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Information leaflet

Information for practical supervisors of BBL students



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Introduction

This information sheet is for practical supervisors of BBL students (students in the professional pathway) within the University of Groningen (UG). It contains practical information, agreements, and points of that will help you with the day-to-day supervision of BBL students.

The information sheet tells you:

what is expected of you as a practical supervisor;
how to provide students with clear, consistent supervision;
where to find the right information.

Training and support for practical supervisors

SBB workshops

The Cooperation Organisation for Vocational Education in the Business Community (Samenwerkingsorganisatie Beroepsonderwijs Bedrijfsleven), known as the SBB, offers free workshops for practical supervisors.

- Basic workshop: we assume that every practical supervisor takes this course (on site or online).
- Advanced module: optional, not compulsory.

For more information or to sign up, go to the [SBB website](#).

Meetings for website practical supervisors

The UG regularly organizes meetings for practical supervisors. The BBL coordinator informs the supervisors concerned about these meetings by email.

Intake and supervision of BBL students

Recruitment and selection

- The recruitment and selection of new BBL students due to start in September begins in the spring (March/April).
- The BBL coordinator sends out emails to compile an inventory of the available apprenticeships.

Job application training courses for students

- In April/May, students nearing the end of their programme are offered a free job application training course.
- The BBL coordinator invites these students by email.



Rules and guidelines for supervision

Working hours and breaks

- A full working day comprises eight hours, excluding a 30-minute break.
- The start time is between 8 and 9.30 a.m.
- Different start and end times are allowed, but only in consultation.
- Private appointments (e.g. doctor or dentist) may be arranged during working hours, after consulting with the supervisor and preferably at the end of the working day.
- Students are entitled to four hours per week for homework. These hours can be taken consecutively or spread out, but always in consultation with the supervisor.

Working from home

- Working from home is strongly discouraged during the first year.
- It may be contemplated from the second year onwards.

Illness and unforeseen events

- Students must call in sick or report unforeseen events as soon as possible.
- They can do this by phone or email (if they are unable to call).

Attitude to work, communication, and development

Attitude to work and communication

- An active attitude is appreciated and questions are encouraged.
- Supervisors must make time to provide explanations and support.
- Feedback about working methods and supervision is always welcome.

Knowledge and documentation

- Students should be encouraged to ask questions if information is unclear or incomplete.
- They should be advised to use a notebook for Need to know and Nice to know.

Phone use

- Limited private use of phones is allowed, as long as work is finished on time.
- If this proves difficult, new agreements must be made.
- Students are not eligible for a work phone. Please refer to the telephone matrix on MyUniversity.



Leave, conduct, and privacy

Holiday leave and days off

- Leave must be applied for in good time via AFAS, in line with the agreed procedure.
- It is important to check with colleagues first. Not all leave applications can be honoured in certain periods.

Behaviour and working culture

- Respectful cooperation is expected from all team members.
- Conflicts or problems should be discussed and resolved in a professional manner.

Privacy and data protection

- Confidential information must be treated with due care.
- Personal and corporate information may only be used in compliance with the relevant guidelines.

General tips for practical supervisors

- Let students shadow for a day in a busy department.
- Allow them time to work on their placement or apprenticeship report.
- Plan regular progress meetings.
- Explain to students what they must do, and why.
- Give compliments and positive feedback.
- Discuss both professional and personal learning objectives.
- Remember that not all students find it easy to ask for help.

Contact details

If you have any questions about these regulations or supervising students, Johanna Jager-Veenhuizen is the BBL coordinator and therefore the link between practical supervisors and MBO students. You can contact them by email at j.m.jager-veenhuizen@rug.nl or by calling +31 (0)638 777 499.