

# HWM internship rules

Hydrology and Environmental Hydraulics Group

[www.hwm.wur.nl](http://www.hwm.wur.nl)

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## Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
<b>2</b>	<b>Internship, thesis and research practice</b>	<b>2</b>
2.1	Internship . . . . .	2
2.2	Thesis . . . . .	2
2.3	Research practice . . . . .	2
<b>3</b>	<b>Choices</b>	<b>2</b>
3.1	Planning . . . . .	2
3.2	Thesis or internship first? . . . . .	3
3.3	Deciding what you want . . . . .	3
3.4	Finding provider and topic . . . . .	3
3.5	Going abroad . . . . .	4
3.6	FAQ . . . . .	4
<b>4</b>	<b>Rules and regulations</b>	<b>4</b>
4.1	Size . . . . .	4
4.2	Academic level . . . . .	5
4.3	Supervision roles . . . . .	5
4.4	Workplace . . . . .	5
4.5	Start OSIRIS . . . . .	5
4.6	Project plan . . . . .	6
4.7	Learning agreement . . . . .	6
4.8	UNL internship agreement . . . . .	7
4.9	Updated project plan . . . . .	7
4.10	Progress evaluation . . . . .	7
4.11	Planning the final presentation and examination . . . . .	8
4.12	Presentation attendance . . . . .	8
4.13	Delay . . . . .	8
4.14	Report . . . . .	8
4.15	Generative AI . . . . .	9
4.16	Self-reflection note . . . . .	9
4.17	Final presentation . . . . .	9
4.18	Assessment by host supervisor . . . . .	10
4.19	Examination and assessment . . . . .	10
4.20	Completion . . . . .	10

## 1 Introduction

The MSc programme Earth and Environment (MEE) includes a specialisation *Hydrology and Water Resources* and Climate Studies (MCL) includes the specialisation *The Physical Climate System*. Both specialisations include a compulsory thesis of 6 months (36 credits) and internship of 4 months (24 credits). In some cases, the internship can be replaced with a research practice (24 credits). The main difference between the thesis / research practice and internship is that for a thesis / research practice you ask and answer a research question at academic level, while for an internship you complete an assignment at academic level.

The aim of this document is to clarify the rules and regulations and show some possibilities you have as a student to personalise your MSc programme. Since the regulations may change somewhat over the years, the most recent version on the day you start your thesis or internship counts. The most recent version of this document and other information can be found via [www.hwm.wur.nl](http://www.hwm.wur.nl) → education → MSc theses & internships and on the HWM MSc thesis Brightspace, where all thesis and internship related information is collected.

In this document, you will see **Y** when you (the student) have to do something, **S** when the supervisors have to do something, **E** when the examiner has to do something and **H** when the host supervisor has to do something. You are in charge of the project, so you are responsible for checking if the supervisor / examiner / host supervisor actually completes these actions in time.

Table 1: Summary of thesis and internship specifications. Contact [hwm.office@wur.nl](mailto:hwm.office@wur.nl) for administrative issues.

	Internship	Thesis	Research practice
Code	HWM-70224	HWM-80436 or HWM-80424	HWM-79224
Credits	24–36 (typically 24*)	24–39 (typically 36*)	24
Duration	16–24 weeks (typically 16*)	12–26 weeks (typically 24*)	16 weeks
Coordinator	Rachèl Croonen	Kryss Waldschläger	Kryss Waldschläger
Supervisors	1 from HWM + 1 from internship provider	At least 1 from HWM	At least 1 from HWM
Topic	Linked to internship provider	Linked to HWM research	Linked to HWM research
Assessment	20% general professional comp. 30% domain-specific competences 5% scientific report 5% oral presentation 5% oral defence Pass/fail reflection report	40% performance 50% research report 5% oral presentation 5% oral defence	40% performance 50% research report 5% oral presentation 5% oral defence Pass/fail reflection report

\* depending on study programme

## 2 Internship, thesis and research practice

### 2.1 Internship

The academic internship gives the student a unique opportunity to experience how it is to work at a consultancy firm, water board, government agency, research institute, or foreign university and will help to find a job after graduation. You will work on one (sometimes two or three) concrete assignment and become familiar with the background of the organization, the market and customers, research aims or public tasks and of course the employees of the internship provider. However, the internship is part of the curriculum, and therefore the academic level is important and the final report is an important outcome.

