath the table.
- Added link to legal support for students link in 4.2 in consultation with the student council.
- Checked and corrected (referral to) Appendices
- Changed link to EER to overview student charter to have the latest EER

Please always refer to the latest version, available from

- Staff: ESA portal (under ‘Guidelines for supervisors’)
- Students: support.wur.nl (Student -> Student planning & courses -> MSc Thesis, Internship and Research Practice)

The Programme Director responsible for MSc internships (Sylvia Brugman) encourages feedback/suggestions for adjustments.

The Student Charter shall prevail in any instances of inconsistency with this document.

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Part A: Information about MSc internships at WU

1 General information

This Course Guide describes the general internship procedures for all chair groups of Wageningen University. It includes information about the goal of MSc internships, the necessary procedures before starting and during the internship, as well as the assessment procedure.

1.1 Course profile

The internship generally is one of the elements in your MSc programme. During an MSc internship, you put your acquired knowledge and skills into practice while gaining relevant work experience in a potential field of employment outside WU. This could for example be in a company, a public institution, a research organisation, another university, or a non-governmental organisation.

Language: English
Credits: 24-36 ECTS*
Period: The start date of your internship is determined in consultation with your WU-supervisors and the host organisation.

* All study programmes require a minimum of 24 ECTS. The description of your MSc programme in the Study Handbook shows you whether or not an extension to 30 or 36 ECTS is possible. If not shown, you need to consult your study adviser to see if an extension can be approved. You should discuss extensions before you start the internship.

You should spend 28 hr for each ECTS (672 hr for a 24 ECTS internship: 16 weeks of 42 hr, or 17 weeks of 40 hr). We expect you to work a fulltime workweek at the internship provider, according to their working times. The workweek at an internship provider is mostly shorter than 42 hr, which means that you can use the extra hours to work on your internship report. If you work less than fulltime at your internship provider, your internship duration should be extended proportionally.

1.2 Learning outcomes

After the successful completion of the MSc internship, you are expected to be able to[1]:

- Apply and further develop competences in the field of the MSc programme in a professional context;
- Conduct tasks and one or more project(s) at the level of a graduate of the student's MSc programme in a professional manner and report on this in writing and in a presentation;
- Evaluate the context and relevance of the internship project tasks and its outcomes, both from a scientific and host organisation point of view;
- Reflect upon personal learning goals related to the development towards an academic professional.

[1] Learning outcomes may be modified slightly each academic year. The most up-to-date version is available from the Study Handbook in Osiris under the course code of your internship.

In addition to the above-mentioned learning outcomes, you should formulate at least two *specific personal learning goals* in consultation and agreement with your WU-supervisor. Make sure your personal learning goals are formulated properly by making use of the guidelines in Appendix III.

1.3 Criteria for MSc internships

The MSc internship at the Wageningen University (WU) needs to be an internship at *academic* level. This means that an internship should have certain characteristics that fit a career path at academic level. The internship therefore needs to meet the following requirements:

- The internship includes a content-driven assignment, such as working on a research project, a policy document, a communication plan, an evaluation report, a design, or education materials, etc.
- Your internship reflects the desired level of a WU MSc graduate (i.e. it requires and allows an academic level of thinking). This means that the internship provides the freedom to explore the context, weigh alternative approaches, reflect critically on choices etc.
- Your host-supervisor at the host organisation works at an academic level. To ensure adequate supervision at content level, your host supervisor preferably has an MSc degree and works in the domain of your MSc programme. If this is not the case, someone else in the host organisation should be able to provide this supervision.

Together with your WU and host supervisors you must agree on an internship project that meets these criteria.

Table 1 Timeline and to-do-list for internship students. Check for minor modification with your chair group.

Section in Course Guide	When[1]	What	Optional/compulsory
2. Orientation	6 months before start*	Discuss the planning of internship with your study advisor	Optional
		Check in with internship/education coordinator of chair group	Compulsory
		Send CV and motivation letter to potential host organization	Optional
		Meet with study advisor to discuss plans	Optional
		Apply for grants (see section 4.3.3)	Optional
4. Preparation	Before start	Register in Osiris	Compulsory
	Before start	Internship Agreement signed	Compulsory
	Before start	Approval of internship	Compulsory
	Before or shortly after start	Learning Agreement approved in Osiris	Compulsory
5. During internship	After start	Plan meetings with host and WU-supervisors	Compulsory
	Week 4	Complete Internship plan	Optional
	Week 6-7	Discuss with host supervisor the progress evaluation and fill in the form in Osiris	Compulsory
	Week 8	Discuss progress evaluation with WU-supervisor	Compulsory
		Set date for oral defence and presentation	Compulsory
	Week 13	Confirm and arrange oral presentation at host organization	Compulsory Optional: presence of WU-supervisor
		Communicate submission dates of draft reports to WU assessor	Compulsory
		Confirm date and organize oral defence	Compulsory
6. Assessment	Week 17	Submit reports in Osiris	Compulsory
		Ask host supervisor to fill in and submit host evaluation form in Osiris (they received an e-mail with instructions)	Compulsory
	Week 19	Oral defence	Compulsory Optional: participation of host supervisor

* Extra for internships abroad:
  - Register and (if applicable) arrange the permission and registration (see §4.3).
  - If possible, apply for grants (see § 4.3.3).
  - Make sure you have the right vaccinations for the travel destination(s).
  - Arrange proper insurance (insurance for students)
  - Take the e-learning course ZSS06300 Travel Safety
  - Apply for a student visa in time, if necessary.
  - Arrange travel tickets.
  - Arrange housing.

[1] Check schedule with your WU-supervisor; it may deviate depending on chair group.

2 Orientation

The timeline (Table 1) provides you with an overview of what you should do prior to, and during your internship. Minor modifications may apply – check these with the internship coordinator.

2.1 Explore

Consider

- Which type of organisation would you like to work in
- Where (which country)
- What do you like to learn during your internship
- What kind of activities would you like to do
- Which skills would you like to develop
- Which knowledge would you like to apply, how does that relate to your MSc programme
- What kind of future career are you considering
- Before looking for potential internships, ask yourself what you would like to learn during your internship, ask fellow students about their internship experiences, ask lecturers and education/internship coordinators for contacts, read professional journals, etc.

2.2 How to find an internship

There are differences between chair groups with regard to how internships should be found and arranged. In some chair groups, it is common practice that you find the internship yourself; other chair groups provide you with internship projects. You can find chair group-specific information in Part B.

