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## **Internship Supervision Policy**

### **1. Context**

All CHARM -EU students registered in Phase 3 of the 'Global Challenges for Sustainability' Masters programme undertake an Internship Project where they, working with academic supervisors and internship supervisors, analyse, research and document authentic, real-world sustainability challenges within an internship host organisation.

This Policy applies to Phase 3 of the 'Global Challenges for Sustainability' Masters programme, the experiential phase.

### **2. Purpose**

The purpose of this Internship Supervision Policy is to (i) articulate the roles and responsibilities of those involved in the supervisory relationship and (ii) to ensure a consistent and positive learning experience by students irrespective of their location or the mode of delivery of supervision.

### **3. Benefits**

- 3.1 The policy provides a framework of understanding of the supervisory components of the Internship of the CHARM EU Masters Programme.

### **4. Scope**

- 4.1 This Policy applies to academic supervisors, students, internship supervisors of the internship host organisation and other actors involved in Internship Projects for the CHARM-EU MSc in Global Challenges for Sustainability (120 ECTS edition) undertaken in Phase 3 of the Global Challenges for Sustainability Masters programme.

## 5. Principles

- 5.1 This Policy is underpinned by the [CHARM EU Education Principles](#)
- 5.2 All CHARM EU Academic Supervisors are CHARM-EU trained members, who have fully understood and integrated into their practice the pedagogical principles of CHARM-EU, knowledge of the CHARM-EU Masters and the competence-based approach developed through programmatic assessment.

## 6. Definitions

The general CHARM-EU definition of terms can be found in: [Academic Rules & Regulations Framework 2025](#). Definitions specific to the internships in phase 3 of the MSc programme Global Challenges for Sustainability are described in the table below.

Local Internship Advisors	A local representative of the CHARM-EU partner university who acts as the first local contact point for staff and students before the internship agreement is signed, and as back-up support to the academic supervisors throughout the internship.
Academic supervisor (Internship)	The academic supervisor is an academic staff member of one of the CHARM-EU partner universities. The academic supervisor must have a PhD degree.  The role of the supervisor is to guide the student academically through the entire internship process, including guidance with writing their report. The academic supervisor is an examiner and therefore responsible for the grading of the assignments during the internship. It is necessary for a student to have the same supervisor throughout the internship. The academic supervisor is the first academic contact point for the student from the moment <u>the internship agreement is signed</u> .
Internship supervisor	The internship supervisor is a staff member from the internship host organisation, responsible for day-to-day guidance at the workplace. The person responsible for supervising the internship cannot supervise simultaneously more than 3 interns (per calendar week).

## **7. Policy**

### **7.1 Eligibility Criteria for Academic Supervisors**

- 7.1.1. Academic Supervisors are employed by a CHARM-EU partner university. ' Academic Supervisors have a PhD degree and have demonstrated expertise that directly relates with the broader field of the Internship topic.
- 7.1.2. Academic Supervisors have experience in Master and/or Bachelor thesis supervision.
- 7.1.3. Academic Supervisors are familiar with stakeholder engagement in an educational context.

### **7.2. Role and responsibilities of the Academic Supervisors**

Academic supervisors are responsible for supporting Students through:

- 7.2.1. the process of writing an Internship Proposal (during the internship preparation module of 5 ECTS) and writing an Internship Report (during the Internship of 20 ECTS) by co-defining the internship topic, providing academic guidance to analyze, research and document authentic, real-world sustainability challenges within the internship organisation.
- 7.2.2. the provision of continuous feedback in regular (minimum. monthly) meetings.
- 7.2.3. assessing student individual products (Ref 9.1 Supervisor Guidelines).
- 7.2.4. advising students on the need for upholding academic integrity and local procedures for obtaining ethical clearance.
- 7.2.5. advising students on managing their relationships with internship supervisors of the host organisation, and other actors involved in the host organisation.
- 7.2.6. directing students to appropriate (academic) resources.