### 2.2 Thesis

The MSc thesis is the most important part of the study programme. You develop research skills and become an expert on a topic of your choice. By designing a project, collecting and analysing data, communicating your findings through a written thesis and colloquium (final presentation), and critical reflection on your own research, you com-

plete a full research circle. This is your chance to show what you have learned at the university and you can use your thesis as proof of your accomplishments.

### 2.3 Research practice

Students with work experience on an academic level and students who did internships at a previous university (of applied sciences) are sometimes allowed to exchange the internship for a research practice. Ask your study advisor if you think this applies to you. The research practice is similar to a 24-credit thesis, but contains the self reflection and career orientation aspects from an internship.


## 3 Choices

### 3.1 Planning

Most students use their last year for their thesis and internship, but theses and internships are relatively flexible. These “courses” don’t have to fit in the 6-period academic calendar and you can work during the holidays or go on vacation when the rest of the university is working (as long as you specify it in your learning agreement – see Sec. 4.7). Do realize that supervisors may not be available the

whole summer and that there is a summer break for final presentations (See Sec. 4.17).

Plan your internship well in advance, especially when you depend on people from outside the university (abroad or internship provider).

 As soon as you are seriously thinking about doing an internship at HWM (usually six to three months in advance), send an email to [hwm.office@wur.nl](mailto:hwm.office@wur.nl) specifying when you expect to start. The secretary will add you to the MSc thesis Brightspace and the DES-HWM-STUDENTS mailing list, so you are informed about all relevant topics. When you have more details about your project, you can start the administrative process (Sec. 4.5). If you decided not to do an internship at HWM after all, please inform the secretary.

### 3.2 Thesis or internship first?

You can choose in which order you want to do your thesis and internship. A reason for doing an internship last could be that you hope to find a job there after graduating. A reason for doing a thesis last could be that it is the most important part of your curriculum and you want to be as well prepared for this final assessment as possible.

### 3.3 Deciding what you want

thesis. In every internship project you will improve your skills in project management, reading, writing and presenting, but there are differences in focus between projects.

- Do you want to focus on improving data processing, modelling or field work skills?
- Do you want to dive into the scientific literature or do you want a project with a direct link to practical application?
- Do you want to specialize and do your thesis and internship on a similar topic or do you want to widen your horizon and choose very different topics.
- Do you want experience abroad?

### 3.4 Finding provider and topic

You should start searching for an internship at least six to three months in advance, and at least six months in advance if you plan to do your internship abroad. The internship topic must fit within the specialisation of HWM and have a close relation with the MSc courses of HWM. For MCL students, the topic should also fit within the theme of that programme, so you should be able to explain how your topic relates to Climate Studies. Internships can only be done individually.

Finding an internship provider and topic is your own responsibility, but the HWM staff is always willing to help and can use its (inter)national network if necessary. Internship possibilities are sometimes posted on [wur.jobteaser.nl](http://wur.jobteaser.nl) and in the Pyrus newsletter. Please note that companies can post topics on jobteaser or in the Pyrus newsletter themselves, so check if a topic is suitable for an HWM internship yourself by asking a staff member.


Possible internship providers are:

- Engineering and consulting firms (see [www.nwp.nl](http://www.nwp.nl) for water related firms and institutes)
- Water boards ([www.waterschappen.nl](http://www.waterschappen.nl))
- Government and research institutes (Rijkswaterstaat, KNMI, RIVM, Wageningen Environmental Research, Deltares, KWR, NIOZ)
- Foreign universities and research institutes
- External contacts of the HWM-staff (Dutch and foreign)

Some tips:

- Talk to staff members when you follow their courses or do an MSc thesis.
- Talk to current internship students.
- Look at the internship reports on the MSc thesis Brightspace (ask the secretary [hwm.office@wur.nl](mailto:hwm.office@wur.nl) if you don't have access).
- Attend other students' internship presentations to get an idea of what they did (ask [hwm.office@wur.nl](mailto:hwm.office@wur.nl) if you want to receive invitations).