You can take the following steps:

- You should start searching for an internship at least 6 months in advance.
- Discuss the planning of your MSc programme, including your internship, with your study adviser.
- Check which chair groups are allowed to supervise your internship (within your programme). Check out the procedures for the relevant chair groups for contacting the internship coordinator or check the information on their website, Brightspace, etc. Make sure that you know how the relevant chair group arranges internships.
- Some chair groups offer opportunities on their Brightspace site for internships.
- Student Career Services receive vacancies for internships. There are several other websites that may help you finding internship opportunities (see Appendix VI).

2.3 People involved in your internship

The following people will be involved in your internship:

- The *internship coordinator* is the contact person within the chair group. You can find the internship coordinator of each chair group in the Study Handbook. The internship coordinator needs to approve and sign your internship agreement in advance. They also appoint a supervisor from the chair group (WU-supervisor) and an examiner.
- The *host supervisor*[2] is your daily supervisor at the host organization. They will guide you through your daily activities and give feedback on your performance and report. Preferably, your host supervisor is a graduate at MSc level or has substantial experience in the domain of your MSc programme. If not, they should at least work at an academic level. Your internship organisation determines who your host supervisor is. Your host supervisor can also be your assessor, if they have a doctoral degree or other demonstrable experience with the relevant subject matter of the discipline (to be judged by your examiner). If not, they will advise the WU-supervisor in the assessment of your internship, usually regarding your performance and oral presentation.
- The *WU-supervisor*[3] (main and administrative supervisor in Osiris) advises and supports you before the start of the internship by supervising the completion of the Learning Agreement (defining specific personal learning goals, etc). They are usually an academic staff member. You will discuss the progress of your learning process with the WU-supervisor during the evaluation moments and decides after the official progress evaluation meeting whether you can continue the internship. You can contact your WU-supervisor for advice or in case of difficulties. Your WU-supervisor also supports you at the end of the internship by giving you feedback on your draft report.

Finally, you will be graded by two or three assessors, one of whom is the Examiner. The latter is appointed by a WU Examining Board and determines the final grading in consultation with the other assessor(s). Your WU-supervisor is one of the assessors. This is further explained in Appendix I.

[2] Host supervisor is “internship supervisor” in the Internship Agreement.

[3] WU-supervisor is “university mentor” in the Internship Agreement.

3 Preparation

3.1 Which chair group?

The supervision of your internship is the responsibility of a WU chair group. Your study programme determines which chair groups are entitled to supervise your internship. Consult the description of your MSc programme in the Study Handbook, and contact the internship coordinator of a chair group that meets your wishes and the requirement of your MSc programme.

3.2 Formalities

Before the internship starts, you, the host supervisor and the internship coordinator from the chair group have to agree on the formalities of your internship. These agreements are stated in the (*UNL) internship contract*. In addition, you and your WU-supervisor have to make agreements related to your learning process, content and planning of the internship. These agreements are written down in the *Learning Agreement* in Osiris. Finally, it is advised that you, your host and WU-supervisors make final, more detailed agreements concerning the content and planning of your internship that can be written down in an *Internship Plan.*

3.2.1 Internship agreement (or internship contract)

The Internship Agreement for Academic Education from the Universities of the Netherlands (UNL; see Appendix VI) is the preferred contract to use for your internship. This must be signed by the host organisation, you, and the internship coordinator. An important aspect of the internship agreement is to record agreements concerning confidentiality and data management. Some companies want you to sign an extra contract in addition to the UNL agreement. In that case please see the checklist in Appendix II for tips and potential bottlenecks related to the internship contract and discuss the contract with your internship coordinator. This Appendix II also includes guidelines for a separate NDA (Non-Disclosure Agreement), if applicable.

For companies that insist on using their own contract instead of the UNL Internship Agreement, the internship coordinator checks the company's contract using the checklist in Appendix II. An additional check with the legal services of the specific science group is required if the internship coordinator has doubts about the company contract. You should factor in at least two extra weeks for this check, but potentially much longer if the contract contains problematic clauses for the WU and internship provider legal departments to work out. The host supervisor, you and the internship coordinator of the chair group need to sign the contract. You can contact the internship coordinator if you have questions about the contract.

Students from non-EU countries may face problems with immigration rules if they are planning to do an internship in an EU country other than the Netherlands. In the Netherlands, a tripartite contract is necessary (a requirement of the IND; a tripartite contract is signed by the internship provider, the internship coordinator of the chair group and the student). If a tripartite contract has been arranged and signed, non-European students do not have to apply for a working permit. In other EU countries, you may need other documents, like a working permit. If so, it could be unfeasible to do your internship, due to time consuming procedures. You may need a letter from WU stating that you are registered as a student and that the internship is a compulsory part of your study programme. If you

need additional support, please contact the internship coordinator. Furthermore, it is advisable to contact the specific embassy to check which documents are necessary.

3.2.2 Learning agreement

The *Learning Agreement* (see overview of downloads in Appendix VI) contains a brief (preliminary) project description of the internship assignment, your personal learning goals (Appendix III), the agreement on supervision, planning, evaluation moments, and (if applicable) risk assessment. You have to fill in the *Learning* Agreement in Osiris. Ideally, you and your WU-supervisor must approve the learning agreement in Osiris before the start of your internship.

3.2.3 Internship plan

The Internship Plan can be considered the project proposal for your internship. It sets out the activities that you will perform during your internship and their planning. If necessary, a data management plan may constitute part of this. It is strongly advised to agree on, and guarantee and explicitly plan sufficient time for in-depth reflection/writing, reading relevant scientific papers, etc. necessary to produce your scientific report. The Project Description in the Learning Agreement is the first, preliminary version of your Internship Plan in which you describe your internship assignment in detail. It is advised to elaborate on this within the first 4 weeks of your internship period and conclude this with a document that is agreed among you, your host supervisor and your WU-supervisor. Ask your WU-supervisor or check chair group specific Part B of the course guide to find out what level of detail is expected for your Internship Plan.

3.2.4 Approval

Your internship is approved and you can start when:

- The your WU-supervisor and the internship coordinator approve your internship. This includes checking that your internship is at an appropriate academic level (see the criteria for an MSc internship). This should result in approval of the learning agreement in Osiris.
- The host supervisor(s), you and the internship coordinator have signed (UNL) Internship Contract.
- You remain registered as an MSc student at Wageningen University for the duration of your internship.

Ideally the Learning Agreement is signed before the start of the internship, but often it will be completed during the first 2 weeks, especially when information from the host supervisor is required.

3.3 WU travel policy, insurance and grants

3.3.1 Permission and registration to travel abroad

You need to register all study related travels in Osiris, because WU needs to know where you are to be able to offer support in case of emergencies. Furthermore WU needs to provide you with permission for traveling abroad. In this permission procedure the risks of the trip are weighed against the learning outcomes. Traveling to green areas is automatically allowed and for other areas explicit permission needs to be granted. All is explained at the website “Preparation for travel abroad” (see article on support.wur.nl).

