

Checklist learning agreement thesis/internship/research practice

Your chair group and/or supervisor might be using standard descriptions for this, which you can copy into these boxes. This is provided on a chair group website, Brightspace and/or via your supervisor.

When using the default text provided by the chair group, please clearly indicate where you agreed with your supervisor to deviate from the standard descriptions.

Discuss the following subjects with your supervisor before submitting the learning agreement:

In *italics* the texts with explanations as used in Osiris are shown.

Supervisor(s)

- ✓ **Who's the main and administrative supervisor?**
- ✓ **Is there a thesis/internship/research practice coordinator (not required)?**
- ✓ **For internship: Host Supervisor (Name + Position + e-mail + phone number)**

Course

- ✓ **Course code and name?**
- ✓ **Academic year in which you start the project**
- ✓ **Number of ECTS(currently expected)?**

Admission

- ✓ **(Mandatory) prerequisites as agreed with supervisor**
- ✓ **How do you meet these prerequisite requirements?**

Location

- ✓ **Is your thesis/internship/research project performed at a WU location in The Netherlands?**

In case of an internship no should be always selected.

- ✓ **Country where (field)work takes place:**

Note: when your projects takes place outside the Netherlands, don't forget to register your travel. In that way you're insured during your stay and we know how to reach you in case of calamities. You do so by starting an Osiris-Case "Registration Study Related Travels"

- ✓ **For internship: Organisation**
- ✓ **For internship: Contract**

For Internships, you also have to draw up an Internship-Contract. Templates for the internship contract can be found at wur.nl/thesis-internship.

In the Internship Contract more information about the internship provider is registered.

Planning

- ✓ **Start date**
- ✓ **(Expected) date of progress evaluation**
- ✓ **Expected date of completion**

It is required to agree on expected dates for progress evaluation and completion of the project. This is also important with regard to regulations for delay.

If you as a student intend to combine the project with course work or exams during one or more periods, this has to be agreed with the supervisor in advance and included in the expected completion date to account for interrupting the project or a period of leave/absence.

In the arrangements for individual situations this should be elaborated

- ✓ **Do you have to upload your draft report in Osiris?**

Brief project description

- ✓ **For thesis: brief description of your project, start with the preliminary project title (max 3000 characters)**

The brief description of your project should start with the preliminary project title and include the project activities. If relevant, reference can be made to an existing chair group project.

An important aspect is that you have to be aware of all the consequences with respect to type of activities, intensity and planning of work.

- ✓ **For internship: is it a research internship or a professional internship?**

Note: the most clear demarcation between these two types of internships is the way it is completed: a Research Internship is completed with a research report, a Professional Internship is completed with a set of deliverables and a context report.

- ✓ **For internship: describe the planned internship activities (max 3000 characters)**
- ✓ **For internship: describe the academic level of the internship.**

Describe the scientific relevance (for a Research Internship) or the relevance (usability) for the host organisation (for a Professional Internship).

An academic internship needs to meet the following requirements:

Your tasks during the internship require an academic level of thinking (i.e. the internship needs to include 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).

Your internship reflects the desired level of a Wageningen graduate (i.e. it needs to be at an appropriately academic level).

Your supervisor at the host organisation works at an academic level (minimal MSc degree).

Personal learning goalssp

- ✓ **For internship: Description of your personal learning goals that you'll work on during the project**

For the internship/research practice you need to formulate a minimum of two personal learning goals. These can be related to e.g. your professional career ambitions, specific domain knowledge you want to obtain or specific skills you want to improve.

For each learning goal you follow the steps mentioned in the guidelines. You can access the guidelines through [the link](#) provided.

- ✓ **For internship: Explain what motivates your choice for this internship**

Please provide further clarification of the link of this project to your career interest (type of work) and future career ambition (type of organisation).

Arrangements

- ✓ **Arrangements regarding supervision**

Supervisors have their own guidelines for planning meetings with students and for involving co-workers. In cases where multiple supervisors and chair groups are involved, the student should not be confronted with conflicting rules and opinions: one supervisor should be the focal point for the student.

For internship

During the internship, the WU supervisor has a coaching and an advisory role for the student and the host supervisor. Students are expected to keep their WU supervisors informed of the progress and to ask for advice and feedback.

