HANDBOOK FOR COLLABORATION

HOW TO?

FONTYS ICT | InnovationLab



Welcome to the Lab!

Starting something new comes with plenty of questions: where to find things, who to ask, and how things actually get done around here. This handbook is here to help you answer them. It brings together the practical essentials, the values we share and the way we work as a team.

At the InnovationLab, curious minds, bold ideas and people from different backgrounds come together to work on what's next. Nobody is a bystander here. Every perspective adds something, and that includes yours.

In the pages ahead you'll find useful resources, the right people to contact and tips to help you find your feet in the first weeks. Once you've settled in, keep it close. It's meant to be a guide you can come back to whenever you need it.
Great to have you on board.

Together we shape tomorrow.



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- Introducing the InnovationLab
- Types of collaboration
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INTRODUCING THE INNOVATIONLAB

Fontys ICT InnovationLab

is a leading hub in the Brainport and Midpoint region, focused on exploring and innovating the digital world. In this inspiring ecosystem, students, lecturers, researchers, and professionals collaborate to develop groundbreaking and impactful solutions.

We connect ideas, knowledge, and people, thereby fostering sustainable digital transformations & innovations and supporting a culture of continuous learning. From smart cities to inclusive technologies, we harness the power of technology to achieve a positive societal impact.



Key InnovationLab characteristics

- **Integration** of education, research, and business to drive innovative ICT solutions.
- **Close collaboration** between students, lecturers, researchers, and industry partners.
- **Challenge-based learning** through authentic projects with societal and business relevance.
- **Student-centered approach** with personal guidance, ownership and talent development.
- **Societal impact** as projects contribute to sustainable digital transformation.
- **Continuous learning** and **knowledge exchange** for all participants.

Fontys InnovationLab etiquette

To make sure studying and working at the InnovationLab is a joy for everyone we have created a Fontys ICT InnovationLab etiquette.

We kindly ask you to respect the etiquette rules when on location.

On the Lab floors …

- We are considerate of each other.
- We keep noise levels low and use headphones if necessary.
- Working hours are from 09.00-12.00 / 13.00-16.00
- Lunch time 12.00-13.00
- We keep all areas clean and organised.
- We put furniture back at the place where we've taken it from.
- We are mindful of your own and others' needs for focus and concentration.
- We respect each others privacy and personal space.
- We are on time or let everybody involved know you are late.
- We use the available meeting rooms for group meetings (max. 1 hour).
- We book the presentation tribunes for max. 1 hour.
- We respect presentation mode on tribunes by lowering noise levels from project work.
- We use the quiet working spaces for focussed work. No calls or (online) meetings.
- We help each other to make the guidelines work.
- It is ok to remind each other of the collective responsibility to create a productive, safe and professional working environment.

Two locations



Fontys ICT InnovationLab is based on two locations: one based in Eindhoven at Strijp TQ, the other based in Mindlabs Tilburg

Core values



Challenge based learning
A one-stop shop with access to ICT expertise, domain knowledge, and practical assignments.



Regional knowledge partner
Translating technology into societal impact. Alignment with regional agendas.



Focus on key techologies
With the Transformative Technologies.



Partners in Innovation
Network of permanent partners for long-term cooperation.

Fontys › FOR SOCIETY

One Fontys (for society)
Collaborating institutes.


Fontys
BRAIN PORT
FONTYS
Welcome to the Fontys ICT InnovationLab.
Our unique learning environment at Strijp-T in Eindhoven.

Education

Associate Degree

Bachelor (semester 6 & 7)

Masters

PRO

Research

3 ICT Lectorates

Fontys CoE AI for Society

A wide variety of education and research is found on the Lab floors.
Leading to a broad spectrum for cooperation, innovation and societal impact.

Each year

> 1500 students	**> 80** colleagues	**> 25** nationalities
> 250 projects	**> 25** partners	**> 30** researchers

Student centered education

Meaningful and practice-oriented

Our education connects learning, research, and professional practice. Students work on impactful projects, collaborate with professionals, and develop the skills needed for their future careers in an international context.