For traveling abroad to areas with a yellow travel advice according to the ministry of foreign affair you need permission. Find out in time whether your trip concerns a risk area at the website of the Dutch Ministry of Foreign Affairs.

3.3.2 Travel insurance

Once you have registered your travel abroad, you are covered by the collective travel insurance of WUR. More information you can find here (heading Collective Travel Insurance). You do not need to pay to make use of this insurance. In case of emergencies WUR provides 24/7 support on health and safety (including mental health) via International SOS. Upon registration of your trip you'll receive all details.

Keep in mind that holidays in conjunction to your internship are not covered and you need to provide your own insurance. For students from within the EU/EFTA please check if the coverage of your health insurance in combination with the WUR travel insurance is sufficient for your trip. Dutch students and students taking the AON health insurance are covered sufficiently.

3.3.3 Grants

There are some possibilities to apply for grants if your thesis, internship or research practice takes place in a foreign country. For information see Appendix VI.

4 During your internship

4.1 Supervision

During your internship, you will have two supervisors: the host supervisor and the WU-supervisor. The host supervisor is your daily supervisor, while the WU-supervisor is, in most cases only involved at the start, in the progress evaluation, and in final stage of your internship.

At the start of the internship, you and your WU-supervisor discuss how your internship will contribute to a future career, your personal learning goals for the internship and how you will achieve those goals. *Note that when describing your personal learning goals, you might exceed the 3000 character limit for this field in Osiris. In that case please make a short summary of the learning goals to paste in the Osiris field, and indicate more information can be found in an additional document. Then upload the longer document explaining the learning goals in "optional documents during process" in Osiris.*

During the internship, your WU-supervisor plays a coaching role for you and an advisory role for you and the host supervisor. You are expected to keep your WU-supervisor informed of progress and to ask for advice and feedback. Do not hesitate to contact your WU-supervisor if you encounter problems during the internship or if you feel that your expectations for your learning have not been met.

4.2 Progress evaluation and communication

For a successful internship, it is important to discuss progress with both supervisors. In addition to regular meetings with your host supervisor, a progress evaluation meeting needs to be organised with your WU-supervisor. In preparation for this meeting, you discuss your progress with host supervisor. You summarize their feedback in Osiris and this summary is sent by email to the host supervisor that can confirm the agreement by forwarding that email to you WU-supervisor. You then also have a progress evaluation meeting with your WU-supervisor.

The progress of your internship should be evaluated according to the schedule in the learning agreement, ultimately before one third of the duration of the internship period. The principle of two-way feedback applies, so you can also give feedback to your supervisor. The progress evaluation is a moment of reflection to determine which aspects of internship are going well, which aspects you need to improve on and how supervision should facilitate this.

The rubric (available here or at this DOI) and your reflection on your personal learning goals (Appendix III) will be used to evaluate your performance. Generally, the conclusion of the progress evaluation will be that you continue with your internship, potentially with some adaptations in planning, content, supervision and/or improvements in your knowledge, skills or attitudes.

If your WU and host supervisors consider that your progress is such that successful completion of the internship is unlikely, you should be given the opportunity to improve. Your supervisors should clearly indicate what improvements are required and within which timeframe. If, after the set timeframe for approvement(s), your supervisors consider your progress as being still not enough to successfully complete your internship, the WU-

supervisor should involve an examiner (four-eyes principle). Together, they could consider termination of the internship with a 'no-go' decision. A no-go decision must be taken by the examiner. It must be well explained to you, and the explanation should be recorded in Osiris. The WU-supervisor should ensure that this 'no-go' decision is taken before halfway the nominal duration of the internship, to prevent further delay for you. Your WU-supervisor will inform the study advisor. You may disagree with the no-go decision and submit an appeal to Examination Appeals Board (CBE; legal support for students). [4]

Depending on the reason for the no-go decision, there may still be a role for the chair group in the follow-up. In consultation with your study advisor, the WU-supervisor and the examiner, you may, for example, recommended to restart an alternative internship that fits your competences better, perhaps after additional education.

4.3 Internship activities

Different internships may result in different products and outcomes, they may also have different contractual agreements (think about confidentiality and legal issues) but they should all be at academic level. This means your project assignment should allow you to explore the context, weigh alternative approaches, reflect critically on choices, use scientific literature, theories, etc., and should allow sufficient time for reflection. You need to be able to build on competences acquired during your MSc programme.

4.3.1 Project assignment and activities

There is large variety in the assignment and activities of internships. Your activities may be related to one specific assignment or project that you should complete during the internship. In contrast, you may contribute substantially to a coherent set of projects. In the latter case, you should select one or two main project or an overarching challenge for which you can take ownership, for which you will be the main responsible person and on which you will write your scientific report. This report should demonstrate your competences which means you need to be able to spend sufficient time on it for academic reflection. This may include review/use of scientific literature/theories, weigh alternative approaches, reflect critically on choices, etc (Appendix IV).

4.3.2 Reflection

Throughout the internship, you should be working on both your personal learning goals and the general learning goals of the internship. You are expected to apply the ALACT circle (Appendix III) and (optional) fill out reflection forms (Appendix III) to prepare for your reflection report (Appendix V).

4.3.3 Oral presentation

During the oral presentation, you present your results/products to the internship provider. Your WU-supervisor will attend the oral presentation if possible. You may be requested to present your results to the chair group as well, or to your assessors prior to the oral defence. Discuss in advance what the WU-supervisor's chair group expects from you.

[4] Rules and Regulations of the Examining Boards, Article 28.2

4.3.4 Internship report

Your internship report consists of two parts: the scientific report and the reflection report. Instructions can be found in Appendices IV and V, respectively. In addition to these reports, your host may request extra products/deliverables. This should be agreed upon in the Learning Agreement and/or Internship Plan. Your host may also be available for feedback of drafts of your report(s).

You usually get one possibility to discuss a draft scientific report with your WU-supervisor before you hand in the final version. Check with your assessors how long in advance of the oral defence the scientific and reflection reports should be uploaded in Osiris, but take into account this is approximately ten working days in advance. Your assessor(s) and examiner automatically receive an e-mail that you uploaded your final version of your reports.

4.3.5 Oral defence

After completion of your internship, there is an oral defence of your scientific and reflection report with your assessor(s) and examiner (see Appendix I). The oral defence will be scheduled approximately ten working days after you submitted your reports to the assessors. You must make an appointment for the oral defence. Participation of your host supervisor in the oral defence is optional if they are not assessor.

The oral defence will be a discussion focusing on the contents of the internship, in which your knowledge, understanding, insights, as well as creativity and scientific attitude are evaluated. You are expected to be able to place your results and conclusions in the wider context of the field of science and to indicate the possibilities for putting your findings into practice.

