1. General description

AUC offers an optional Work Experience component that students can undertake during the summer period (July-August). The programme is open to all AUC students, but is specifically designed for non-EU, non-EEA, and Swiss students, who are only permitted to work or intern in the EU when the placement forms part of their official study programme.

The Work Experience gives students the opportunity to apply the academic knowledge and skills you have developed at AUC in a professional setting, in a way that supports a student's career development. Students identify and arrange the placement with an external host organisation.

Please note: the Work Experience is *not* an internship or community project (CP/I) and cannot be used to fulfil the CP/I degree requirement.

2. Timeline and process

1. Find and secure a Work Experience (advised 1-2 months in advance).
2. Submit all required documents to the Career and Alumni Relations Officer before May 1 2027 via email to e.krone@auc.nl, including the project proposal, supervisor acceptance form, and signed UNL internship agreement. Upon approval, you will be added to the Work Experience Canvas environment.
3. Start the project and follow the assessment structure.

3. Criteria

To be eligible for and successfully complete a Work Experience, all of the following conditions must be met:

- Students are enrolled at AUC for the full duration of the placement (the Work Experience is available in year 1 and year 2 only; it is not permitted during the summer before you graduate). Note that the Work Experience is not available to exchange students.
- Students hold a valid Dutch student visa or residence permit that covers the entire period of your placement.
- The placement takes place entirely within the summer period: 26 June – 5 September. Projects may not start before or end after these dates, but can vary in length.
- Students have not previously completed a Work Experience at AUC (maximum one Work Experience throughout their time at AUC).
- The host organisation is an external organisation (not affiliated with AUC) with legal status (e.g., an association or 'stichting') and more than one employee or volunteer.
- The host organisation has a designated supervisor who is an employee or owner, has relevant professional expertise, and is available and committed for the full duration of the placement. Fellow students, direct family members, and tutors cannot act as supervisor.
- The project demonstrably supports the student's professional development and connects to AUC's curriculum – for instance by applying theoretical knowledge or building skills relevant to your field of interest.
- The destination of the Work Experience is within the EU and does not carry a negative travel advice (orange or red) from the Dutch government at the time of departure.

- All agreements between the student and the host organisation are recorded in the standardized UNL internship agreement. Alternative or deviating contracts are not accepted.
- All required documents are submitted on time.

4. Timing of the Work Experience

Work Experiences can take place only during the summer period, between 26 June – 5 September. Note that Work Experiences can vary in length but cannot start or end before these dates. In addition, Work Experiences can only be done during a student's first or second year, excluding the year before the student expects to graduate.

5. Role of the Career and Alumni Relations Officer

The Career and Alumni Relations Officer evaluates and approves the Work Experience proposal, the interim evaluation form and the final reflection report. They are also available for questions during the Work Experience and serve as the main point of contact for the student.

6. Assessments

The whole Work Experience will be graded pass or fail. To get an overall passing grade, students must clearly reflect on how the project supports their professional development, indicating concrete tasks and steps taken during their Work Experience. In addition, they must demonstrate how they integrate the feedback from their supervisor, which must also be overall passing. Students must receive a weighted grade of at least 55% for the interim evaluation form *and* a pass for the final reflection report. Note that in calculating weighted average grades for assessments, a pass counts as 100% and a fail as 0%.

Supervisors must submit all the assessments for the Work Experience to Canvas.

The assessments components for the Work Experience are shown in table 1 and 2 below.

Table 1. General assessment structure per Work Experience.

Work Experience	0 EC	• Interim evaluation form: 40% Part I (85% of interim evaluation form) • Part II (15% of interim evaluation form) • Final reflection report: 60% Part I (85% of final reflection report) Part II (15% of final reflection report)	Students receive a overall "Pass" if the weighted average of all assessments is above 55% *and* the final reflection report is a "Pass".

