



Manual Two-year plan IV 2017-2018



*Including
internship
guide*

THE MOMENT YOU TAKE
RESPONSIBILITY
FOR EVERYTHING
IN YOUR LIFE IS THE MOMENT
YOU CAN CHANGE
ANYTHING IN YOUR LIFE.

~HAL Elrod (yoPaIHAL.com)

**Study Programme
International Farm Management**

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Index

COLOPHON	2
INDEX	3
1 INTRODUCTION	4
2 THE CURRICULUM OF THE STUDY PROGRAMME	5
2.1 PLACE IN THE CURRICULUM FOR TRAINEESHIPS, STUDYING AND PA	5
2.2 INDIVIDUAL CHOICES.....	5
2.3 INTERPRETATION TRAINEESHIP, MINOR, SPECIALISATION AND PA.....	6
2.3.1 <i>Project traineeships</i>	6
2.3.2 <i>External minors in the Netherlands and abroad</i>	7
2.3.3 <i>HAS-wide-minors</i>	7
2.3.4 <i>Specialisation minors IV</i>	8
2.3.5 <i>Professional assignment</i>	8
2.3.6 <i>Academic & Professional Skills year 4</i>	8
2.3.7 <i>Examples of an individual schedule</i>	9
2.4 THE TWO-YEAR PLAN	10
3 TRAINEESHIPS	12
3.1 GENERAL OBJECTIVES.....	12
3.2 PARTIES	12
3.3 PREREQUISITES PROJECT TRAINEESHIP	13
3.3.1 <i>Conditions which have to be met before your traineeship</i>	13
3.3.2 <i>Structure traineeship period and duration of your traineeships</i>	13
3.3.3 <i>Traineeship companies</i>	13
3.3.4 <i>Additional conditions international traineeship</i>	14
3.4 PREREQUISITES TRAINEESHIP ASSIGNMENT/PROJECT	15
3.5 EXAMPLES OF COMPANIES AND ORGANISATIONS FOR PROJECT TRAINEESHIPS	15
3.6 FINDING A TRAINEESHIP POST	15
3.7 INSURANCE	15
3.8 REMUNERATION	16
3.9 INTERNATIONAL OFFICE IN 'S-HERTOGENBOSCH AND VENLO	16
3.10 SECURITY POLICY.....	16
3.11 RETURN DAY	17
4 REPORT	18
5 TRAINEESHIP ASSESSMENT	19
6 STEP-BY-STEP PLAN TRAINEESHIPS	20
APPENDIX 1 JUSTIFICATION TWO-YEAR PLAN IV	22
APPENDIX 2 FLOWCHART APPROVAL TWO-YEAR PLAN	24
APPENDIX 3 PROCEDURE EXTERNAL MINOR	25
APPENDIX 4 ASSESSMENT FORM NATIONAL TRAINEESHIP	27
APPENDIX 5 ASSESSMENT FORM INTERNATIONAL TRAINEESHIP	30
APPENDIX 6 FINAL ASSESSMENT FORM PROJECT TRAINEESHIP	31
APPENDIX 7 STRUCTURE OF PROCESS REPORT	32

1 Introduction

Put simply, the third and fourth year of International Farm Management (IV) can be divided into five activity categories:

1. Project traineeship in this country and abroad
2. Studying IV at the HAS
3. Studying at the HAS or outside the HAS (national and/or international)
4. Academic & Professional Skills (APS)
5. A Professional Assignment (PA)

Principle is that during the second year students start to choose the direction in which to specialise. This can be a specialisation in different disciplines, but should always have an overlap with the IV study programme of HAS University of Applied Sciences, location Venlo.

A student can choose to, for instance, be educated to become a 'general entrepreneur'. In that case the choice of traineeships and specialisation minors will be to broaden, rather than deepen their knowledge. Or a student can choose to specialise in a certain area, like finance.

For each category this manual explains what the possibilities, prerequisites and requirements are and how the IV study programme deal with these.

The student is in control. The educational team will give solicited and unsolicited advice where necessary.

Reading guide

This manual consists of different parts.

Part 1: General information year 3 and 4.

A description of the structure of years three and four of International Farm Management can be found in chapter 2. Here information is given about the layout/format of the curriculum through examples and the manner in which the 3rd and 4th year are examined.

Part 2: Project traineeships.

Chapter 3 is about national and international project traineeships.

Part 1

General information year 3 and 4

2 The curriculum of the study programme

During the first and second year students work on all the final qualifications named and explained in the Education and Examination Regulations (EER, in Dutch: OER) of the IV study programme. This EER describes the educational vision and how the educational programme is organised. This EER can be found on the intranet under the header of International Farm Management, location Venlo.

It is advisable to consult this document alongside this manual. In appendix 1 the reasons for choosing this method in International Farm Management is accounted for.

2.1 Place in the curriculum for traineeships, studying and PA

As described in the EER the curriculum is designed as shown in table 1.

Table 1 Curriculum of International Farm Management (IV)

	<i>Block 1</i>	<i>Block 2</i>	<i>Block 3</i>	<i>Block 4</i>
<i>Year 1</i>		<i>Modules and 2 work experience placements</i>		
<i>Year 2</i>				
<i>Year 3</i>	<i>Project traineeship(s) and minors and/or specialisation Professional development 3</i>			
<i>Year 4</i>	<i>Project traineeship or minors and/or specialisation <u>and</u> Professional Assignment Professional development 4</i>			

During the first and second year basic business modules are offered in terms of business economics and finance, logistics, management and marketing. In addition there will be an orientation in the agri food business in the form of work experience placements, the elective module BusinessXperience and the module Explore Agrifood and Agrifood Chains.