- Many companies and government institutes have contact forms for internships on their websites which you can fill out, but it is usually easier to find a suitable place through the network of the HWM staff. If you know which kind of topic (and type of provider) you would prefer, you can approach an HWM staff member from a similar field and ask if they have useful contacts.

Be aware that internship providers get students from different universities or schools, with varying regulations concerning the topic, academic level and duration.  Make sure that the ideas from the provider are aligned with the HWM regulations at an early stage, by finding a university supervisor and discussing the direction before the plans solidify.

### 3.5 Going abroad

You should start searching for an internship at least six months in advance if you plan to do your internship abroad. There are several possibilities for doing an internship abroad:

- The internship provider is a Dutch company that has an office or project abroad.
- The internship provider is a foreign company or NGO.
- The internship provider is a foreign university or research institute.

Read the instructions on the website '[Preparation for travel abroad](#)' carefully. This website explains all the steps in detail. And of course you should also have a supervisor from HWM (just like internships in the Netherlands; Sec. 4.3).

### 3.6 FAQ

- *Is it possible to extend the internship?*  
Yes (see Sec. 4.1). Ask your study advisor for advice and approval.
- *I don't like travelling. Can I do my internship in Wageningen?*  
Yes. There are a few companies and of course Wageningen Environmental Research. It is

also possible to do an internship at the Laboratory for Water and Sediment Dynamics, but we recommend spending time outside the university.

- *My internship has a practical focus. What should I take into account to make it suitable for a university internship?*

First, evaluate critically. For example, don't say that you used model x because that is what the company always uses, but explain what the pros and cons are of this choice. Look carefully at your results and point out the uncertainties. You can for example motivate that with a sensitivity analysis.

Second, link your study to literature, being either scientific articles (show that you know your way to novel scientific findings and how to extract from that what is useful for your study) and/or (Dutch) reports from research institutes, consultancy firms or water authorities. There may be few scientific articles about the exact area and topic you are working on, but you may be able to motivate and strengthen the introduction, methods and discussion sections with literature.

- *It is possible to do multiple small projects instead of one big one?*

It is allowed to split the project in two or three sub-projects, as long as they are connected and combined in one report.

## 4 Rules and regulations


There are quite some rules for internships. Some are set by the university and exam committee, others by HWM. This section gives an overview of the HWM rules.

### 4.1 Size

The standard number of credits for an internship is 24 credits (16 weeks). If you want to extend the duration of your internship (max. 36 credits = 24 weeks), you must consult your study advisor first.

## 4.2 Academic level

At Wageningen University, the internship has an academic level, because it is part of the curriculum. This means that at your internship provider, you have to be supervised by a specialist with academic background. The academic level of the internship will be estimated at the start, based on a project description (see Sec. 4.6), and evaluated afterwards (Sec. 4.19). The report is an important part of the evaluation (see Table 1). Showing that you can evaluate your results critically (and not just carry out what the internship provider tells you to do) is an important part of the internship.

Typical activities for an internship are: modelling, data collection and analysis or data processing and interpretation.  The student sets a concrete project in close consultation with the host supervisor and university supervisor and the student (written down in the project description; Sec. 4.6) well before the internship starts, so the student can start from the beginning.

Preferably, the internship consists of one project, allowing sufficient time for critical evaluation of the result. If the internship consists of 2 or 3 smaller projects, this should be clarified at the start in the learning agreement (Sec. 4.7), covered in the personal learning objectives and the project report. A student is allowed to spend a little time on side-projects (at academic level), but this should not come at the cost of the main project(s).


## 4.3 Supervision roles

Internship students have one supervisor at the internship provider (hereafter called host supervisor) and one from HWM (the university supervisor; Table 1). The university supervisor should be a permanent staff member\*.

Most supervision is done by the host supervisor, but the university supervisor should be kept informed to safeguard the academic level, especially at the start of the project, around the progress

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\*Permanent staff members at HWM are Victor Bense, Claudia Brauer, Roel Dijkma, Tim van Emmerik, Svenja Fischer, Ton Hoitink, Lieke Melsen, Dragan Milosevic, Syed Mustafa, Martine van der Ploeg, Silke Tas, Ryan Teuling, Kryss Waldschläger and Albrecht Weerts

evaluation and when finishing. For internships you also need an examiner. The examiner is not involved in the project but assesses the level of the products (final report and reflection note) and is present at the presentation, examination and final assessment (Sec. 4.19). The examiner should be a permanent staff member\*.  Fix the examiner at the start of the project.