Immediately after the defence the grading thereof will be communicated.

4.3.6 Use of generative artificial intelligence (e.g. Language models, image generators, transcription models, (semantic) literature search engines)

4.3.6.1 Rules regarding AI usage

Working in an academic environment requires using available tools responsibly, and Generative AI ('GenAI') is no exception. To ensure ethical and effective use, the following rules have been established on how to incorporate GenAI tools into your academic work.

What is Generative AI?

Generative artificial intelligence is a technology that generates content (textual, visual, audio) based on previously learned patterns by a model, sometimes facilitated through the use of natural language conversational interfaces.

In principle, the use of AI is allowed as/for:

- Sparring partner / Brainstorming
- Feedback tool for textual improvement (e.g. spelling/grammar checking)
- Data processing script development (coding)

- Literature searching
- Transcription

Under the conditions that:

- Acquiring skills relevant to the internship, such as active writing, designing, and reflection skills, are an important part of your learning objective. The use of AI may only be in support of the development of these skills and not a replacement of these skills.
- You will always be held accountable for the correctness, completeness, and coherence of all your texts. AI models can misinterpret information, introduce or amplify biases, or introduce false or unsubstantiated information. You should always critically evaluate the output. Don't let an AI perform the work for you, but ask it for suggestions and weigh them critically.
- When you use AI for your work, acknowledge and/or document the usage of AI on your products. See paragraph 5.3.6.2 for more information.
- Never put (personal) data of others, information that infringes on intellectual property rights or sensitive or confidential (research) data into external/commercial AI tools.
- Be aware of institutional policies regarding data usage. Some databases, chair groups, internship companies, etc., might not allow you to share their data with AI tools, as this may violate agreements with financiers of projects or may even violate intellectual property rights (IPs). For more information, see: Personal data protection regulations WUR and Data policy at WUR.
- Always respect copyright laws and the intellectual property rights of others. Do not upload materials that are copyright-protected in an AI tool, this can have severe consequences.
- When applying AI for literature searching you use it as a supplementation or extension of existing conventional search methods (e.g. keyword-based searching via the WUR Library or Google Scholar), and not as a replacement of these methods. Use specialised programs for literature searches and creating a list of references, as multipurpose generative AI models may generate (i.e. make up) references.
- Using AI to write code / scripts may only be done if you can explain and verify the accuracy and validity of the code.

4.3.6.2 Documenting and acknowledging AI usage

In case AI is applied as an integral part of your research methodology (e.g. as a transcription tool or for data analysis), its usage needs to be documented in the Materials and Methods section of your scientific report. This should be done in line with research methodology standards, aimed at reproducibility and verifiability. Prompts or instructions applied in this context should be made available in the appendix.

If AI was used only in the writing of the report, this should be acknowledged in a separate section before the References, using the standard format presented below:

> "During the preparation of this work the author used [TOOL, VERSION IF APPLICABLE, METHOD OF ACCESS] in order to [GOAL OF APPLICATION]. After using this tool/service, the author reviewed and edited the content as needed and takes full responsibility for the content of the report."

More examples for documentation are available via: https://wur-studentsupport.screenstepslive.com/m/118226/l/1878197-how-to-document-your-genai-use.

Extensive interactions with AI should be documented via documentation in the appendix or via your data repository (as PDF or text file). It is recommended to maintain a version history of your internship documents to be able to show the progression of your work over time.

The documentation and acknowledgement of AI usage depends on its application. For each application the requirement may differ. Please consult the table below for information:

Application[5]	Usage in research methodology	Usage outside of research methodology
Spelling/grammar checking	Acknowledgement with prompt	Acknowledgement only
Coding / Script development	Acknowledgement with prompt, incl. outputs and modifications for significant/major changes.	N/A
Transcription	Full documentation, incl. tool used.	N/A
Image/Video/Audio generation	Full documentation with prompt, tool used, modifications.	Full documentation with prompt, tool used, modifications.
Sparring partner / Brainstorming	Acknowledgement only	Acknowledgement only
Literature searching	Acknowledgement with embedding in conventional methodology.	Acknowledgement with embedding in conventional methodology.

[5] If your application method is not listed in this table, your examiner/supervisor may decide how to document/acknowledge the usage.

4.4 In case of emergencies

When you need advice on your health and safety or need immediate medical or health support you can contact International SOS via the assistance centres around the world. Download the Assistance App for swift communication with the nearest assistance centre. When needed International SOS can coordinate with the WUR crisis team. More information will be send to you after registration of the travel.

5 Assessment

5.1 Assessment strategy

The assessment strategy below shows the relation between the learning outcomes and the different components of the assessment. There is a minimum of grade 5.50 for each of the assessment categories for the internship, and you need a pass for the reflection report in order to complete the internship with a sufficient mark.

A rubric is used for feedback and grading (support portal). The host supervisor receives an e-mail with instructions and a link to fill in the (advice on) assessment of the internship. When the host supervisor acts as adviser (and not: assessor), their advice is communicated to the WU supervisor through the “Assessment Advise by host supervisor” in Osiris. At the end of the internship period, results of all assessments are discussed with and reviewed by the examiner. The examiner decides upon the final grade and administers it in Osiris. In addition, after the examination you will receive the underpinning behind your internship grade, including specific feedback on all assessment categories.

Table 1 Assessment strategy

		Assessment category					
		General professional competences	Domain-specific competences	Scientific report	Oral presentation	Oral defence	Reflection report
	% of grade	20	30	40	5	5	pass /fail
Learning outcomes	Apply and further develop competences in the field of the MSc programme in a professional context		x	x	x	x	
	Conduct tasks and one or more project(s) at the level of a graduate of the student's MSc programme in a professional manner and report on this in writing and in a presentation	x		x	x		
	Evaluate the context and relevance of the internship project tasks and its outcomes, both from a scientific and host organisation point of view			x		x	
	Reflect upon personal learning goals related to the development towards an academic professional					x	x
Assessors [a]	Host supervisor (advice)	x	x	opt.[e]	x		
	Assessor 1: WU-supervisor (usually)	x[d]	x[d]	x	x[d]	x	x
	Assessor 2[c]: WU-examiner (usually)	opt.	opt.	x		x	x
Assessor [c,b]	Assessor 1: Host supervisor	x	x	x	x	x	
	Assessor 2[c]: WU-supervisor (usually also examiner)	opt.	opt.	x	x	x	x

[a] When the host supervisor does not have a doctoral degree nor demonstrable experience with research in the relevant discipline (see also Appendix I). The WU examiner will determine the final grading after a discussion with the WU-supervisor.

[b] When the host supervisor has a PhD degree or demonstrable experience with the relevant subject matter of the discipline they can be assessor (but not examiner). If the WU-supervisor is appointed by the Examining Board as examiner, the WU-supervisor (assessor 2) and WU examiner can be the same person. If not, a separate examiner is needed (Appendix 1).