These modules have been developed on the basis of the Final qualifications as recorded in the national study profile International Farm Management.

2.2 Individual choices

In the second year students will attend a number of information sessions in terms of the layout of the third and fourth year. An explanation will be given about the available minors, traineeships and professional assignments.

In the second year the student will start to gain an insight into their personal preferences, and a better understanding of the future professional field and the career they would like to grow towards.

Within the IV study programme various activities which contribute to a personal interpretation of the study programme have been defined. There is a high degree of freedom in terms of minors, specialisations, traineeships and the professional assignment (PA). This is a conscious decision and fits in with the Talent Based vision of HAS University of Applied Sciences. (see also EER IV).

2.3 Interpretation traineeship, minor, specialisation and PA

The International Farm Management study programme of HAS University of Applied Sciences is a fulltime Bachelor's programme consisting of 240 credits (also named ECTS¹).

I.e. 60 credits can be achieved each academic year. Every student will be able to achieve 120 credits in third and fourth year collectively based on the following activities:

Table 2 Structure of year 3 and 4 in ECTS

Component	Duration	ECTS
Project traineeship national	10 – 15 – 20 weeks	15 – 22 - 29
	And so:	
Project traineeships international	20 – 15 – 10 weeks	29 – 22 – 15
In total	30 week traineeship	44 ECTS
PA in year 4	20 weeks	24
Free selection modules	20 weeks	15 + 15 or 30
IV specialisation minor MN4416 Business Innovation	IV elective minor ² in block 1.	15
IV specialisation minor MN4417 Finance Operations	IV elective minor ² in block 2	15
Academic & Professional Skills year 3	During the entire 3rd year	1
Academic & Professional Skills year 4	During the entire 4th year	6

2.3.1 Project traineeships

Each student will carry out 30 weeks of traineeship, consisting of 44 ECTS. There should be one national and one international traineeship. The 'ratio' of these traineeships will be determined by the student: 10 + 20 weeks (15 + 29 ECTS) or equally divided, 15 weeks per traineeship (22 + 22 ECTS).

The traineeships take place in year 3 or 4. It is up to the student to determine whether the traineeships take place consecutively or whether to take a minor or PA in between. In table 3 and 4 is a schematic depiction of what the student's

¹ ECTS European Credit Transfer System

² The IV student is required to take MN4416 or MN4417 or both.

curriculum could look like. At least one major traineeship (29 ECTS) takes place and is concluded at sufficient level, before the PA is started and for the minors at least 30 ECTS have been achieved.

As HAS students regularly have to deal with seasonal factors, it is possible for a student to start or finish their traineeship during part of a holiday. After consultation with the traineeship supervisor it is, for instance, possible to start a traineeship assignment in August if this is more convenient for the client and the student.

Two international traineeships are permitted, but should be approved by the exam committee. In their Two-year plan the student articulates why they have chosen these two international traineeships.

Two national traineeships are also possible, as long as the student carries out an international minor worth 30 ECTS. Here too the student has to clearly indicate the reasons why in their Two-year plan.

The student will actively search for an international minor and puts forward a proposal to the internationalisation coordinator of the study programme.

For more traineeship conditions, methods etc. see chapter 3 of this manual.

2.3.2 External minors in the Netherlands and abroad

As for attending external minors there are countless possibilities. Since 31 March 2015 HAS University of Applied sciences has affiliated to Kies op Maat (literally: choose custom). This is a platform of about twenty universities of applied sciences and universities in the Netherlands. Over 1000 minors are posted on this platform.

Students of the HAS may use this platform. www.kiesopmaat.nl

The HAS also has a number of partner schools abroad. It is possible for students of the HAS to study at one of these partner schools or universities for a certain period of time. Credits are interchangeable in that case. Please also check the website of the HAS for HAS partner universities and schools. In some cases it is possible for a student to attend a university or university of applied sciences (UAS) abroad as a so called Free Mover. A lot of information about this can be found on the internet.

The student takes the lead in organising minors. The internationalisation coordinator can help you with international minors.

2.3.3 HAS-wide-minors

Since 2014 minors are offered at the HAS as well, usually of 15 ECTS.

Information about this can be found on the intranet. Students of IV are free to choose these minors as well. The selection will be increased over the coming years. More information about HAS minors can be found on the intranet.

HAS UAS: With the third year minors we tend to the connections between study programmes, by only planning education transcending modules in the third year, besides the traineeships, for all students of all educational programmes. (Source: Intranet HAS)

2.3.4 Specialisation minors IV

The IV study programme offers two specialisation minors, which in principle suit 4th year students and, after consultation, can also be attended by 3rd year IV students. The words IV minors and specialisation minors are used interchangeably.

In block 1 the specialisation minor Business Innovation is offered, code MN4416, 15 ECTS.

In block 2 the specialisation minor Finance Operations is offered, code MN4417, 15 ECTS.

MN4416 Business Innovation in key words:

New business models, marketing tools, Business model CANVAS, e-commerce, co-creation, innovation, marketing, sales and how to bring new idea to market.

