

Provisions Concerning the Assessment of Internships

Article 1 - General provisions

1. These Regulations apply to the assessment of the external clinical internship of the Master's program in Psychology and Mental Health (PGG) and internship of the Master's program in Medical Psychology of the Tilburg School of Social and Behavioral Sciences, hereinafter referred to as "the program" and are an integral part of the Rules and Guidelines of the Examination Boards of the Tilburg School of Social and Behavioral Sciences.
2. If deviating rules apply to a specific program, this is stated in the relevant article. Deviating rules prevail over general rules.
3. These Regulations apply to the assessment of Master's internships as referred to and described in the relevant Education and Examination Regulations. Where in this document reference is made to a Master's internship, this also refers to a Research Master's internship.

Article 2 - Course Coordinator

1. The course coordinator of the internship cannot simultaneously be the Academic Director of the program of which the internship is a part.
2. The course coordinator is assigned based on expertise and availability, to be determined in consultation with the manager and the Academic Director.
3. The course coordinator may also be a TiU supervisor.

Article 3 - TiU Supervisor

1. A TiU supervisor working at Tilburg University must at least have a Master's degree (MSc or MA) in a discipline relevant to the study program. The TiU supervisor must be in possession of a University Teaching Qualification (UTQ) or must have followed at least the components Supervise and Assess. If it concerns a clinical program with external internships in (mental) health care, the TiU supervisor must be in possession of a *Basisaantekening Psychodiagnostiek*. TiU supervisors are assigned as examiners in the sense of Article 2 of the Rules and Guidelines of the Examination Boards of the Tilburg School of Social and Behavioral Sciences. The Examination Board reserves the right to make an exception regarding the required level of the TiU supervisor.
2. The TiU supervisor's role is to provide substantive guidance to the student in drafting the portfolio.
3. The TiU supervisor also ensures that the portfolio represents the student's work.
4. In addition, the TiU supervisor is responsible for determining the grade of the internship based on the evaluation forms related to the internship and assignments.
5. The TiU supervisor is also responsible for initiating the resit procedure (Article 9) and archiving the products of the assessment (Article 10).
6. The TiU supervisor forms his/her judgment based on the completed rubrics associated with the internship assignments and the evaluation form for the internship with or without taking into account the advice of the practice supervisor.
7. When the final grade is determined, the TiU supervisor provides an explanation of how the final grade was arrived at, and the internship is completed by means of a final interview. The final grade is submitted to the Student Administration at the end of the last month of the student's internship.

Article 4 - Practice Supervisor

1. The practice supervisor is not authorized to assess but is authorized to give advice to the TiU supervisor regarding the student's performance.
2. The practice supervisor is also allowed to provide feedback to the student.

Article 5 - Assessment form

1. For the assessment of an internship one or more assessment forms are used established by the Examination Board and prepared in consultation with the Academic Directors and the university assessment specialist.
2. The assessment criteria on the assessment form are derived from the internship objectives and the learning outcomes of the program or the learning outcomes belonging to a program/track within a study program.
3. The assessment form is published on the Tilburg University website.
4. The rules regarding the assessment of internships including the assessment forms will be communicated to all involved (student, TiU supervisor, and if relevant, the practice supervisor) at the start of the internship.
5. The assessment form is in the form of a rubric. The internship objectives are translated into assessment criteria and each criterion is assessed separately on a scale of 4 to 10, whereby only whole grades may be awarded. This method of assessment corresponds to the "grades system" commonly used in the Netherlands. Each criterion has its own weighting factor. The final grade (i.e., a grade from 4 to 10) is calculated according to the provisions in Article 7, paragraphs 4 and 5. Per criterion there is room for feedback for the benefit of the student and to explain the final grade given. Providing written feedback is mandatory. The feedback should be in line with the mentioned criteria.
6. If multiple assessment forms are used, the mutual weighting of the various internship components will be determined and made known to the student at the beginning of the internship period.
7. The assessment form cannot be changed unless the Examination Board decides to do so.
8. On the assessment form, an assessor should provide all criteria with an assessment. In the case of incomplete assessment forms, no final assessment can be given.

Article 6 - Submission of portfolio by student

1. If the portfolio is not submitted by the submission deadline, the new portfolio submission deadline will be two weeks after the original deadline, and the resit will be forfeited. The portfolio deadline is posted on Canvas and applies to all students. Students who start earlier or later than usual will be informed of the deadline by the TiU supervisor (the deadline will be adjusted accordingly).