[c] Some chair groups have 2 WU assessors + an examiner.

[d] Based on advice of the host supervisor.

[e] 'opt.' indicates optional

5.2 Delay and possibility to resit

The start and end date of your internship are recorded in the Learning and Internship Agreements. You should be able to complete the internship report within the internship period. This could mean that you may need to finish your work at the internship host earlier, in order to complete the report ultimately at the agreed end date. Educational activities at the times specified in the Learning Agreement and/or Internship Plan can be part of the internship.

Below we discuss reasons for a longer runtime of an internship. There are only three acceptable reasons for a longer runtime: planned longer duration of your internship project, *force majeure* or an insufficient result for your internship.

5.2.1 Planned longer duration of the internship

If you plan to undertake additional activities next to the internship, the total runtime can be longer than the nominally allocated time. Examples are you have a job, have planned holidays, or will do a student-assistantship. This must be agreed with the host and WU-supervisors.

In case of functional disabilities or other valid reasons for delay that are known beforehand, those should be mentioned at the start of the internship. Your WU-supervisor will only extend the regular duration of the project based on the advice of a student dean.

You can take planned longer duration of the internship into account when registering the expected date of completion in the Learning Agreement. These situations are *not* considered as delay.

5.2.2 Delay due to *force majeure*

If the planned period needs to be extended due to *force majeure*, you should inform your host and WU-supervisors, and submit a request to the student dean. The student dean is to decide whether this is a case of *force majeure*, and advises the Examining Board. The Examining Board can then decide to extend the term for the internship. In that case, the expected date of completion will be moved forward, in accordance with the extent of the delay. If the situation of *force majeure* was already present during the progress evaluation, the WU-supervisor can file an adapted expected date of completion of the internship in Osiris during the progress evaluation.

5.2.3 Delay due to an insufficient result

Around the expected date of completion of the internship, the internship is assessed, and the grade is registered in Osiris. In this way all students are graded after the same amount of time, which makes the grading fair for all students.

If the assessment is insufficient, but your WU-supervisor and you expect that you will be able to finish the internship successfully within 2 extra months, the examiner registers the grade in Osiris as INCOMPL. Next, you have 2 months to improve the work to a sufficient level. In the case of *force majeure,* these 2 months can be extended under the same conditions as above (via student dean and Examining Board).

After 2 extra months, your work is assessed again (again with two independent assessors, and the examiner determining the final grade). If the result is sufficient, the grade is registered in Osiris. If the result is insufficient, INSUFF will be recorded in Osiris.

In case of an insufficient final grade, you can start a new internship, not necessarily with the same WU-supervisor or in the same chair group. This is officially considered a resit but means that the entire internship needs to be redone.

If you and your WU-supervisor disagree on you being able to pass the course in two extra months, and you do not get up to two months extension for finishing your internship, you are able to send an appeal to the Examination Appeals Board. But ask your study adviser for advice first in this case; usually there are other possibilities to solve the issue.

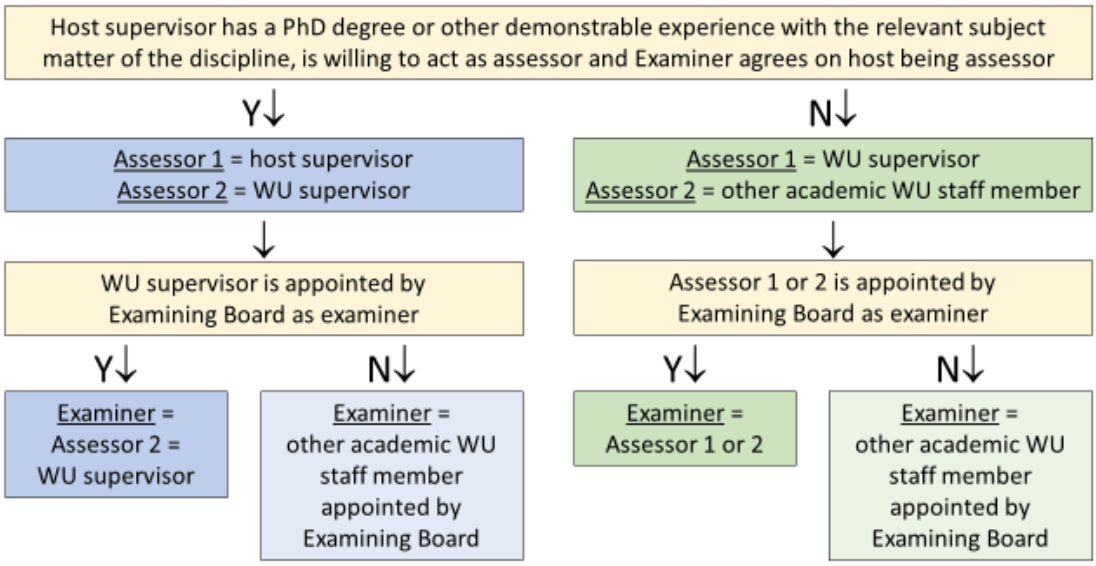
5.3 Feedback on your internship

Following the assessment, Wageningen University will send you a link to an online evaluation questionnaire. Please complete this, even if your internship project is finished. The results of the questionnaires help us to improve the quality of the internship supervision and organisation, and to identify potential (or actual) problems. The evaluation is anonymous.

Appendices

I Actors in your assessment

Who will be your Assessor(s) and Examiner, depends on the competences of your host and WU-supervisors. The Examiner finally decides on who can be your Assessors, according to this decision tree.



II Checklist for non-UNL internship contracts

Using the Internship Agreement for Academic Education of the Universities of the Netherlands is strongly advised. In case of an internship abroad, the university policy offers more room to deviate from the UNL Internship Agreement and/or to use an external agreement.

Please use the following tips & tricks to assess your work placement agreement to ensure that your rights and obligations are properly arranged and that there are no obstacles for conducting follow-up research after your work placement.

Please note: always consult with your WU internship coordinator before signing a contract.

1. Ensure that the **non-disclosure agreement is for five years** at most: experience has shown that after five years the information has often already made public by the company itself or it is no longer relevant; you do not want to be confronted with an indictment from your work placement company at that stage.
2. Make sure that the **period** of the internship is correctly addressed (start and finish data; no open end).
3. Make sure that your **internship assignment** (=planned internship activities) is well described and that your **Learning Agreement** is part of the contract.
4. Make sure that there are clear agreements regarding **working hours, facilities and possibilities for leave**.
5. Ensure that your **WU supervisor, the examining board, WU examiners and the accreditation panel** have access to the internship report and that the university is allowed to retain the report in a non-public archive. This is how WU deals with this in practice:

All internship reports will be dealt with as confidential: none will be published in the WUR-library and they will be irreversibly removed from Osiris after 7 years, the deadline for the legal accreditation. These copies will only be used for accreditation purposes. In some cases, the internship provider may label the report or other products as 'Strictly confidential'. In that case the student makes a redacted version (all strictly confidential information is marked as censored). If readable, this version can be used for accreditation purposes. In case of a redacted version, the front page of the report must contain the name of the person within WU who has access to the full version of the document and the place where this document is stored in case the full version of the document is needed for accreditation purposes.