MN4417 Finance Operations in key words:

Writing a business plan, financial analysis models, entrepreneurship and finance, analysis and evaluation of business performance.

Both specialisations suit each other very well and are closely related. A student can use an elaborated idea from block 1, and (partly) continue with it in block 2. It is also possible to take these modules separately from each other. Each module is 15 ECTS. More information about this can be found on HAS intranet.

2.3.5 Professional assignment

At the HAS the professional assignment (PA) is carried out in the fourth year. A PA takes 20 consecutive weeks and starts in block 1, 2 or 3 at the latest. Starting in block 4 is virtually impossible. A PA manual is a separate manual, which can be found on the Intranet, and applies HAS-wide.

2.3.6 Academic & Professional Skills year 4

Parallel to the PA the IV student will work on Academic & Professional Skills. There is a separate module book for APS, which can be found on Blackboard. This module book applies to all study years.

A **separate manual** has been made for APS year 4 (see BB), because within this module the student will demonstrate that he is ready to either enter the business sector as a young professional or to carry on studying. The student will demonstrate that he is professionally competent. Put simply: the student will work on three main components in the 4th year.

- He will demonstrate that he can carry out individual research.
- He ensures his portfolio is in order, that all components and supporting documents have been gathered, that all PD hours have been completed and he ensures the chosen final qualifications have been sufficiently reflected upon. The Two-year plan, written by the student, plays a major role in this component. That's because here everything comes together.
- The third component is the individual assessment by a HAS examiner and an external assessor. In a presentation and talk the student will demonstrate he is professionally competent and able to reflect on his personal final qualifications.

2.3.7 Examples of an individual schedule

Below are just two examples. Naturally there are many more versions. Taking into account one condition: the Professional Assignment (PA) starts in year 4, not before. See paragraph 2.3.3.

<p>Example 1: National traineeship 20 weeks. Start 1st of September until end of January. With or without Autumn and/or Christmas holiday.</p> <p>Minor 30 ECTS: 20 weeks at a national or international university of applied sciences or university.</p> <p>International traineeship 10 weeks. Start 1st of August.</p> <p>Minor 15 ECTS: 10 weeks minor at HAS UAS, from half November until the beginning of February.</p> <p>PA 24 ECTS, APS: 6 ECTS</p>
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Table 3. Schematic depiction example 1

Year 3	National traineeship 20 wks (29 ECTS)		Elective minor 30 EC
Year 4	International traineeship (15 EC)	MN4417 Fin Operations (15 EC)	PA (24 EC) APS (6 EC)

<p>Example 2: International traineeship 15 weeks. Start beginning of August</p> <p>National traineeship 15 weeks. Start beginning of January until mid-April</p> <p>Minor 15 ECTS. Start end of April, e.g. HAS wide minor</p> <p>IV minor: 10 + 10 weeks</p> <p>PA 24 ECTS, APS 6 ECTS</p>

Table 4. Schematic depiction example 2

Year 3	International traineeship 15 weeks (22 EC)	National traineeship 15 weeks (22 EC)	Minor 10 weeks
Year 4	MN4416 Business innovation	MN4417 Finance Operations	PA (24 EC) APS (6 EC)

2.4 The Two-year plan

So how do you continue? It is up to you!

Now you know what the aim is for your 3rd and 4th year it is up to you to determine what you want to learn and why, how and when and also where you are going to do this.

Step 1

During the 2nd year you will receive information about traineeship and study opportunities. The student writes a first draft of his plan in a so called Two-year plan and answers the following main question:



Figure 1 It is up to you (Source: zekerjeczelf.com)

What final qualifications of the IV study programme do I want to work on and will I work on in my 3rd and 4th year?

Name these final qualifications and indicate how you intend to work on them.
Tip: Have the Education and Examination Regulations (EER IV) to hand for an overview of all final qualifications.

To answer the main question stated above use these useful questions and write down your response with each question:

- What final qualifications suit me and would I like to further develop to the highest Bachelor level?
- What does my first job after the HAS look like, where do I want to be?
- What are my personal learning objectives?
- Do I want to specialise or explore the full width?
- What ambitions do I have in terms of traineeships?
- What are my ambitions in terms of minors/specialisations?
- What are my ambitions concerning PA? (this is not easy, but try and define this a little)
- How do I demonstrate that I too will achieve the planned final level?
- The preliminary schedule. What are the next two years going to look like for me? Possible retakes, missed modules or components should be considered in the schedule.

Size: 2 – 3 A4 papers.

This personal Two-year plan is handed in to and discussed with the 3rd + 4th year coordinator.

The plan should be saved as a Word document and the filename should include your name, the date and version number.

Step 2

You will look for suitable minors and traineeships. You will make a schedule on the basis of your ambitions and learning objectives and take a look at traineeship companies and minors, develop contacts etc.

You have interim discussions about your plan with the 3rd and 4th year coordinator and/or student adviser and amend it where needed.

With respect to the PA it is difficult to be too specific. You do not have to write about this too elaborately yet.

Step 3

As soon as the plan meets the requirements stipulated above, you hand it in to the 3rd and 4th year coordinator. He will discuss the plan with a lecturer from the study programme and the student adviser (The Two-year plan committee).

You will receive written confirmation as soon as the plan has been approved.

