



Business and Management Studies BMS

Graduation Reg. form

Send **digital** version to Internship Coordinator

Name of educational institution: HAN University of Applied Sciences
 Study stream: BMS/HRQM
 Address: Ruitenberglaan 31, 6826 CC Arnhem, the Netherlands
 Placement Coordinator: Philip Da Ponte, ph.daponte@han.nl, +31 (0)6 55 43 42 83

Information about the student

Student name	Cas de Groot	ID	496600
Address	Av. Sete de Setembro 3146	Phone	
PC / Town	Curitiba	Mobile	+31 6 439 272 93
Country	Brazil	Email	Degrootcas@gmail.com

Information about the graduation Company (The "Client")

Name	Instok		
Address	R. Cel. Amazonas Marcondes, 448	Phone	+55 41 8896-0876
PC/ Town	Curitiba	Website	
Country	Brazil		
Coach	Gabriel Alves Ramos de Oliveira	Phone	
Function	Chief Executive Officer	Mobile	+55 41 8896-0876
Department	n/a	Email	gabrielalvesramosdeoliveira@gmail.com

Do you meet the GA threshold (check Study stream prospectus, ECTS and/or SSCC)?

YES / NO

The student needs to conduct an intake meeting with the company coach and fill out the form on page 2.

The client company should approve this proposal before it is submitted to the coordinator.

To be filled out by the BMS GA coordinator

GA proposal accepted	YES / NO	Date	
Revised proposal accepted	YES / NO	Date	
Additional information required	<input type="radio"/> Research topic need clarification <input type="radio"/> Research assignment needs clarification <input type="radio"/> Other,		
GA Academic Coach		Registered in HAN-PW	YES / NO

GA Proposal

Organization (≥10 fte) Overview (industry, products/services, location(s), employees, market position etc.)	Instok will be a provider of a shopping website and application that allows people to access the products that are in stock in stores and not in display in the store itself. Currently the team consists of 4, but very soon a team of programmers will be contacted. They will be active in Curitiba.
Department (business language English) (their activities, scope, roles, people etc.)	Since it's such a young company the department I will work in doesn't exist yet, which is the point of this GA.
GA tasks (33.33%) (describe the various tasks you will conduct and to what activity you contribute in detail).	I will assist the company in their HR needs, acting as a consultant whenever they need it. The rest of my time will be spent preparing Instok for the future.

The main goal of the GA is, students have to execute a research project (66.66%). A **research assignment** directly linked towards the GA Organization is to be advised and beneficial for the client Completed with and Implementation (plan). All systematic steps of doing research (including a research proposal, PoA) need to be carried out, the assignment should be on wide scale with limited scope. More information can be found in the BMS GA Manual AND in reader 3449 "Checklist Graduation proposal")

Research Topic	
Preliminary Problem orientation A preliminary description of the background of the research topic. (what, why, for whom etc.). Based on your clients' information.	My client is looking for someone to lay the groundwork for the HR policies in Instok. They have ambitious plans for expansion and need a consultant to lay the groundwork for this expansion from the HR side. At the moment, they have nothing established and need an expert.
Preliminary problem definition A clear and as complete as possible description of the problem	They don't have any HR guidelines or policies, looking at plans for recent expansion they want a systemized approach.
Preliminary research objective From a client and researchers perspective. <i>Clients</i> needs recommendations to take decisions and <i>researchers</i> needs to give insight in the topic.	The client needs recommendations on how to establish HR policies for the company Instok. He would like the researcher to take into account various factors (e.g. culture, state of economy).
Preliminary research questions	<ul style="list-style-type: none"> What do HR policies look like in other companies in the same market? What are the factors to be taken into account when establishing HR policies in general? What are the factors to take into account when establishing HR policies in Brazil?
Any additional information	

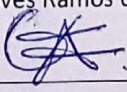
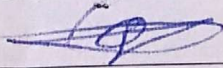
Consult checklist of International Office

e.g. insurance, visa, Internship agreement, registration form including scholarships

https://www1.han.nl/insite/internationaloffice_english/content/Checklist_ENG.xml?&inno_gen=gen_id_43&sitedir=/insite/internationaloffice_english&lang=eng

Both the student and the company coach took note of the BMS GA Manual (to be downloaded from HAN Scholar)

☒ YES ☐ NO

Agreed by	Name & Signature	Date
Client company	Gabriel Alves Ramos de Oliveira 	14/01/2017
Student	Cas de Groot 	06/01/2017