Note that just like between students, there are differences between supervisors in their way of working. Some supervisors prefer to have two-weekly updating emails and regular meetings, while others prefer a more loose contact. Some supervisors prefer to read the whole draft report at once, while others prefer to read it in parts (so they can comment directly and students can apply the new knowledge directly when writing the next chapters). Discuss what you can expect from each other during the first meeting and write it down in the learning agreement, so you won't be surprised or disappointed.

There are two secretaries (Tamara Schalkx and Rachèl Croonen) who can be contacted through [hwm.office@wur.nl](mailto:hwm.office@wur.nl) for administrative issues. Rachèl mostly handles student-related issues and is also the internship coordinator, but please email to [hwm.office@wur.nl](mailto:hwm.office@wur.nl), so Tamara can step in when needed.

## 4.4 Workplace

In principle, internship students work in the office of their internship provider. Currently the Lumen and Gaia buildings are being remodeled and the space for students is limited and changes often. If you want to work on campus, you could go to the library, find a place on the ground floor in Gaia or book rooms in Forum or Orion together. Hopefully some more spaces will become available in Lumen or Gaia during the course of the year. Roel Dijkma will inform you all about the housing developments via the DES-HWM-STUDENTS email group.

## 4.5 Start OSIRIS

After an HWM staff member agrees to supervise you, start the administrative process in OSIRIS

through this link: [wur.eu/tir-start](http://wur.eu/tir-start). The student and supervisor have to follow steps in a specific order. Check the visual guide on Brightspace under 'Sheets and links' to get an idea of the process. Make sure to enter the university supervisor (an HWM staff member) as your supervisor. This internship regulations document provides information on what to fill in at which stage.

## 4.6 Project plan

**Y** Before the start of the internship, you write a 1-page project plan with subject delineation and rough time schedule. Make sure that you, your university supervisor and host supervisor all agree with the plan well before you start, so you are sure that the topic is both suitable as a university internship and useful for the internship provider. You include this project plan in the learning agreement (sec. 4.7).

## 4.7 Learning agreement

You fill in the learning agreement in OSIRIS. Discuss some key points (e.g. planning, division of tasks) with your supervisors first. Most points are straightforward, but some require more attention; below are notes for filling in the agreement in OSIRIS:

- **Supervisor(s):** The main and administrative supervisor (in this document we call them the university supervisor) should be an HWM staff member.
- **Planning:** Expected date of progress evaluation is 3 weeks after the start of the projects. Expected date of completion is 16 weeks after the start of the project. If you plan to spend longer, add the weeks to the dates above and mention why (following courses, vacation, working as a student assistant, etc.) in the text box under "Arrangements for individual situations". The draft report does not have to be uploaded to OSIRIS.
- **Brief project description:** Here you copy-paste the 1-page project plan on which you, the host supervisor and the university supervisor have agreed (see Sec. 4.6). If you want

to combine two or three projects, you have to specify it in the agreement and set up learning objectives for each project.

- **Arrangements regarding supervision:** Discuss this with your supervisors. Example: "Weekly meetings with the host supervisor. Meeting with the university supervisor at the start, middle and end of the project. I will send an email to the university supervisor every two weeks to update him/her on the progress." Also discuss how much feedback you will get on the draft proposal and thesis. Examples: "Both host supervisor and university supervisor give feedback one draft of the entire proposal/report." or "Supervisors give feedback on separate chapters."
- **Arrangements regarding progress evaluation:** Type: "After 3 weeks I will have a progress evaluation meeting with the host supervisor and university supervisor. Before the meeting, I will send them the updated project plan and answer the progress evaluation questions in OSIRIS. After the meeting, the university supervisor fills in the HWM internship progress evaluation form, uploads this form to OSIRIS and registers the go/no-go decision in OSIRIS."
- **Arrangements regarding report:** Internship reports are in principle in English and public. Mention it here if that is not possible for your project. If you want to write in Dutch, ask permission to the exam committee (see Sec. 4.14) before submitting the learning agreement in OSIRIS and, after you receive their approval, type here "The report will be written in Dutch, with an extensive English summary. The Exam Committee Environment and Landscape has given permission for this".
- **Facilities / arrangements for individual situations:** Mention specifics in terms of planning or work place. Also mention (mental or physical) health issues which may be relevant.