External minors are signed off by the Exam committee. The Exam committee will ask the Two-year plan committee for confirmation that the requested minor can also be confirmed by the study programme.

A minor may be rejected if you are unable to motivate why you want to take that particular minor. Or if the minor does not offer sufficient depth or is too similar to modules you have already taken or are about to take.

See flowchart Appendix 2.

Part 2 Project traineeship

3 Traineeships

Within the study programme we distinguish 2 types of project traineeships:

- a. getting involved with ongoing projects at UAS level
- b. successfully completing a project/assignment at UAS level.

3.1 General objectives

For the project traineeships the following objectives were formulated:

1. Gain experience in a Dutch and foreign company/institute;
2. An introduction to the professional field, from policy to execution of profit as well as non-profit organisations;
3. Learn to apply and deepen professional/theoretical knowledge in practice;
4. Learn to appropriately adjust to different situations;
5. Gain experience in organising, designing, executing and assessing traineeships;
6. Increase communicative skills;
7. Gain personal insight into the professional field with respect to future employment.

You learn to assess your opportunities in the various business sectors and work situations. You will also gain more insight into your qualities and skills. The traineeship will increase the further development of your personality and social education.

The objectives are in line with the professional profile contained in the study programme's education regulations. This is the work field and area in which graduates of the study programme work.

3.2 Parties

3 Parties are involved in the organisation:

A. The student

You will search for a suitable traineeship placement where you can complete your traineeship at UAS level. You yourself determine in what direction you want to develop.

B. The IV study programme (traineeship coordinator and lecturer)

You discuss your plans with the traineeship coordinator and as soon as your personal specialisation plan has been approved you will be assigned one or two traineeship lecturers. With these lecturers you will make agreements concerning your traineeships.

C. The traineeship post

The traineeship company can offer you a qualitative UAS traineeship and support at UAS level.

3.3 Prerequisites project traineeship

3.3.1 Conditions which have to be met before your traineeship

- You have passed your propaedeutic year. In the second study year you achieved at least 40 out of 60 credits.

3.3.2 Structure traineeship period and duration of your traineeships

- Your total project traineeship period is 30 weeks.
You can divide this into 2 x 15 weeks or 1 x 10 and 1 x 20 weeks. This classification is determined in consultation with the traineeship coordinator. Different classifications are not permitted. At least one traineeship will take place abroad.
- The period of 30 weeks is excluding school holidays. Thus, for a total (minimum) of 30 weeks you are actually working at the traineeship companies. Your schedule will indicate how you deal with any holidays during your traineeship period (autumn holiday e.g.).
- Starting your traineeship early (during the summer holiday) is only permitted if the traineeship lecturers and the traineeship company can guarantee proper support. The traineeship lecturer has to be available (by phone for instance) for emergencies during the holidays.
- You can't do 'overtime' in order to lessen the number of traineeship weeks.
It is important you work at the company a lengthy, uninterrupted period of time.
- Should you be absent from your traineeship company for 1-4 days, then please inform your traineeship lecturer. If you are absent for longer, then please also inform the traineeship coordinator. The traineeship coordinator and lecturer will decide whether you have to make up the missed traineeship days.

3.3.3 Traineeship companies

- The traineeship company is representative of your study programme.
- The traineeship company provides an assignment at UAS level. Or, you formulate an assignment in agreement with the company.
- Your traineeship supervisor at the company preferably has a function at UAS level.
- The traineeship provider is aware of the chosen learning objectives and will provide appropriate feedback.
- There should not be a personal relationship with the traineeship company.
- You will have your own work station at the traineeship company.
- The traineeship company and student share responsibility for the traineeship support. Your traineeship lecturer is present in the background.
- The two traineeships will be carried out at two different companies/organisations and the assignments should relate to different subject fields. Two assignments which belong to the same discipline (

marketing e.g.) will only be approved if they cover two different areas of the discipline (e.g. market research and PR plan).

- Some countries and companies are better suited to a good substantive traineeship at UAS level than others. You are responsible for the companies you choose and the country you visit. The traineeship lecturer only fulfils an advisory role.
- If you and a fellow student choose to carry out a traineeship at the same company, then you must each carry out an individual, UAS worthy project.
- A report is made of both traineeships. This is usually done during the traineeship period. The report is assessed by the traineeship lecturer and plays an important role in the final traineeship assessment. The international traineeship report will be written in English or German.

3.3.4 Additional conditions international traineeship

Certain additional conditions have to be met before you can start your international traineeship:

- If your traineeship country requires you to have a visa, then you have to be in possession of this visa before you leave the Netherlands. Is this not the case, then the traineeship is disallowed. Information about visa can be obtained via the visa service (<http://visumdienst.com>) and via International Office in 's-Hertogenbosch or Chantal de Visser.
- You will have a valid work permit/traineeship permit before departure.
- If both traineeships take place abroad then at least one project report should be written in English/German. Whether one of the reports can be written in Dutch depends on whether your traineeship providers speaks the Dutch language.
- Ensure you are adequately insured.
- Always check the Intranet for the latest information concerning safety, forms, etc.

The traineeship agreement should be signed by your traineeship provider and your traineeship lecturer. Also sign it yourself.

