



IMPORTANT INFORMATION FOR ORGANISATIONS OFFERING AN INTERNSHIP / GRADUATION PLACEMENT TO ONE OF THE COURSES OF STUDIES AT FONTYS SCHOOL OF BUSINESS AND COMMUNICATION

1. You have offered an internship or graduation placement. What next?

You have notified a course at Fontys School of Business and Communication that you would like to receive an intern or graduate student from one of our course of studies. In a brief outline, you have provided information about the tasks/assignments you would like to have implemented. We will place this assignment on the student page of the courses, so that anyone looking for an internship placement can find your offer. Anyone interested in your offer will report to you with a request for an introductory interview. During this interview (or in any follow-up interview), the student will obtain further information about your company and will attempt to reach agreement with you on the nature and content of the tasks to be implemented, and the way in which those tasks should be carried out. According to these initial agreements, the student will submit an internship or graduation proposal to his coordinator. The student will receive from the coordinator a 'recommendation' (positive or negative). In the case of an introductory internship (third year interns), it is up to the student himself to take a definitive decision on whether or not to carry out the internship within the organisation in question. For graduates, this recommendation is binding for the student. If the student does actually undertake an internship or a graduation traineeship within your organisation, from our school you will be sent official written confirmation, and the student will be allocated a school supervisor by the internship or graduation coordinator. This supervisor will arrange an appointment with you, via the student, for a first introduction.

2. In other words, does the submission of an internship offer not automatically result in an approved internship or graduation placement?

This is indeed not automatically the case. The text of the assignment description supplied by you is merely an indication. By 'indication', we mean that we only assess the description marginally at the moment of submission (i.e. at the moment you receive this letter) for suitability in terms of subject within the context of a course of studies. It does not therefore guarantee final approval of the assignment. The assignment text submitted by the student to our course of studies on the basis of discussions with you will be decisive in his internship or graduation proposal, as to whether or not approval or a positive recommendation is issued. After all: that proposal describes what has eventually been discussed by the student with you.

3. On what basis is the recommendation issued by a course of studies?

First of all, the key element in determining whether a positive recommendation will or will not be awarded by the internship or graduation coordinator, will be the degree to which the assignment complies with the required commercial and administrative education – commercial economics – level. In addition, however, there is another important aspect.

We at the courses of studies of Business and Economics, with our numerous contacts with professional practice, know better than anyone that both in large and in (very) small companies,

excellent (innovative) ideas are present which as such can be eminently suitable as a basis for an internship or graduation assignment. Our students are therefore entirely free in opting for a large or

(very) small organisation. We do however point out to our students that with EVERY possible internship/graduation placement provided, they must carefully examine the possible 'failure risk' of their internship or graduation project within the intended organisation. A raised 'risk of failure' could for example be present if:

- the intended company supervisor of the student is (practically) the only person who could provide support to the student, since he/she is the only commercial employee in the organisation and/or the only individual conversant with the assignment(s) of the student. If this company supervisor were to be less or no longer available due to unforeseen circumstances (illness, busy period at work or transfer to another employer), no adequate replacement would be available, with possible negative consequences for the student;
- the continued existence of the organisation in question cannot be sufficiently guaranteed during the internship or graduation period. The assignment could then not only fail in the event of unexpected bankruptcy, but also for example in the case of a start-up company, if the employer decides to 'return to paid employment' and to cease his business.

We view it as our responsibility towards our students to advise them on the extent to which in our judgement there is a risk of failure. However, this does not detract from the freedom of the student to make his own choice, or the fact that we view any company that offers an internship or graduation placement with considerable respect and appreciation.

4. The use of the Fontys agreement is a condition to allow a student to carry out an assignment

Before allowing a student to start an assignment, approval is needed for the assignments/project. On the [website](#) you will find the Fontys agreement. As soon as the assignment has been approved you and the student will receive an agreement by mail. It is not necessary to sign the agreement but if you do have some questions / remarks about the articles please let us know and send a mail to: fhecforcompanies@fontys.nl.

The educational institution remains, even during an internship, responsible and also the student will be assured of an accident and liability insurance.