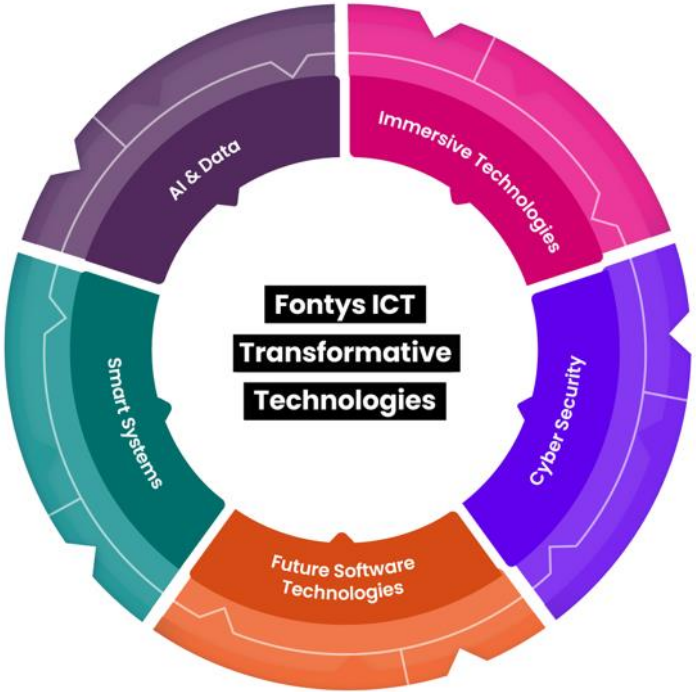
Talent-oriented and personal

We foster the development of individual talents. Students can shape their learning journey based on their interests and ambitions, supported by guidance when needed.

Social

Learning is a collaborative process. Students, lecturers, researchers, and partners work together, share knowledge, and learn from one another in an open, informal and multicultural environment.

Areas of expertise



CYBER SECURITY
SOFTWARE ENGINEERING
INFRASTRUCTURE & CLOUD

GAME DESIGN & DEVELOPMENT
MULTIMEDIA DESIGN & CONCEPTS
USER INTERACTION DESIGN & DEVELOPMENT

ROBOTICS
SMART INDUSTRY & IOT
EMBEDDED SOFTWARE ENGINEERING

ARTIFICIAL INTELLIGENCE
BUSINESS INTELLIGENCE & DATA
BUSINESS IT & MANAGEMENT
OPEN LEARNING

Fontys

MORE INFO

Transformative Technologies

Fontys has adopted an ICT-driven focus to prepare students and the region for a rapidly changing world, based on key technologies (KIA) and Brainport and Midpoint developments to ensure future relevance and impact.

This has resulted in the five Transformative Technologies:

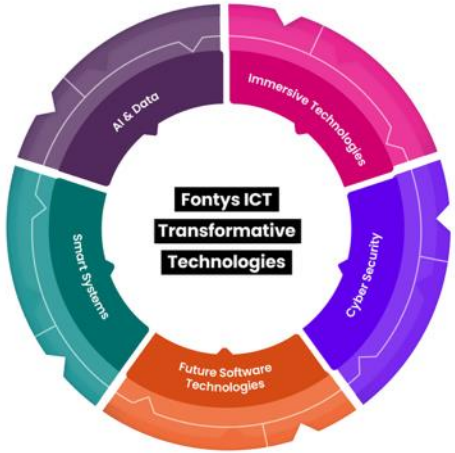
AI & Data: Innovative AI solutions that connect data to societal issues – technically advanced and ethically responsible.

Immersive Technologies: Seamless integration of human and artificial intelligence via sensitive virtual humans, XR, and conversational AI for positive societal impact.

Cyber Security: Technical expertise combined with a holistic vision of security – not only protecting, but proactively strengthening against future threats.

Future Software Technologies: Next-generation software – flexible, scalable, and future-proof – with cloud-native architectures and event-driven systems that push traditional boundaries.

Smart Systems: Autonomous systems that combine sensors, AI and IoT into seamlessly collaborative intelligent solutions.