ALWAYS ensure you provide a scanned copy for all parties (traineeship lecturer, traineeship coordinator, company and you)

A hardcopy version of the signed contract should be handed in to the traineeship coordinator. (copy or original)

3.4 Prerequisites traineeship assignment/project

- You will work on the assignment at least 60% of the traineeship period.
- The traineeship assignment can be 1 project (a), but can also be 2 smaller ones/several smaller assignments (B).

A. You work on one assignment

You independently work on an assignment which has been determined in advance.

B. You work on several (2-3) smaller assignments.

This means you join in the company's work process. In your traineeship report it is important to analyse this work process.

What were the good points or points for improvement? It is important you form your own opinion about the work process and mention this in your traineeship report. You will illustrate this using a critical evaluation and report of your work process.

3.5 Examples of companies and organisations for project traineeships

- banks and accountancy firms
- trade organisations
- trade companies, auction houses
- testing grounds or trial operations
- educational institutes
- consultancy firms
- agricultural journalism
- supply companies
- breeding and genetics
- nutrition

3.6 Finding a traineeship post

- Ask friends/relatives/senior students
- Check the intranet under the header **Student info; Internship abroad**
- Check Blackboard
- Ask your traineeship lecturer and traineeship coordinator for contacts. They have a list of where students went the previous years and how it went.
- Search the internet, in professional journals and at trade fairs
- Read about other students' experiences on www.nuffic.nl/nederlandse-studenten/ervaringen
- Get in touch with traineeship mediation organisations (external), do note that you will probably have to pay for their services.

3.7 Insurance

You are responsible for getting accident insurance.

Do you want to get collective accident insurance via school, then please get in touch with Saskia Knegtmans of Meeus-insurances. She can be contacted via knegtmans@meeus.nl or 070 302 85 76 / 06-20435487.

It is advisable to at least get collective accident insurance for the years in which you carry out traineeships.

Some traineeship providers will draw up an employment contract for you. Often this will include an article which states that the HAS will provide ample accident and liability insurance for you during your traineeship.

[Check this article and check the intranet about the latest information about insurances.](#)

HAS UAS has taken out collective liability insurance for you during your national traineeship. Damage to or with motor vehicles like cars is not covered. In these cases the insurance taken out for that particular motor vehicle (the car liability insurance for example) should be used.

For international traineeships good travel insurance and health insurance are no luxury. Check with your insurance company whether you are adequately insured for medical expenses, (statutory)liability, accidents and legal aid for the country you are about to visit. You can take out insurance with Studentsinsured for instance. More information can be found on the intranet.

In emergencies, you can get in touch with the Dutch Embassy. In case of theft or an accident you should file a report with the police. You will need this report for the insurance afterwards.

The number for the school is: +31 088 8903899

3.8 Remuneration

Traineeship providers deal with this in different ways. HAS UAS does not get involved with the remuneration. This is an agreement between you and your traineeship provider.

3.9 International Office in 's-Hertogenbosch and Venlo

At the International Office (=IO) you can get advice concerning matters that need to be arranged for your international traineeship. You can get advice and tips about for instance:

- insurances
- visas and work permits
- possibilities for grants
- study financing and public transport reimbursement during the time you are abroad
- accommodation abroad/ subletting a room to an international student
- language courses

You can find extensive information concerning insurances, visas etc. in preparation of your international traineeship on the intranet (Student info – Internship abroad).

3.10 Security policy

To prevent problems and guarantee your safety, HAS UAS has drawn up a security policy.

The security policy consists of following the travel advice from the Foreign Office (in Dutch: Ministerie van Buitenlandse Zaken) and offering a 24-hour accessibility service. For more information check the [intranet](#).

What should you do?

1. Look up the travel advice.
2. Fill in details in database. Print and hand in to traineeship coordinator for an Emergency card. See the intranet.
3. Did you not fill in your details before the start of the traineeship?
Traineeship will not go ahead!
4. Only phone in case of emergency/disasters.

In case of emergency you can phone (or have someone phone) the following emergency number, which is available 24 hrs. a day:

+31 (88) 89 03 200

During office hours you will directly speak to someone from HAS UAS. Outside office hours the number will automatically be diverted to CRION emergency support. CRION staff will speak to you and try and help you as best they can.

Important!

You will not get the Emergency Card until you have shown proof of completing your details in the database.

3.11 Return day

The return day is organised twice a year. You will receive an invitation.

To students carrying out their national traineeship or just across the border these return days are compulsory. On this day you can make agreements with the traineeship lecturers and receive information. Sharing experiences, contact with the school and seeing fellow students again are the most important aims of this day.

4 Report

Information will follow.

5 Traineeship assessment

Information will follow.

6 Step-by-step plan traineeships

What to do before you start your traineeships?