Table 2. Assessment rubric for the interim evaluation form and final reflection report

Description	**Details**	**Pass**	**Fail**
Update project, activities and tasks	• Review your previous plan and feedback received from the supervisor. • Provide an update on changed objectives of professionalization, the activities planned, the resources and support identified, and your self-	Demonstrates a comprehensive review and update of previous plans, including objectives of professionalization, activities, resources, support, and self-assessment strategies.	Does not demonstrate a comprehensive or complete review or update of the previous plans.

	assessment strategies.		
Reflections on progress / Final reflection on learning experience and professional development	• To show in your reflection that you are self critical and aware, receptive to feedback, and open to improving. • The focus is on reporting on the learning process and not on the activities performed. • Do pre- and post-project comparisons of the objectives of professionalization. • Support this with discussing situations that were learning moments. • Should be concrete and, if possible, supported by evidence, demonstrating progress.	• The report revisits previous plans effectively, showing a clear reflection on the original and revised objectives of professionalization, and traces the journey from the start to the finish. • The reflection on the objectives of professionalization, including associated activities and resources, is sufficient. • It uses specific examples and evidence to demonstrate learning, developed skills, knowledge, or attitudes, and the usefulness of resources and support. • It details unforeseen challenges or obstacles and how they were overcome. • It displays a self-critical evaluation, receptiveness to feedback, and a commitment to improvement.	• The report does not revisit previous plans clearly or the reflection on objectives of professionalization, activities, and resources is superficial or vague. • It lacks specific examples or evidence, does not adequately discuss the usefulness of resources and support, or fails to discuss challenges or how they were overcome. • It lacks a self-critical evaluation, receptiveness to feedback, or a commitment to improvement.
Supervisor evaluation and feedback	• Reflect on the feedback given by your supervisor and incorporate it into your interim evaluation form. • Update your objectives, planned activities, or support resources based on this feedback.	• Demonstrates engagement with supervisor, seeking feedback and incorporating it into the interim evaluation form.	• Does not provide evidence of supervisor feedback.

7. Fraud and plagiarism

For the proposal and all assessments, the AS&P Fraud and Plagiarism regulations apply. This includes using any texts from external sources without proper reference, e.g., in the description of the host organisation. However, it is allowed to reuse texts from earlier assessments within the project without referencing, e.g., copying the formulation of the learning objectives from the learning plan in the final reflection report. In fact, the assessment structure is organized in such a way that students continuously work on updating and expanding their projects from proposal to final reflection report. In cases

where fraud or plagiarism is suspected, the relevant procedure in the AS&P applies.

8. Policy on using Generative AI (adapted from Advanced Research Writing)

Students are permitted to use generative AI technology in working on their writing projects for the Work Experience, provided they adhere to the following:

- Students may use generative AI technology to support their writing, in ways similar to how internet search engines, grammar and spell checkers, and (online) dictionaries and thesauruses are used.
- Students may use generative AI as a source of information and to generate content, as long as they use the tool as an assistant, not an author.
- If students use generative AI tools, they must provide full transparency about how they use them. For instance, by acknowledging this in an explanatory footnote. Additionally, students must save and provide full access to their complete chat history for the project (students can give access to this by clicking on the "share chat" button and pasting the link in a footnote in assessments).
- Students are advised to familiarize themselves with the advantages as well as disadvantages and potential risks of using generative AI.
- Students who make use of generative AI tools in their writing assignments remain fully responsible for the texts they submit.
- The "Regulations governing fraud and plagiarism" (AS&P, Appendix 2) apply to any assignment submitted, written with the help of generative AI or not.

9. Deadlines

A Work Experience proposal must be submitted and approved before the start of the project. Students must apply individually. These are the deadlines for the proposal and assessments:

Period of Work Experience	**Proposal**	**Interim evaluation form**	**Final reflection report**	**Evaluation**
Summer period (26 June-5 September)	1 May 2027	Halfway point of Work Experience	5 September	30 September

Late submissions

Late submissions of assessments result in a failing grade.

Contracts

Students must have a contract signed by the two parties involved (partner organisation and student) and submit it to the Career and Alumni Relations Officer via email.

10. Guidelines for the project proposal

This part describes the expected sections and content of the proposal to be submitted via email to the Career and Alumni Relations Officer. The project proposal must be original work. Copying from the examples below or from previous projects counts as plagiarism. The total project proposal consists of ca. 1-4 pages.