7.2.7. assisting students in reflecting on their internship experiences i.e. individual development over the course of the Internship Project and success in delivering against the research plan, etc.

7.2.8. maintaining records (hard copy or digital format) that relate to the Internship work and its assessment (ref 9.3 Assessment and Progression Regulations) in a manner that complies with EU General Data Protection Regulation (GDPR).

7.2.9. Sufficient and professional communication with the internship supervisors of the host organisation.

### **7.3. Role and responsibilities of students**

7.3.1. The ultimate responsibility for developing Internship Proposal, conducting research and developing a convincing Internship Report and product rests with the students.

7.3.2. Students are responsible to plan, set the agenda for, and actively participate in regular supervisory meetings to discuss progress against internship goals and milestones, using the appropriate tools as agreed with the supervisory team.

7.3.3. Students are responsible for upholding academic and professional standards as advised by the academic supervisor in relation to academic integrity, ethics and data protection (EU-GDPR) in the conduct of their Internship Project.

### **7.4. Eligibility criteria for Internship supervisor of the host organisation**

The Internship Supervisor is the representative of the host organisation, who signed the internship agreement. This internship supervisors are responsible for the regular (daily, minimum weekly) supervision of the student in the workplace and may have one or more of the following roles:

7.4.1. co-define the topic of the internship together with student and the Academic Supervisor.

7.4.2. collaborate with student and academic supervisor, and provide guidance to analyze, research and document authentic, real-world sustainability challenges within the internship organisation.

7.4.3. provide one-off or longer-term expertise, technology, tools, methods, guidelines, etc.

7.4.4. grant students access to data in the form of interviews, databases, facilitation of field work, etc. where possible and addressing GDPR and ethical guidelines.

7.4.5. assist students in the communication and outreach of the final Internship Report.

7.4.6. provide feedback to students on their final Internship presentation.

7.4.7. share feedback about the student to the Academic Supervisor if relevant.

7.4.8. invite students for their events, workshops, webinars etc.

## **7.5 Role of others involved in the Internship Project**

7.5.1. Teachers, including KCT members, will be responsible for giving workshops or working sessions, including sessions where students receive additional advice on their Internship project. These can be focused on empirical themes, theoretical/conceptual frameworks, or research methods.

7.5.2. Based on all the Internship assessments, the Academic determine whether the high impact assessments are of sufficient quality (i.e. advanced level on the PLOs Transdisciplinarity, Scholarship, Sustainability and Personal and Professional Development. Intermediate level is required for the other PLOs).

7.5.3. The Portfolio Assessment Committee (PAC) determines the final phase grade.

## **7.6 Dispute Resolution**

7.6.1. All students, internship supervisors and academic supervisors sign the Internship Agreement prior to the start of the Experiential phase (phase 3). When signing the internship agreement, all actors involved agree with the supervision policy and internship rules and regulations provided.

7.6.2. If a dispute arises that the Internship Agreement cannot resolve, students can escalate the dispute to the Academic supervisor (see Internship Rules and Regulations), in the first instance.

7.6.3. All CHARM-EU students have access to the CHARM-EU Mentors who can provide support, coaching and guidance and can bring students attention to additional supports where necessary.

7.6.4. In the event that the dispute cannot be resolved, the student may contact the JVAO ([CHARM-JVAO@uu.nl](mailto:CHARM-JVAO@uu.nl)) for information on the CHARM-EU complaints and appeals processes ([CHARM EU Policies and Regulations](#))

## **8. Responsibility**

8.1 The CHARM -EU Academic Council is responsible for this Policy.

## **9. Related Documents**

9.1 Internship rules and regulations

9.2 CHARM EU Assessment and Progression Rules

9.2. Appeals [Policy](#) and [Procedure](#)

9.3. Complaints [Policy](#) and [Procedure](#)

## **10. Document Control**

10.1 Date of initial approval: Academic Board 26/06/2025

10.2 Date policy effective from: 26/06/2025

10.3 Date of next review: Academic Year: 2027/2028