- 1. Traineeship information session*
You attend the traineeship information session provided by the traineeship coordinator in block 2. If for any reason you have missed this then get in touch with the traineeship coordinator yourself.
- 2. To the 3rd + 4th year coordinator*
Prior to the meeting with the traineeship coordinator you write your Two-year plan. Draw up the traineeship programme with him/her. After this you will be assigned a traineeship lecturer for each traineeship as soon as possible.
- 3. To your traineeship lecturer*
Next you arrange a meeting with your traineeship lecturer to discuss your plans. The traineeship lecturer will ask about your chosen competences/learning objectives.
- 4. Approaching the company*
Look for companies that you want to do your traineeship at. Make arrangements and come up with concrete plans. Discuss your traineeship assignment with the traineeship provider.
- 5. Follow-up meeting with your traineeship lecturer.*
If your impression of the company is positive, and the company is willing to accept your traineeship, you ask your future traineeship supervisor to complete and sign the traineeship agreement.
If the traineeship lecturer approves the content and formulation of the assignment he will sign the traineeship agreement. Finally you have to sign the form as well.
6. The scanned traineeship agreement should be sent to your traineeship lecturer, -traineeship coordinator and the company. The original traineeship agreement should be handed to the traineeship coordinator. The completed traineeship agreement should be with the traineeship coordinators at least two weeks before the start of the traineeship.
7. During the second week of your traineeship the gets in touch with the traineeship provider. The traineeship visit will take place about half-way through the traineeship period (in case of national traineeship). Make agreements for this with your traineeship lecturer.
8. Send your PoA to the traineeship lecturer, by week 2 or 3 at the latest. The first version you hand in will be graded and feedback will be provided. This feedback is processed in the 2nd version.
9. You should email the traineeship portfolio to the traineeship coordinator by **11 days** after the last working day of your traineeship.

10. The report is discussed and assessed in the period following your traineeship period. Please arrange a meeting for this with your traineeship lecturer in plenty of time. The student will take the initiative to do this. The student will receive an assessment for with feedback and feed forward to improve the study performance. See appendix 6.

Appendix 1 Justification Two-year plan IV

The intension of this justification is to clarify how IV students develop in a broader sense and gain experience as well as specialise in knowledge and skills in order to graduate at level 2 for all final qualifications and in their specialisation at level 3 (as per the Dublin Descriptors)

Whether a student gains expertise and skills of business through a food orientation, an interest in animals or plants and nature, does not really make any difference when it comes to obtaining the final qualifications.

Learning and tests in years 3 and 4 of IV

The following elements are a part of the graduation program and are not solely required to attain the desired level, but also to be able to test and assess the International Farm Management qualifications on the full breadth of his knowledge and skills.

	Learning	Tests and level (Dublin Descriptors)
National traineeship	Autonomy; carrying out research or project in a larger organisation	The student is assessed on his functioning in a larger organisation. The student is assessed on his research skills during his project. Level 2/3
International traineeship	Ditto, but abroad. Learns to function in a foreign organisation and to live abroad	Ditto, but abroad.
Minor Netherlands or abroad	Choice of minor that suits the student's 2 year plan	The student is tested by the guest organisation. The minor can be more or less business-like in nature and does not have to tie in with the business qualification. Level 2/3
Specialisation Business Innovation and/or Finance operations	Compulsory choice minor that suits the deepening specialisation to attain level 3	The student demonstrates he is able to excel at level 3 of the chosen specialisation.
Professional assignment (PA) group project	Allocated group assignment with an obligation to produce results in a commercial setting	Student demonstrates he is able to carry out a group project with an obligation to produce results, in a commercial setting. Level 3
Professional development 4 <i>Portfolio</i>	Compilation of all subjects taken, learning experiences and a reflection on what was learned	Student demonstrates he meets the final qualifications in full breadth and in the chose specialisations. In addition he shows what his CV is based on.