Description of partner organisation and project (100-300 words)

In this section, the student briefly describes the partner organisation, the project and your responsibilities within the project. The description must be to-the-point, and as concrete as possible.

Motivation and professional development (300-700 words)

In this section, the student provides a brief motivation for participating in this Work Experience. The motivation should be linked to their personal goals and objective for

professionalization. The primary goal of the Work Experience is to support professional development by applying academic knowledge and gaining practical experience in ways that align with their career aspirations. The motivation and aims for professionalization should reflect that.

Note that since the student has not started their Work Experience at the time of the submission of their proposal, the objectives must be formulated as wishes, desires or aspirations. After the student has started your Work Experience, they must submit an interim evaluation form and a final reflection report in which the aims for professional development are made concrete and aligned with the tasks they perform during their individual Work Experience.

Hours breakdown

This section provides a tentative breakdown of the expected number of hours spent on each of the proposed activities that comprise the project. Retroactive counting of hours is not allowed, that is, work completed before the start of the project cannot be included in the hours. Note that there are no guidelines regarding the duration of the project, this is to be decided between the student and the supervisor.

Signed supervisor acceptance form

The supervisor acceptance form must be included in the proposal.

11. Guidelines for the interim evaluation form

This part describes the necessary steps you must take to be able to create a meaningful interim evaluation form. The interim evaluation form is a midpoint assessment that allows you to evaluate your progress, adjust your strategies, and realign your goals to better fit the reality of your experience during your Work Experience. This update must be viewed as a dynamic tool that helps you stay focused, motivated, and adaptable during your Work Experience. Below are the instructions for the interim evaluation form:

Part I: to be written by the student

Revisit the initial project proposal: before starting your interim evaluation, revisit your initial plan. Look at your objectives, the activities you had planned, the resources and support you identified, and your self-assessment strategies.

- Update on the project, e.g., changes in activities and tasks. The project details and activities must be specified further.
- Critically reflect on your progress towards achieving your objectives. Discuss what you have learned so far, and what skills, knowledge, or attitude you have developed. Use specific examples and evidence from your experience. You should also compare your actual progress with your planned progress to see if you are on track.
- Reflect on the activities you planned to carry out in your proposal. Which of these activities have you completed, and which are still pending? Have these activities contributed to your objectives of professionalization? Were there any unforeseen challenges or obstacles, and how did you address them?
- Reflect on the resources and support – including supervisor feedback - you identified. Were they helpful in achieving your objectives? Did you need additional resources or support, and how did you acquire them?

It is important to show in your reflection that you are self-critical and aware, receptive to feedback, and open to improving. In reporting your self-reflections, make sure to include examples (of work situations, learning outcomes) and evidence (text, evidence, feedback quotes, etc.).

Part II: to be filled in by the supervisor

Plan revision: seek supervisor feedback on your progress and areas of improvement, to be filled in in part II of the interim evaluation form by the supervisor. After reviewing your interim evaluation form, the supervisor may request revisions. Reflect on the feedback given by your supervisor and incorporate it into your interim learning plan in part I before submitting. Without part II filled out by the supervisor, the assignment will be a fail.

Word count: 1,000-1,500 words (excluding supervisor feedback). Please provide the word count in your interim evaluation form.

12. Guidelines for the final reflection report

In your final reflection report, your goal is to synthesize your learning experiences and summarize or conclude your journey, from your initial objectives to your end point. This document is an opportunity to critically evaluate your performance, consider the impact of your Work Experience on your learning, and highlight your professional development.

The final reflection report is a summative expanded or revised version of the interim evaluation form, and it is allowed to reuse the text from it. Moreover, the final reflection report follows the structure and rubric of the interim evaluation form.

The final reflection report includes part I, to be written by the student, and part II, to be written by the supervisor. Both parts need to be submitted, otherwise it will be considered as a fail.

Word count: 1,500-2,500 words (excluding supervisor feedback). Please provide the word count in your final reflection report.