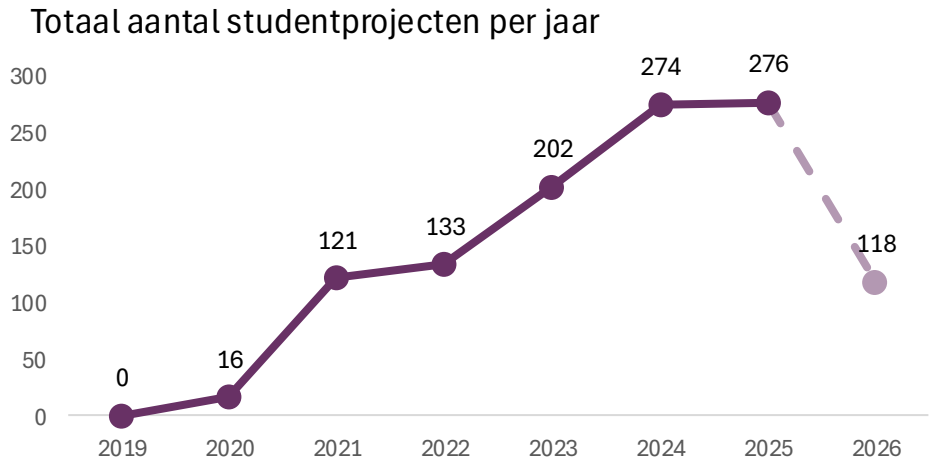


Dream to reality





- started in 2019
- every half year 100+ new innovation projects
- >7.500 students with hands-on experience
- >1086 innovation projects
- >55 (highly diverse) work field partners connected
- >1 mio in co-financing enabling applied research
- a solid foundation to accelerate digital transformation

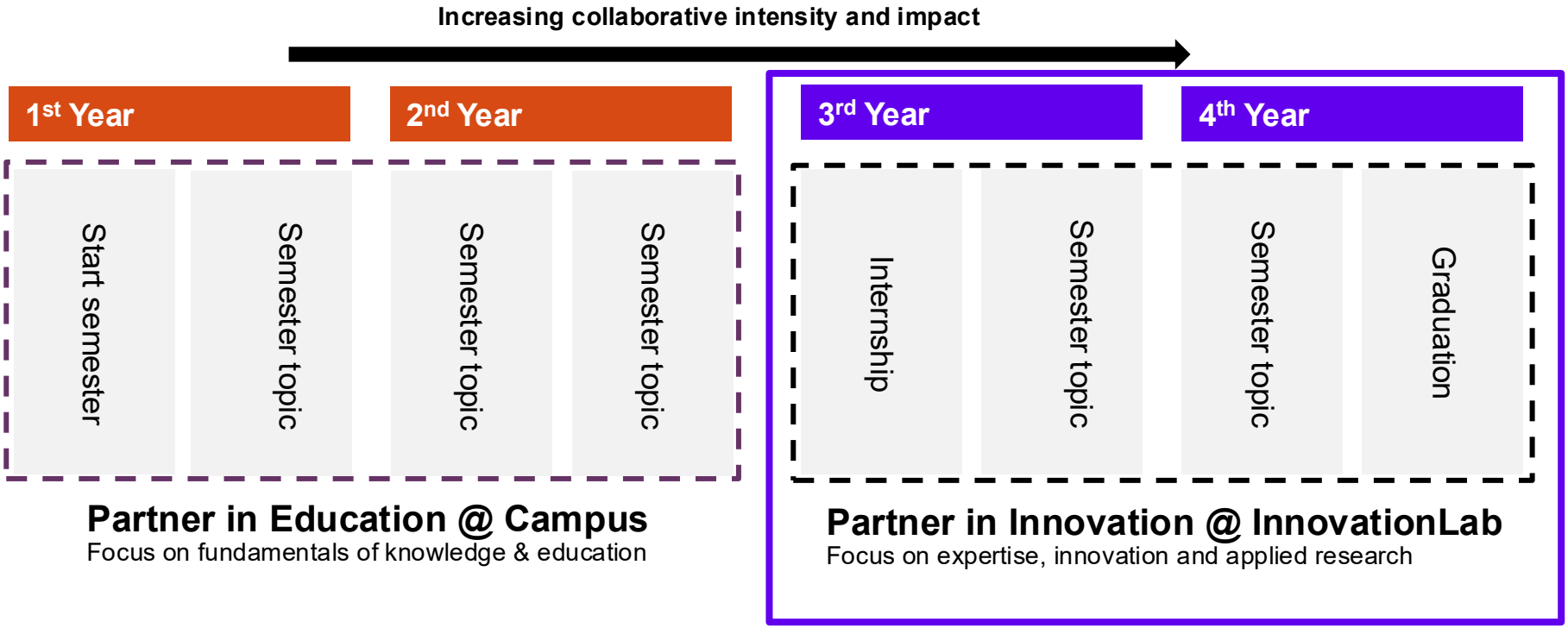



”We want a more inclusive programme, and here we have a great example of how to work together with companies, researchers, professionals and young people.”
Mariya Gabriel -EU Commissioner Innovation, Research, Culture, Education & Youth
May 2021

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TYPES OF COLLABORATION

Curriculum


Increasing collaborative intensity and impact
1st Year
2nd Year
3rd Year
4th Year
Start semester
Semester topic
Semester topic
Semester topic
Internship
Semester topic
Semester topic
Graduation
Partner in Education @ Campus
Focus on fundamentals of knowledge & education
Partner in Innovation @ InnovationLab
Focus on expertise, innovation and applied research

What’s in a name: coöperation

Members of SPARC contribute practice-oriented research projects that – after approval – are carried out as applied research within an educational context. In return, SPARC members contribute to the innovation fund managed by SPARC. This innovation fund is used to co-finance subsidized research projects in the field of ICT.