**S** After submitting, the supervisor gets a message from OSIRIS to check and approve the learn-

ing agreement. In some cases, the supervisor needs you to change something and you have to submit it for approval again. The examiner does not get any information from OSIRIS at this stage, so please inform the examiner of the important parts yourself. **Y** Send the examiner an email (put your supervisors in the CC) with: start date, expected end date, the brief project description and any personal circumstances that are important to mention.

The learning agreement is important for you, especially in the case of internships. After your supervisor approved it in OSIRIS, they have committed to your project and promised to guide you through it, and in turn you have promised to work on this project and finish within a certain period (see Sec. 4.13 on what to do in case of delay).

In the agreement, you already set the date of your progress evaluation meeting (Sec. 4.10) and an intended end date of the project. **Y** Check these dates with your supervisor(s) and examiner. Plan an (online) meeting for the progress evaluation (Sec. 4.10) with your university supervisor and host supervisor yourself. The exact date of the final presentation (Sec. 4.11) is set after a positive progress evaluation.

## 4.8 UNL internship agreement

For internships, a second agreement should be filled out: the UNL internship agreement. On Brightspace you can find a Dutch and an English version. This agreement is about the working conditions at the internship provider (financial compensation, illness or leave days) and should be signed by the host supervisor, the internship coordinator (Rachèl Croonen, because of legal reasons) and yourself. **Y** Send the internship agreement with signatures from the host supervisor and yourself to the internship coordinator to sign. Both the learning agreement and internship agreement should be completed before you start the internship project.

## 4.9 Updated project plan

About 3 weeks after the start of the project, you update this project plan and expand it to a more

extensive project plan (3–5 pages, structured like a research proposal with motivation, objectives, methods and timeline).

The updated project plan should include a section “Experiences of the first weeks”, which covers this information (from your perspective): (1) progress made in project and planning, (2) progress made in achieving the personal learning goals, (3) impression of general performance, (4) topics to work in in forthcoming months and (5) overall impression of the internship. You are also asked by OSIRIS to answer the same questions as part of the progress evaluation. **Y** Send the updated project plan to the university supervisor, host supervisor and examiner. Copy the text about the experiences of the first weeks to OSIRIS before the progress evaluation meeting. **H** The host supervisor gets a message from OSIRIS to approve it, which can be done before or after the meeting.

The updated project plan is not shared outside the supervision team since it contains personal experiences and perspectives.

## 4.10 Progress evaluation

After about 3 weeks, but no more than 5 weeks, a progress evaluation takes place. The university supervisor and host supervisor need to be present, either in person or online. You should plan the progress evaluation meeting yourself (do this directly at the start of your project) and send a (Teams) meeting request for 30 minutes. Unlike theses, there is no presentation involved with internship progress evaluations.

After the meeting, the university supervisor decides whether the project has enough potential, resulting in the decision “continue” (go) or “terminate” (no-go). **S** They fill in the HWM internship progress evaluation form (an Excel form available on the MSc thesis Brightspace), uploads this form to OSIRIS and registers the go/no-go decision in OSIRIS. The university supervisor sends the progress evaluation to the student, host supervisor and examiner.

## 4.11 Planning the final presentation and examination

**Y** Set the exact date of the final presentation after a positive progress evaluation. We have fixed dates for our presentations; check our [HWM theses and internships](#) sheet for available timeslots and more information. First check with your supervisors and examiner which date suits best. The supervisors and examiner have to be present; the host supervisor is not strictly necessary (but it is very nice if they can join, either in person or online). Then check the date of the final presentation with the secretary (send email to [hwm.office@wur.nl](mailto:hwm.office@wur.nl)) and ask her to send the meeting request for the final presentation.