6. Results (also called 'foreground knowledge' or 'intellectual property' in the contract) of the research that you conduct during your work placement may become the **(intellectual) property** of the work placement company. Ensure that the results of your work outside or after the work placement assignment become your property, otherwise it will be difficult to collaborate with others in the future.
7. Be aware that the **author rights** of the internship reports belong to you.
8. Ensure that your work placement company is **liable** for both injury to the trainee - for example, if you are involved in an accident during your work placement - and damage caused by the trainee during the work placement. According to the law, the internship provider must supervise the activities of the intern.
9. Do not accept any **penalty clauses**.
10. For internships in The Netherlands the work placement contract must be governed by **Dutch law**.
11. After your work placement, you should be free to **apply for jobs** at companies similar to the one where you completed your work placement.
12. A work placement contract must be drawn up in **Dutch or English**.
13. If you are a student from **outside the EU** and you want to complete your work placement with a Dutch company, then the university must also sign the work placement contract as this is a requirement set by the IND. In that case, always submit your work placement contract should always be submitted to the legal office of the department immediately.
14. To be able to conduct your research freely and as a student, you are not permitted to receive a salary. Any **work placement compensation** may only consist of a compensation for costs incurred (travel costs etc.), and normally does not exceed 700 euros per month. If you receive a sum that resembles a (minimum) wage, you may lose your student status. Especially for non-EU students: the status of "employee" instead of "trainee" has consequences for insurance, residence permits, taxes, etc.

In some cases, the company may require that you sign a separate Non-Disclosure Agreement or statement in addition to a work placement contract. In that case, points 1, 5, 6, 10, 11 and 13 from the above checklist are also applicable for the NDA.

III Reflection on personal learning goals

Reflection is a powerful tool supporting your personal development towards an academic professional. It helps you in profound learning from valuable experiences. Personal learning goals can guide this reflection process. They help you directing attention towards specific aspects and highlight experiences in a specific area.

The instructions below are in line with the reflection process as trained in the Academic Consultancy Training. You may want to get back to the teaching material from ACT. In case you have not completed the ACT, please refer to instruction clips '*Academic Reflection skills: Why?*' and '*Academic Reflection skills: How*?' available on Yuja in the Shared WUR library (search for 'reflection'). The instructions below should guide you through the process of reflection on personal learning goals.

Defining personal learning goals: How?

Defining supportive personal learning goals is crucial for the learning and reflective learning process. They should support the final reflection on your professional ambitions.

You need to formulate a minimum of two learning goals. Follow the following steps for each learning goal:

Step 1. Choose elements from different domains of learning for each of your *two personal learning goals*. These goals should be related to your professional career ambitions. The three domains of learning are:

- your identity as a professional (e.g. work ethics, collaboration, attitude related to others and yourself, sense of care, responsibility, awareness of your own viewpoints and beliefs),
- abilities used to perform activities and tasks of an academic professional,
- application of specific domain knowledge, obtained in your MSc programme (e.g. when, how).

Perhaps your thesis or internship supervisor's feedback has inspired you to formulate learning goals. You may think of the I / we /it domains as in ACT. You can also use your ACT reflection reports as inspiration for learning goals in your internship.

Choose elements you feel personally motivated to work on during your internship period and that fit in the context of your host organization.

Step 2. Describe the learning goal in general terms in one sentence. Start with 'I' and formulate your goal positively and actively. Describe what you aim for; make it active in the sense that you state the desired outcome. Do not state what you do not want; state what you want. Describe the desired level you are aiming to achieve in a short description.

Step 3. Indicate your current level of performance.
Describe your current level of performance regarding each learning goal: assess your own abilities, for example by including elements of knowledge, skills and attitude within a learning goal. It helps you to clarify what steps need to be taken to improve.

Step 4. Indicate the way you are going to achieve your personal learning goals by setting up an action plan. Determine what is reasonable for you to act upon within the coming weeks.

What to do to be able to develop on your learning goals?

- What do you need to know to be able to achieve that next step and who or what can support you to gain the knowledge you need?
- Which skills do you need to practise to achieve a higher level and who or what can support you to develop those skills?
- What is your attitude regarding the learning goal and what kind of attitude supports you to achieve that goal?

It is important to discuss your draft learning goals with your supervisors. Your personal learning goals should be approved by your WU-supervisor (compulsory) and host supervisor (preferably).

Your learning goals are not static. You are free to adjust or specify them at any time if necessary. Your internship may not be suitable to work on your original goals or may provide you with unforeseen, interesting challenges. Sometimes you can't know what will become your biggest challenges in advance. You can adapt/change your goals into other ones that seem are more aligned with the context of your host organization. Of course also here approval of your WU-supervisor and conscious actions are necessary on a new goal.

The reflective learning cycle

Make sure that you, for each learning goal, go through the reflective learning cycle using the ALACT model (**Figure 1**) a number of times. That means after every (1) Action you (2) Look back on that action, then become (3) Aware of what worked or did not work, (4) Create alternatives to become even more successful or effective, adjust your goals and go for a new (5) Trial, etc.

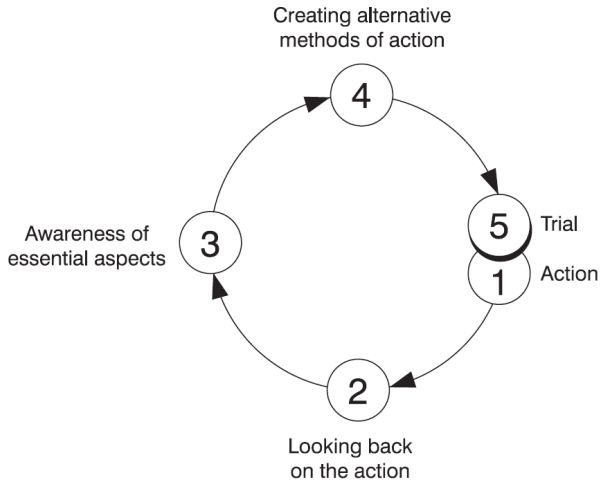


Figure 1 *The ALACT model describing a structured process of reflection (Korthagen and Vasalos 2005). Korthagen F, Vasalos A 2005 Levels in reflection: core reflection as a means to enhance professional growth. Teachers and Teaching 11: 47-71, DOI: 10.1080/1354060042000337093*