Sharing **P**latform for **A**pplied **R**esearch **C**ooperation

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PARTICIPANTS

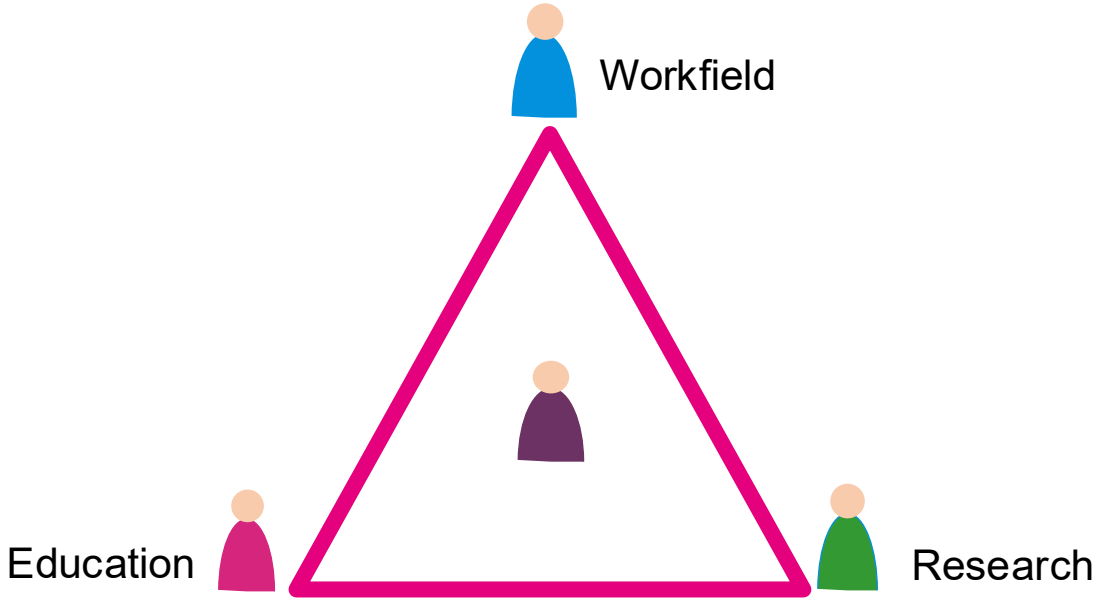
Who do you work with?