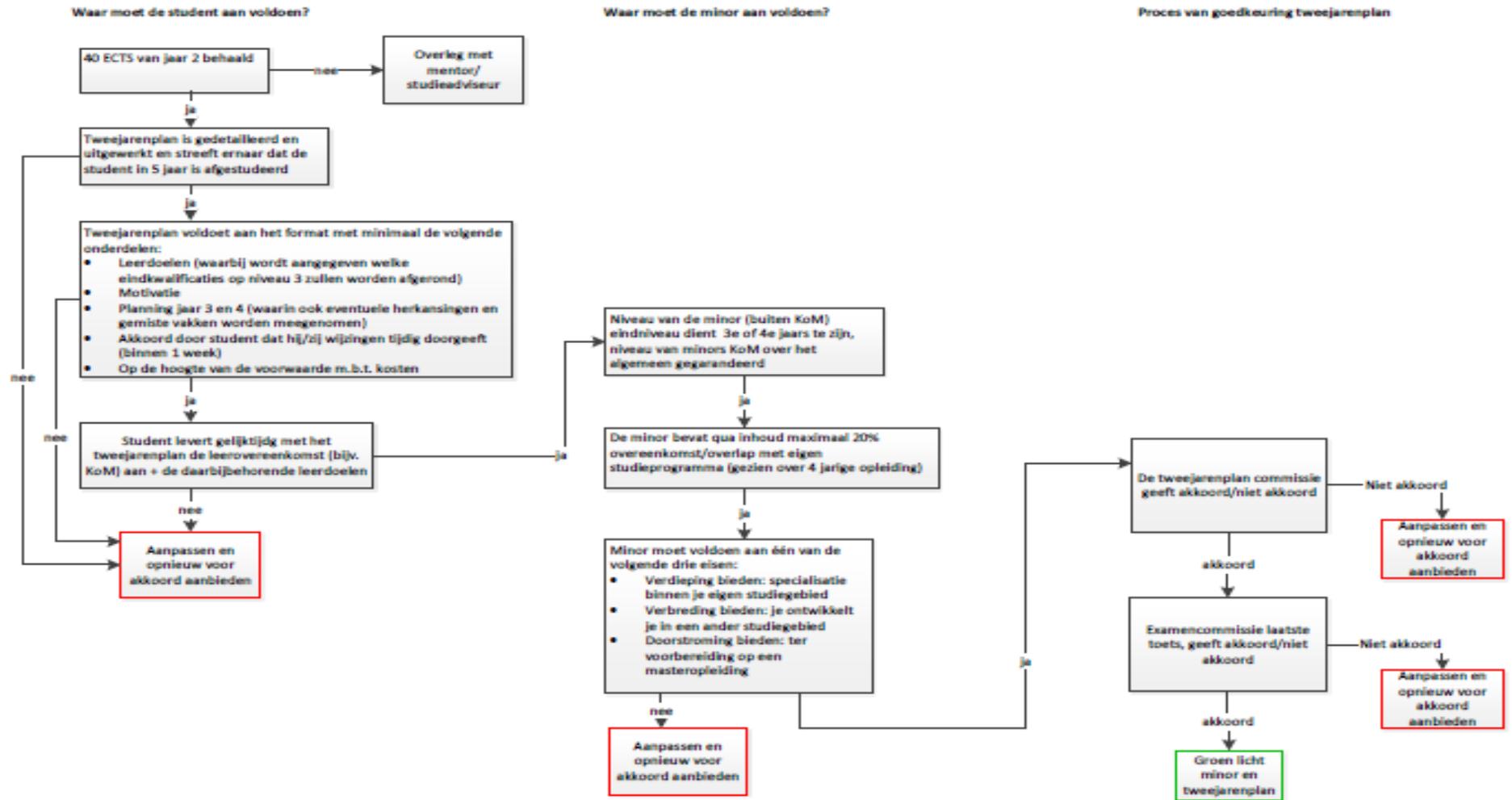
	and the chosen specialisation and final qualifications,	Finally he demonstrates that he can reflect on his learning experiences at Bachelor (3) level.
Professional development 4 <i>Assessment IV</i>	Presentation and criterion focused interview with student about his learning experiences and reflection	Student demonstrates he is able to give a professional pitch about his qualities, about what he has learned and how he has reflected on this. Also, he is able to engage in an adult, professional, business like conversation or discussion about this.
Professional development 4 <i>Individual research</i>	Personal, more academic research to deepen in a broader sense in the chosen specialisation direction at level 3	Student demonstrates he is able to individually design and carry out proper research at Bachelor level as well.

Conclusion

Students follow an individual, talent based learning process in which they link their interest to the final qualifications of International Farm Management. All study components mentioned above are characterised by context-rich learning to not only teach the student knowledge and skills, but to also assure that he is able to apply it in external business practice. And last but not least a professional, inquiring, business like attitude, where a student learns and demonstrates he is able to function as an adviser, entrepreneur or manager in professional practice.

Learning takes place individually as well as in groups, in the Netherlands as well as abroad and more practice orientated or more academically orientated (like in the individual research). Assessed by professional assessors from the professional field at traineeships and in projects and our own examiners.

Appendix 2 Flowchart approval Two-year plan



Appendix 3 Procedure external minor

When can a student's minor (external) be approved?

What requirements does the minor have to meet?

- Generally the minors on Kies op Maat meet the required level, outside of Kies op Maat student can start at 2nd year level, but the final level of the minor should be at the level of the 3rd or 4th year.
- There should be a maximum overlap in subject/interpretation of the minor with your study programme of 20% (viewed over 4 years).
- A minor has to meet at least 1 of the following 3 requirements:
 - o Offer deepening: specialisation within your own study area, elaborate more on a subject of your choice within this study area.
 - o Offer broadening: you develop in a different discipline (in this case only the quality of Kies op Maat minors can be guaranteed).
 - o Offer transition: in preparation of a subsequent master programme.

What do students need to have done?

- Student has to have obtained the minimum number of ECTS.
- Student's Two-year plan has been elaborated and detailed and his aim is to not sustain any study delay and to graduate within 5 years.
- Two-year plan (interpretation of year 3 and 4 of the study programme) has to meet a certain format as determined in the manual Two-year plan.

Student is aware of the following:

If during the study year there are any changes to the duration, content or similar of the minor or traineeship, then student will notify the programme coordinator/traineeship coordinator within one week after the alteration/occurrence at the latest. The student hands in a completely new plan (within a mutually agreed time), possibly with support, for the remaining time of years 3 and 4 and does not act in accordance with this plan until the Two-year plan committee and Exam committee have approved it.

Student is aware of:

- The costs related to attending a minor via Kies op Maat (namely €70,- per student per ECTS) will be paid by HAS UAS. Possible additional costs related to the minor have to be paid by the student. The student pays tuition fees to HAS UAS every year.
- If a student chooses a minor outside of Kies op Maat, then they have to pay for it themselves.
- **The Two-year plan should be approved before the learning agreement of the minor (which ties in with this Two-year plan) can be approved and signed by the Exam committee.**
- For the benefit of the approval of the Two-year plan and the minor, chosen by the student, the student hands in the learning agreement (of Kies op Maat for instance) and related learning objectives of the minor together with the Two-year plan.

Who approves the Two-year plan?

The Two-year plan committee, consisting of the Programme coordinator, lecturer of the study programme and student adviser, look at the proposed minor and student's Two-year plan based on the points known to the student and on the flowchart.