In your logbook you describe cases. You may want to use a reflection form for this purpose, including the following notes:

1. The **Action** or trial, give it a title and mention the time/date and place. Describe your action/behaviour, without judgement, including non-verbal aspects of your behaviour and possibly the behaviour of others. If helpful to understand the behaviour describe the context of situation in no more than a few sentences.
2. **Look back**: Describe essential aspects that resulted in the way you acted and note this down. Your behavior consisted of actions, thoughts and feelings.
3. Become **Aware**: Is the result of your behaviour (actions, thoughts and feelings) effective for yourself and/or the other(s). What was effective what was not?
4. **Create alternative methods of action**. What alternative action can you put forward which can improve the effectiveness and which is agreeable for yourself (the product

and/or people in the team)? Alternative behaviour/action can be on the level of knowledge, skills and/or attitude. Also plan when to try out this new behaviour/action.

5. **T**rial. Do it!

Make sure you have gone through the cycle minimally twice for each learning goal and describe minimally two cases. The text box illustrates this cycle.

Example: Learning goals + reflection forms

Here is a too simple example illustrating the ALACT cycle for a short term learning goal and the corresponding reflection forms as part of a logbook. Please note that is not an acceptable learning goal for a MSc internship. Your internship will provide you with a rich learning environment that serves learning goals of a deeper and academic level to support your (preliminary) professional ambitions.

Personal learning goal

- Step 1 Domain: abilities to perform a task (time management)
- Step 2 Leaning goal: I want to arrive in the office on time, when all my colleagues start working, which is at 08:00 h.
- Step 3 Current level: I have a habit of coming too late in the morning because I wake up too late. My attitude towards this habit has changed: As a student I could get away with this, but in this internship environment it annoys colleagues, which I do not feel comfortable with. I know how to do it technically, but I do not know which technical solution will work for me.
- Step 4 Action plan: I will set the alarm on my cell phone every morning of a working day. I will set the alarm at 07:00 h, such that I will have ample time to shower (15 min), have breakfast (30 min) and cycle to the office (15 min).

Reflection form 1

1. **A**ction/trial: arriving at the office at 08:00 h. I executed my plan for 5 days consecutive days in one working week.
2. **L**ook back: I woke up at 07:00 h every day, and was able to get up ±10 min later. That part was easy and felt good. I arrived in the office earlier than before, but ±15 min late. That still made me feel bad.
3. Becoming **a**ware: My plan was partially successful; I have made progress. The alarm did the job: I woke up at 07:00 h and I was up quickly. I will adopt this as a new habit. But I am not satisfied, because I was still too late. So I stick to my original learning goal: I want to arrive in the lab ultimately at 08:00 h.
4. **C**reating an alternative action: I will keep on using the alarm of my cell phone but I will set it earlier than last week.
5. **T**rial: = I set the alarm as planned every working day in a week, 15 min earlier than last week.

Reflection form 2

1. **A**ction: I set the alarm as planned every working day in a week, 15 min earlier than last week.
2. **L**ook back: I arrived in the office on 08:00 h from Monday-Thursday. Waking up 15 min earlier was no problem at all. It was rewarding, because I was proud of my achievement and my colleagues gave me compliments. But on Friday morning, after going to bed too late on Thursday, I arrived too late. I simply did not hear the alarm. I was disappointed.
3. Becoming **a**ware: My plan largely worked: I almost achieved my learning goal. This makes me feel proud. But I am not completely satisfied, because I want to be on time every day. To completely achieve this, I need to tweak my new habit, to make sure I also hear the alarm going off after a short night
4. **C**reating an alternative action: I will buy an old-fashioned alarm clock with a very loud alarm.
5. **T**rial: Etc.

IV Scientific report

Your chair group may have specific instructions on how to write your scientific report. Check Part B of this course guide or ask your WU-supervisor. If you have contributed to several projects, you should report in depth on one or two main projects or an overarching challenge, to allow sufficient depth.

The scientific project report should reflect the *academic quality* of the internship. It may include the following sections:

- Introduction:
    - Professional context: description of the host organisation, embedding of your project
    - Objective of your internship project(s): What is the problem / challenge / research question you have been working on?
    - Scientific context: description of scientific background of the (two) main project(s) or overarching challenge
- Methods / approach: Description and scientific justification of chosen approach / methods
- Results: Presentation of deliverable(s), data, solutions
- Discussion: critical reflection on
    - scientific quality of results
    - relevance and limitations of the project and its outcome for the host organisation
- Recommendations for host organisation based on your internship project

V Reflection report

Your reflection report is a reflection on the academic competences that you were able to develop during the internship, on your personal learning goals and on the contribution of the internship to your career.

It therefore includes several sections. You reflect on:

- Activities and progress in relation to the domain specific learning outcomes of the internship.
  - Apply and further develop competences in the field of the MSc programme in a professional context;
  - Conduct tasks and one or more project(s) at the level of a graduate of the student's MSc programme in a professional manner and report on this in writing and in a presentation;
- Activities and progress in relation to personal learning outcomes (using the ALACT-model, see Appendix III Reflection on personal learning goals).
  - Indicate for each learning goal what you have done (minimum of 2 actions per goal) to show your development. Write what your trials have been, what effect they had on your performance. Where your trials effective? Did you acquire new competences, did your attitude change? Use your description of cases in your logbook for this purpose.
  - Describe in general terms what you expect to remain important goals to keep in mind toward future projects.
- Personal strengths and weaknesses in relation to career interests and ambitions.
  - How your internship affected your career interest and ambitions. Provided your internship you with a kind of working environment that would suit you? Why (not)?

VI Databases and Downloads

- **Internship opportunities**

Wageningen University (WUR) Student Career Services, Integrand, OneWorld, Greenjobs,

- **WU Travel policy**

Preparation for travel abroad

- **Grant opportunities**

Erasmus+ grants for internship & thesis
Erasmus+ grants and study exchange
https://www.wilweg.nl/financien/beursopener (unfortunately in Dutch only)

- **Internship Agreement (or 'contract')**

The common internship agreement, developed together with all Dutch universities and supported by the Ministry of Education, Culture and Science, serves to lay down the agreements on the internship between the student, the internship employer and the University. Signed copies have to be sent to your internship coordinator, the host supervisor (on behalf of the employer) and your WU-supervisor. The actual version of the internship contract is available on support.wur.nl.

- **Wageningen University MSc Internship Learning Agreement**

The Learning Agreement will become available upon your registration in Osiris. The actual version of the checklist for the MSc Internship Learning Agreement is available on support.wur.nl.