Student

Lecturer

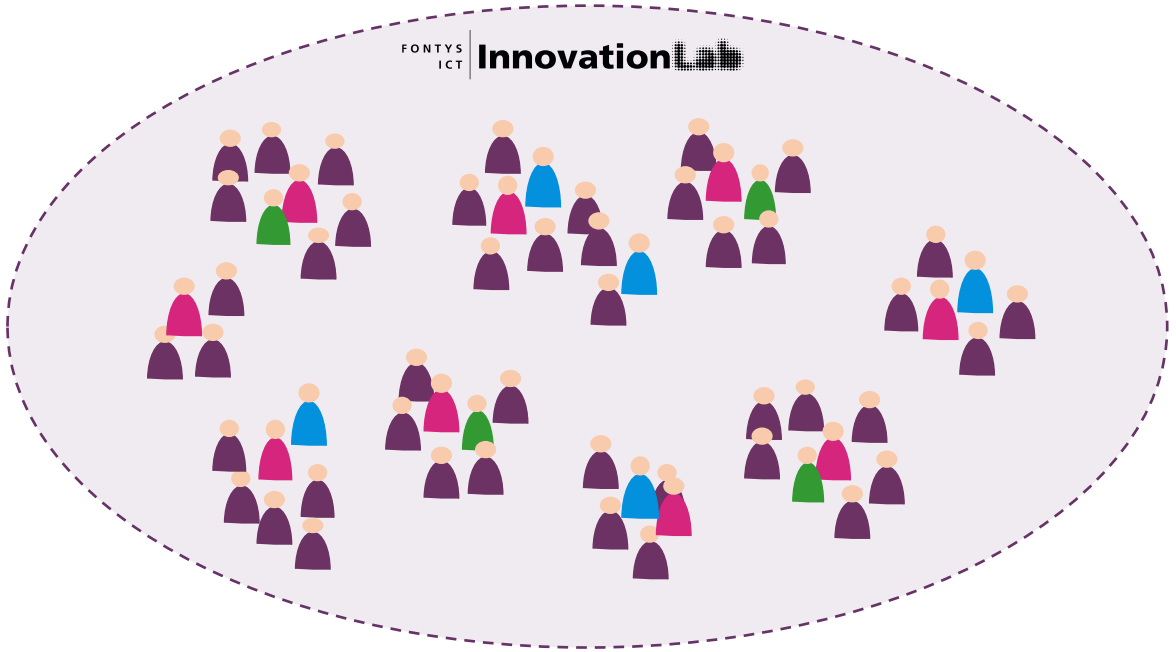
Workfield partner

Researcher partner



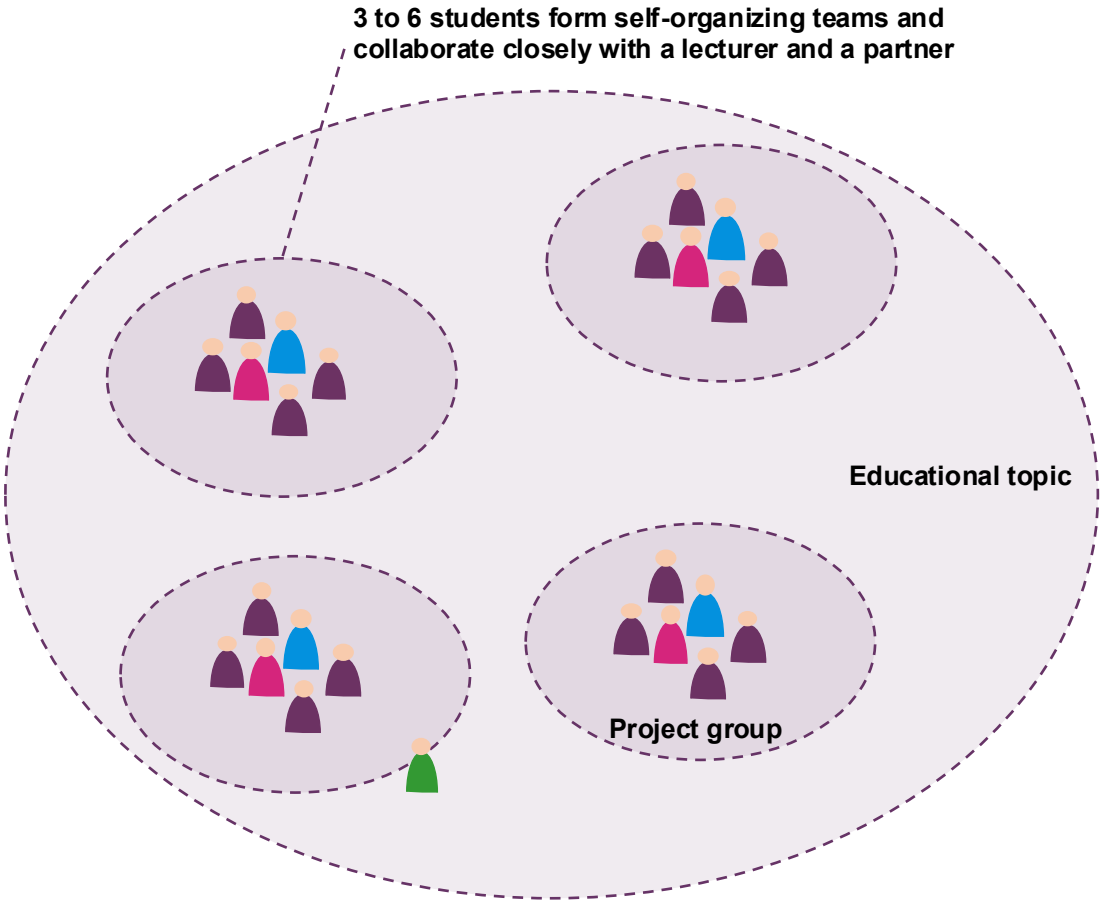
LEGEND

- Student
- Lecturer
- Workfield partner
- Researcher partner



LEGEND

- Student
- Lecturer
- Workfield partner
- Researcher partner



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DIVISION OF ROLES

Student



- Works in a self-organizing team
- Takes responsibility for own learning process, including professional skills
- Works on practice-oriented issues using a research-based approach
- Actively seeks interaction with partners, lecturers, and fellow students
- Delivers a proof of concept or minimal viable product (MVP)