✓ **Arrangements regarding Progress Evaluation**

For thesis

The progress evaluation is a meeting between the student and supervisor(s) that takes place before the student is halfway through the project. It is up to the chair group if this meeting is scheduled right after the completion of the research proposal or later on, but the timing and content should be agreed upon by student and supervisor in the learning agreement. In the Progress Evaluation Meeting, all aspects of the thesis/research practice project at that point (i.e. research proposal, supervision, performance) are discussed. The principle of two-way feedback applies to the progress evaluation.

In case of severe problems regarding the dedication, skills, knowledge or communication, only the examiner may decide to terminate the thesis project after consultation of the supervisor and student. In order to prevent this, it is essential to make expectations regarding the progress evaluation explicit in the learning agreement. In case the thesis is terminated, this decision should be thoroughly substantiated and this substantiation will be recorded in Osiris.

For internship

The progress evaluation is a decision by the Wageningen supervisor that takes place before the student is halfway through the internship project.

In preparation for that decision, the student and host supervisor complete the Progress Evaluation Form, which the student can access in their case in Osiris. The student asks the host supervisor for specific feedback, makes a summary in Osiris and -through Osiris- asks the host supervisor to 'sign' it (in Osiris). It is then automatically forwarded in Osiris to the Wageningen supervisor.

The principle of two-way feedback applies to the progress evaluation meeting.

The Wageningen Supervisor can set a short meeting with the student as part of the progress evaluation but this is not mandatory.

In case of severe problems regarding the dedication, skills, knowledge or communication, only the examiner may decide to terminate the internship project after consultation of the host supervisor and student. In order to prevent this, it is essential to make expectations regarding the progress evaluation explicit in the learning agreement. In case the internship is terminated, this decision should be thoroughly substantiated and this substantiation will be recorded in Osiris.

✓ **For thesis and Research Practice: arrangements regarding facilities**

The chair group arranges the facilities required for the student. In general, it should be assumed that the student is unfamiliar with the policy concerning priorities for use of equipment and facilities, and is not aware who is in charge of them. The student needs to be informed that arrangements made are never a guarantee for availability, and that due to unpredictable circumstances, the thesis project may have to be adapted with respect to time planning and/or content. The chair group and the student then have to agree solutions together.

✓ Arrangements regarding report

For thesis/research practice

Specific rules on the lay-out of a report, the transfer of data sets and processed results have to be agreed.

The thesis project may be part of a larger project in which external partners are involved, or in which results may be generated that require confidentiality. The university has guidelines regarding protection and embargo of scientific results. Thesis reports can be registered with a restriction on disclosure of contents. The examiners and supervisor(s), however, always need a full copy to be able to assess the student.

All master's theses will be uploaded to an archive managed by the WUR-Library through OSIRIS. It is up to the chair group and student to decide whether the thesis will be made public or not. This decision is made final by the examiner, upon final grading.

For internship

Specific rules on the lay-out of a report, the transfer of data sets and processed results have to be agreed.

Professional internship The internship consists of several interlinked projects, the product can be a set of deliverables plus a context report. The set of deliverables should provide an overview of the products created during the different projects, while the context report should contain a description of the assignments, the scientific context of the internship, an overview of the internship activities and a reflection on the products vis-a-vis the list of requirements, the usability for the organisation and academic relevance.

Research internship In case of a research driven internship, the report can be a research report. The research report addresses (at minimum) the description of the research assignment, the scientific context of the internship, research methods, results of the assignment, conclusions and a discussion.

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 quality assurance 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 (everything that is strictly confidential information is left out and/or marked as censored), if readable this version can also be used for quality assurance purposes. In case of a redacted version, the front page should also contain the name of the person within Wageningen University who can access the full unredacted version of the report and the place where it is stored. This is a requirement for quality assurance purposes.

Next to the internship report, the student will submit a reflection report, reflecting on the personal learning outcomes previously defined.

✓ **Facilities for individual situation**

Osiris is listing the (current) facilities that are granted to you as student by the examining board through the student dean.

As with regular courses, you should select the ones that you want to request from your supervisor. Make sure you elaborate the way you'll be provided these facilities in the textbox below, after discussion with your supervisor.

Note: there is not an 'exam' in a thesis/internship/research practice project, a facility such as 25% extra exam time could for example translate in an adapted project planning (etc.).

When no facilities are shown in Osiris, you have no active facilities granted by the student-dean.

Students can ask for specific facilities for example in the case of disabilities. The student and chair group can ask the study advisor or student-dean for advice.

✓ **Arrangements for individual situations**

Additional arrangements for students in Double Degree programmes can be included here if needed.

Here also specific considerations that influence the planning, e.g. absence for special reasons, can be registered.