- **Assessment Advice by host supervisor**

The host supervisor will be asked to complete the 'Assessment Advice by host supervisor' form in Osiris after completion of the internship. The observations in this evaluation form will have advisory status to the supervisor and examiner concerning the assessment. We encourage you to have a look at checklist WU MSc Internship evaluation by host supervisor at the start of your project. You can download the most recent version of the checklist at the Education & Student Affairs Portal.

- **Rubrics**

The WU internship assessment form in Osiris and rubric will be used to grade your internship after completion. We encourage you to look at the Rubric at the start of your project. You can download the most recent version of the rubric from support.wur.nl (or this DOI).

Part B: Chair group specific information about MSc internship

1. Admission to the internship

The internship process at Infectious Disease Epidemiology (IDE) can be started and finished at any time during the academic year. However, when students are interested in doing an internship at IDE, they are requested to contact the internship coordinator 3-6 months before starting their work to allow the identification of a suitable topic and placement and to organize adequate WU supervision. This is especially relevant when doing an internship abroad since it takes longer to organize this. An intake meeting will be scheduled in which the internship topic will be discussed. Students are requested to think about their own interests ahead of this meeting. The WU supervisor will be a qualified staff member of the chair group but may be supported by a PhD student. Host supervisors will be involved in the marking but the final responsibility for grading remains with IDE staff members.

Students must satisfy the requirements to obtain admission to the internship. That includes the finalization of QVE-30306 Quantitative Veterinary Epidemiology, QVE-30806 Modelling of Infectious Diseases in Animal Populations, or WEC-33306 Disease Ecology. It depends on the subject of the internship which course should be finalized (all three courses may be followed off course). This will be discussed during the intake meeting with the internship coordinator. Students are, together with their study advisor, responsible for assessing whether the IDE chair group and the topic of the internship are consistent with their study programme.

2. Learning agreement, internship agreement, and internship plan

Before starting the internship, the student and WU supervisor need to fill in a learning agreement (in Osiris) in which mutual agreements on the internship work will be made. The internship coordinator will provide the link to the online learning agreement form to the student once the topic and WU supervisor have been identified. The student will thereafter complete the form together with the WU supervisor. Some personal learning goals have to be formulated as part of this procedure. Guidelines on this can be found in Appendix III of part A of this course guide.

In addition to the learning agreement, also an internship agreement between the student, host supervisor, and the IDE internship coordinator will be filled in and signed before the start of the internship (see Appendix VI for a link to the document). The internship agreement needs to be uploaded to Osiris. WU supervisors are not involved in this procedure.

Students are requested to send a draft internship plan to their WU supervisor within 2-3 weeks after the start of their internship. Proposals should consist of a maximum of 2 A4 pages (margins 2 cm, font 11pt, line spacing single or 1.5 lines), excluding references and should at least contain the title and affiliations (name, registration number, course code, time period, name supervisor and number of ECTS). A template for the internship plan can be found on the IDE Teams page to which you will be provided access.

Students are not allowed to start the further internship activities without a signed learning agreement and approved internship plan. For the remainder of the internship, students have to regularly update their WU supervisor on issues, progress being made, etc.

3. Mid-term review

The progress of students will be discussed approximately halfway during the internship. Students are responsible for arranging a date for the mid-term evaluation. Feedback from the host supervisor (by filling in a form in Osiris) is needed before the start of the mid-term evaluation with the WU supervisor. The progress of the work will be monitored and discussed during this meeting. Moreover, the performance and quality of the student will be evaluated based on the criteria defined for the final evaluation. If progress will be insufficient, it can be decided by the WU supervisor to stop the internship after discussing this with the host supervisor. An extension of 2 months may also be given to allow the student to finish their internship, if needed.

4. Writing of report

Study results should be presented in English language and presented in the form of a research report for the main project students are working on. Draft manuscripts (preferable parts thereof) will be commented on twice within 3 weeks after providing it to the host and WU supervisors. Please be aware that in summer (July and August) it may take longer for supervisors to comment on manuscripts due to holidays. If you plan to graduate in September, this implies that before July a draft manuscript needs to be discussed with your supervisor and a final version needs to be approved at least by Mid-August. This needs to be mentioned in your learning agreement.

Manuscripts should at least include a cover (including a title - should be clear, descriptive and short - name of the student, and the words “Internship”, “Infectious Disease Epidemiology Group” and “Wageningen University”) and a title page (including the name of the student, registration number, course name and code, number of ECTS, name of supervisor(s), time period, Internship, Infectious Disease Epidemiology Group, and Wageningen University).

The report should be written by the student only. Plagiarism and the use of artificial intelligence to create text is forbidden and has serious consequences. Your report will be checked for this! See section 4.3.6 in Part A.

After approval of the report by the host and WU supervisors, a digital copy of the final version is uploaded to Osiris and thereby made available to the secretary, WU supervisor and examiner. The final version will be archived at the secretary. The secretary makes one copy available for the student upon request. Otherwise, hard copies will not be provided.

In addition to the report, internship students have to write a personal reflection report in which they have to reflect on the learning goals being formulated at the beginning of the internship. The reflection report is mandatory and will be part of the final assessment.

5. Colloquia

IDE organises colloquia every second Wednesday of each month in which IDE students present their work. Note that in July and August other dates may be scheduled due to holidays. Each internship student has to present his/her work in the colloquium at the end

of the internship work. The presentation should last 20 minutes followed by a 10 minutes discussion (30 minutes in total). Colloquium presentations are being held in English language and scheduled by the secretary in agreement with the WU supervisor. Only when your supervisor gives his/her approval, the colloquium can be scheduled. The colloquium will be graded by IDE staff members.

6. Oral defence

The final examination is a discussion about the content of the report, in which knowledge, understanding, insight, but also creativity and scientific attitude are evaluated. The final examination will be held by one of the examiners of the chair group and the supervisor(s) of the student. The final version of the report needs to be approved by your supervisor(s) before the oral defence can be scheduled. Your final report needs to be uploaded to Osiris, and will thereby be submitted to the secretary, supervisor(s) and examiner, at least 2 weeks prior to the planned examination date. Otherwise the examination date will be rescheduled (please be aware that supervisors and examiners have a very full agenda).

The final mark of the report will be based on several criteria including (as listed on page 11):
1) Competences – 50%
2) Report – 40%
3) Colloquium – 5%
4) Examination – 5%

Students are requested to ask their host supervisor to fill in the “Assessment Advice by host supervisor” form in Osiris ” (see the link in Appendix VI).

Finally, students are kindly requested to fill in the internship evaluation questionnaire upon finalization of their internship work.

Further information can be obtained from the IDE internship coordinator Bart van den Borne (bart.vandenborne@wur.nl).