Changes to Two-year plan

Your Two-year plan is a PLAN. It is not a definite contract for the 3rd and 4th year. As soon as a change is need, for some or other reason, the student will write a new plan and emails it to the Programme coordinator. The student is responsible for this.

Appendix 4 Assessment form national traineeship



ASSESSMENT FORM PROJECT TRAINEESHIP
International Farm Management

Name traineeship provider:

Postcode : Town: Tel.no.:

Name student:

Traineeship period from.....to (= weeks)

Has missed days of his traineeship.

Reason for absence:

As a traineeship supervisor we expect you to assess the student and provide feedback. U have experienced the student extensively, in work, within the team and with his/her project. To maximise the student's performance weekly contact with feedback and expressing what is expected of him/her is required (feed-forward).

The student will process your assessment and feedback in his process report with the other learning experiences. This assessment is also included as evidence in the specialisation portfolio and assessment of the International Farm Management study programme.

We very much appreciate you writing your feedback on the form and discussing this with the student during the assessment interview, as this provides the best learning opportunity for the student.

You should assess the student at the level of a budding UAS professional, as if he/she is a paid member of staff. The assessment should preferably be filmed. Reviewing and discussing this film is educational for the student as well. Please complete the form beforehand and explain the feedback in around 10 to 15 minutes.

Table 1. Assessment of student by traineeship supervisor

Assessed on	criteria	Feedback/explanation /examples
Work attitude	<ul style="list-style-type: none"> -level of commitment -understanding of organisation work -contribution to the management of the company -quality of work -fast learner -adaptive capacity 	
Team player	<ul style="list-style-type: none"> -level of collaboration -flexibility -attention to others 	

	<ul style="list-style-type: none"> -asks questions -helpful -displays budding leadership -professional attitude 	
Project	<ul style="list-style-type: none"> -purpose project. -level of preparation -development of the project -use of literature -level of coordination with client - level of execution project - level of implementation of the project - organisation of the project - reporting level written and verbal -coordination with others -execution project -overall impression of the report 	
Networking	<ul style="list-style-type: none"> -application traineeship. Letter, interview, coordination assignment, drawing up contract. -connect with people within the organisation -connect with people outside the organisation 	
		Assessment
Assessment student (on skills and behaviour)	How did the student perform as a novice professional during the traineeship?	Insufficient 1 – 2 – 3 – 4 – 5 excellent
Assessment student (research result)	What is your assessment of the products delivered?	Insufficient 1 – 2 – 3 – 4 – 5 excellent
	Readability of the report	Insufficient 1 – 2 – 3 – 4 – 5 excellent
Would you hire/want to work with the student if in two years' time you have a job vacancy at UAS level?		Yes – No - Maybe
Why would you? Why wouldn't you (or not yet), what needs to happen first?		

Overall impression

For example, what do you intend to do with the results, what was the student's contribution to the research, what was his/her personal contribution. What compliment would you like to give the student? And what tips?

Would your company/organisation consider welcoming more trainees of HAS UAS in future?

yes

no

Please discuss this assessment form with the trainee halfway through and at the conclusion of the traineeship period.

We would like to thank you for completing this traineeship assessment form.

You can return this form to the attention of Esther Vennekens (see address below) per post, scan & e-mail or ask the student to hand it in.

Completed by: Date:

Signature/stamp:

HAS UAS
Sporstraat 62
5911 KJ Venlo
Tel.: (088) 890 38 99 Fax: (088) 890 36 99
t.a.v. Peter van Gastel
E-mail: p.vangastel@has.nl

Appendix 5 Assessment form international traineeship



ASSESSMENT FORM PROJECT TRAINEESHIP
International Farm Management

Name traineeship provider:.....

Post code : Town:..... Tel.no.:.....

Name student:

Traineeship period from..... to (= weeks)

Has been absent days of his/her traineeship period.

Reason for absence:

The full assessment form can be found on Blackboard.

Appendix 6 Final assessment form project traineeship

Information will follow.

Appendix 7 Structure of process report

Prologue

Table of contents

1. Introduction

2. Brief description of the company/organisation

3. Description competence(s) and connection to Two-year plan

- Explanation chosen final qualification and your motivation
- Baseline measurement and explanation of the baseline measurement (where do you see yourself at start of your internship)
- Learning objectives you have formulated and the way in which you intend to work on your learning objectives
- Reflection on your learning objectives: what did you do for it, where have you made progress, where haven't you, name concrete examples of situations in which you worked on your learning objectives.
- Evaluation and explanation of learning objectives and related competences.
- Explanation of interim and final assessment by traineeship provider (appendix 4)

4. Description of other learning moments (outside of competency)

Description of what you learned from all other things you experienced during your traineeship.

5. Evaluation of the traineeship and look ahead

With the experience I have gained, what am I going to work on now. (In other words: a conclusion and recommendations, but to yourself!).

6. Appendices;

- a. Your assessment form of the traineeship company **(e-mail this to the traineeship coordinator separately)**
- b. The traineeship provider's assessment form **(e-mail this to the traineeship coordinator separately)**
- c. Evidence, like extra feedback from colleagues you worked with or checklists you filled in (internet test for example).

Make sure you write a process report that is real and authentic. The size is not important, but should be somewhere between 7 and 15 pages.

Ensure all traineeship components are sent to the traineeship lecturer as one digital file.