**Y** You send the invitation for the 45-minute examination meeting yourself to the supervisors and examiner (this can be done in Teams or Outlook). It should be scheduled after the final presentation, on the same day or shortly after. The university supervisor and examiner have to be present; the host supervisor is not strictly necessary (but it is very nice if they can join, either in person or online).

**S** The university supervisor assigns the assessors and examiner in OSIRIS: the university supervisor as first OSIRIS-assessor and the examiner as both second OSIRIS-assessor and OSIRIS-examiner.

## 4.12 Presentation attendance

At the university many presentations take place as part of MSc theses, internships or scientific symposia. Attending presentations helps you to prepare for your own presentations, to get ideas for your thesis research and to put the thesis research at HWM into a broader scientific and societal context. In addition, it is a matter of courtesy to listen to your colleagues present what they have been working on for months.

Therefore, we expect you to attend as many presentations as possible, but at least 20% of the scheduled presentations. Feel free to take notes and partake in the discussion. Do not be afraid to ask questions after the presentation — we value

your contribution and will not use “bad questions” against you when assessing your own internship.

## 4.13 Delay

In the learning agreement you set the date of completion. If you need an extension, you must write an email (no later than 4 weeks before the original expected end date) to the university supervisor and examiner, indicating the reason for the delay and an adapted planning. Explain what you will do in order to meet the new deadline, for example reduce the size of the project, change the way you work or communicate differently with supervisors.

## 4.14 Report

At the end of the project you hand in a report. The report is a final version and will be evaluated by the university supervisor and examiner. The report has the structure of a research report and should be in English. If you want to write in Dutch, you have to request permission from the examining board and include a long (~10% of the total text) English summary. To get permission, send an email to [examining-board.environmentandlandscape@wur.nl](mailto:examining-board.environmentandlandscape@wur.nl) and mention your student number, the course code, your study program and your university supervisor (put him/her in the CC as well and say that (s)he agrees).

The report should have fewer than 40 pages (excl. appendices, min. font size of 10) and the maximum size is 10 MB (for the pdf), to allow easy storage and distribution. See the additional document *HWM thesis and internship tips* for tips on report set-up, text, figures and technicalities. We recommend LaTeX as an efficient text editor, but you are not obliged to use it.

Your report should be finished one week before the final presentation, unless agreed otherwise with both the supervisors and examiner. **Y** Send the final version to your supervisors and examiner and upload it to both OSIRIS and Brightspace (Assessment > Assignment).

All reports are uploaded to the HWM Brightspace page, but are not uploaded to the pub-



lic university library. If the report is confidential, please specify it in the learning agreement and e-mail the secretary and it will not be uploaded to Brightspace.

#### 4.15 Generative AI

The use of generative artificial intelligence (e.g., ChatGPT, BARD, DALL-E, Elicit) to create ready-made content in assignments is considered fraud. So, it is not allowed to copy-and-paste the output of AI. However, you are allowed to use AI as a sparing partner, and as a feedback tool for the quality of your text (e.g., as a spell checker or grammar checker). However, the use of AI is always subject to the following rules:

- Acquiring active writing, designing and reflection skills is an important part of your internship. The use of AI should only be in support of, not as a replacement for these skills.
- You will always be held accountable for the correctness, completeness, and coherence of all your texts. The correctness of the output of AI is never guaranteed. AI chatbots have been known to confidently assert false claims as true. You should always critically evaluate the output.
- When you use AI for your work, acknowledge your use and report how it affects your products.


Your report should contain an appendix on the use of AI. In this appendix, you state whether you used AI for writing your report, and if so, how. In case you did not use AI, this appendix can be one sentence in which you state that you did not use AI. In all other cases you have acknowledge your use and report how it affects your thesis writing.

#### 4.16 Self-reflection note

In addition to the report, you write a “self-reflection note” (max. 2 pages), in which you evaluate your performance and write about the future. The personal reflection report should describe your personal development during the internship and your goals for further development. Questions on

the learning outcomes you have to answer are for example:

- What were the most important learning outcomes?
- What activities did you perform to attain these learning outcomes?
- How do you evaluate your performance on these activities?
- What are your feelings on your performance on these activities?
- Could you have done things in another way? And, if so, how?
- What did you experience as your strong and weak points in this working environment?
- How can you improve your weak points?
- What gaps do you identify in your knowledge and skills in your professional development?
- What was the contribution of results to the goals of the organization/the larger project the internship was a part of?
- Based on your experience gained during this internship, which working environment (consultancy, government, academia) is most suitable for you and why?
- What are your plans for the near future?