Article 7 - Assessment Procedure

1. The TiU supervisor employed by Tilburg University will assess the internship assignment(s).
2. If the internship takes place within an external organization, the internship supervisor of the institution (hereinafter called: practice supervisor) where the internship takes place will advise the TiU supervisor with regard to each separate criterion of the assessment form of the internship period. The examiner appointed by the Examination Board, possibly taking into account the advice of the external internship supervisor, assesses all parts of the internship and applies the established weighting of the assessment criteria to them, thereby determining the grade of the internship period.

3. At the conclusion of the internship period, the TiU supervisor will determine the final grade for the internship based on the grades for the internship period and the internship assignment(s).
4. The internship grade is insufficient (4 or 5) if (i) at least one of the three graded components is assessed with an insufficient grade or (ii) not all other products are included in the portfolio within the internship period. If the final grade is insufficient, the student may resit once by (i) rewriting the reflection supervision report 3: self-observation assignment, (ii) rewriting the diagnostic (BAPD) report, and/or (iii) adding products to the portfolio. The student has two weeks to do this. The maximum grade for an improved report equals a 6. It is not possible to resit the internship and the internship evaluation (KBS tests); if the internship evaluation is insufficient, the student must do a new internship.
5. If all the products are included in the portfolio within the internship period and if none of the grades in the portfolio are insufficient, the final grade is calculated on the basis of the evaluation form for internships and the rubrics for internship assignments by taking the (unweighted) average of the grades and rounding off to the nearest whole or half grade. In doing so, the rounding off rules are used as established in Article 25 paragraph 3 of the Rules and Guidelines of the TSB Examination Boards.
6. Prior to the determination of the grade, each assignment must be entered into the designated plagiarism scanner. If the resulting report shows a strong suspicion of plagiarism, the TiU supervisor follows the procedure as described by the Examination Board on the university's intranet. Any other suspected fraud should also be reported to the Examination Board.

Article 8 - Postponed final grade

1. The awarding of a final grade will be postponed if
 - a. the opinion of an external supervisor is not in line with the opinion of the TiU supervisor;
 - b. the grade of the final evaluation is insufficient and/or
 - c. when the interim evaluation is higher than the final evaluation.
2. If the assignment of a final grade has been postponed, a consultation between the TiU supervisor and the practice supervisor will be held. Based on this consultation, the final grade will be determined by the TiU supervisor. The student is informed of the grade during the final evaluation. At this final evaluation, the TiU-supervisor, the practice supervisor, and the student are present.

Article 9 - Resit

1. If the final grade is determined as insufficient, the student is given the evaluation forms, so it is clear which aspects of the internship he/she needs to improve. If the assessment form regarding the internship is insufficient, the student must redo the internship. If the assessment of the assignments is insufficient, the student may resubmit the assignments for re-evaluation to the TiU supervisor within two weeks of receiving the assessment forms.
2. The TiU supervisor uses a new grading form to grade the improved version of the assignments.
3. The TiU supervisor determines the final grade based on all components, with the maximum grade for the improved assignment being equal to a 6. If the final grade is subsequently insufficient, the student must do a completely new internship under the supervision of another practice supervisor.

4. If a student wishes to redo an internship of which the final grade was set at a sufficient grade, the student must do a completely new internship and resubmit all associated assignments.
5. If a student wishes to rewrite a report for which the grade has been determined as sufficient, the student must write a completely new report.
6. As with courses with an examination, students who drop out or receive an insufficient grade for an internship have a maximum of 2 attempts per academic year. The student consults the TiU supervisor regarding the procedure to be followed.

Article 10 - Archiving

1. The TiU supervisor is responsible for the correct and complete archiving of the matters relating to the internship laid down in paragraph 2. He/she may delegate this task, for example, to the secretary's office of a Department. However, the supervisor remains responsible for archiving.
2. The following should be retained together:
 - a. the evaluation form relating to the internal/external internship (e.g. KBSs);
 - b. the assessment forms/rubrics relating to the internship assignments;
 - c. the internship assignments as handed in by the student;
 - d. the internship agreement;
 - e. in the case of a resit, both the first version of the assignment and at least the accompanying assessment forms and the improved assignment and the accompanying assessment forms.
3. The retention period of the documents mentioned under Article 10.2 is seven years.
4. Personal data are involved in the storage of the internship assignments and related documents. This data processing is necessary for compliance with a legal obligation and is recorded in Tilburg University's processing register.

Determined by the Examination Board Psychology of the Tilburg School of Social and Behavioral Sciences on September 1, 2022