 Send the self-reflection note at least one week before the final presentation to the supervisors and examiner. The reflection note is graded as pass/fail. If you don't take it seriously, you will fail the whole internship. The reflection note is not shared outside the supervision team since it contains personal experiences and perspectives.

#### 4.17 Final presentation

Internship presentations are 12 minutes followed by 8 minutes discussion, both in English. You can update the title up to four weeks before the presentation by emailing [hwm.office@wur.nl](mailto:hwm.office@wur.nl). The secretary will then send a first invitation (as Teams meeting) to the HWM staff and HWM students. At least one week before the presentation, send an abstract (which has been approved by the supervisors) to the secretary. She will update the invitation.

The presentations are scheduled as hybrid meetings. You will receive instructions from the

secretary before your presentation. If it is impossible for you to be on campus, please inform the secretary so the meeting can be altered to 'on-line only'. If there are other presentations before and/or after yours, please be there the entire session, and connect and check everything before the first presentation starts.

You can forward the Teams link to other people you want to invite. You are welcome to invite friends and family to your presentation (it's one of the few opportunities to show them what you've been doing), but target the level of your presentation to fellow students and HWM staff members that were not involved in your project. The first questions from the audience are reserved for fellow MSc students. The presenting student should invite at least 5 students specifically to his/her presentation to ensure a large enough audience.

#### 4.18 Assessment by host supervisor

**Y** Near the end of your internship, download the Excel sheet "Assessment form MSc internship for internship provider" from the HWM MSc thesis Brightspace. This form only includes the parts "1. General professional competences" and "2. Domain-specific competences". Send the form to your host supervisor (put your university supervisor in the CC). **H** Ask them to fill in the grades and provide underpinning and send it to your university supervisor before the examination meeting. The host supervisor also gets an automated email from OSIRIS to enter the same grades there, but they can ignore that email – filling in the Excel sheet is enough.

#### 4.19 Examination and assessment

The final presentation is followed by a meeting of 45 minutes with at least the university supervisor and examiner; the host supervisor is very welcome but not strictly necessary (send an Outlook meeting request yourself well in advance).

**S E** Before the meeting, the university supervisor and examiner complete the red cells in their respective column in the assessment form in Excel (see "Assessment form MSc internship

HWM.xls" on Brightspace) independently, using the official rubrics (included in the assessment form). The university supervisor includes the grades from the host supervisor in the sheet and adapts if needed (not common). Both university supervisor and examiner add feedback (blue column). The university supervisor enters the combined grades from host supervisor and university supervisor (yellow column) in OSIRIS, and the examiner enters their grades (red column) – this can be done either before or after the meeting.

The first part of the meeting (15 min) is an examination. This discussion has the set-up of an oral exam, in which you should prove to the supervisors and the examiner that you understand what you did, what the effect is of your choices, what the contribution of your project is to the internship provider and how it fits in a broader context. This exam determines part of the final grade (see Table 1).

**S E** After the discussion, you leave the room. The university supervisor and examiner compare and discuss their partial grades, assess the examination and make a final consensus version.

Finally, you are invited back into the room and informed about the assessment. The average of all four categories should be 5.5 or higher and the reflection note should be a "pass". In exceptional cases, you can be asked to improve the report based on the presentation and discussion. The university supervisor then checks whether the changes have been made.

**E** The examiner completes the assessment form in OSIRIS and sends you a pdf of the completed Excel form with the final grades and all feedback by email as well.

#### 4.20 Completion

- The following steps should have been finalized in OSIRIS:
  - learning agreement
  - UNL internship agreement
  - project plan
  - progress evaluation

- report
  - reflection report
  - assessment host supervisor
  - assessment WUR supervisor
  - assessment examiner
- You should have uploaded to Brightspace:
    - project plan
    - report (max. 10 MB)