Lecturer



Project coach

- Is the first point of contact for the project
- Attends kick-offs and demos
- Encourages a methodical approach
- Assesses results

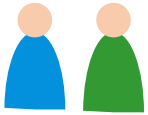
Student coach

- Provides personal guidance to students
- Coaches the study career
- Supports well-being
- Helps with difficult decisions

Expert

- Offers professional expertise
- Provides technical support
- Shares relevant knowledge
- Connects with networks

Partner / researcher



- Introduces an authentic research question
- Provides feedback on interim results
- Gives advice to the assessment of final results
- Facilitates access to information and experts when necessary
- Is an active part of the learning process and is open to learn
- Shares experiences and knowledge, and reflects on new insights

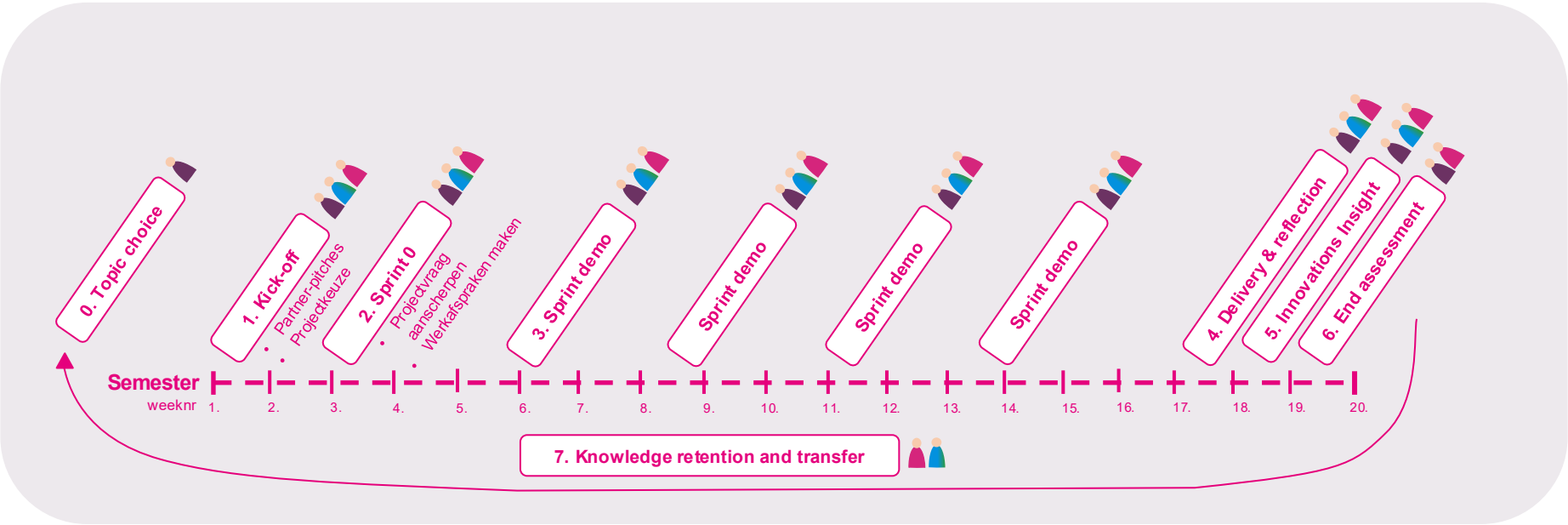
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GUIDELINES

Getting started

- Team topics: study guide advanced semesters
- Semester lasts 20 teaching weeks.
- Starts in September and February.
- Teams of 3 - 6 students during the advanced semesters (semester 6 and 7).
- Tailored guidance by lecturers.
- Learning during the project.
- Matching learning goals and projects: during kick-off of the semester

Structure of a semester



LEGEND

- Student
- Lecturer
- Workfield partner
- Researcher partner
- * Partner

Structure of a semester – explained

0. **Topic choice**
   In week 8 students choose the topic of education for the next semester.

1. **Project Kick-off (Week 1)**
   During the project kick-off, partners briefly present their projects. Students choose a project, form teams, and are assigned a project coach who will support them throughout the semester.

2. **Sprint 0**
   Shortly after the kick-off, the first sprint meeting takes place. Students, lecturers, and partners/researchers refine the project assignment, align it with learning goals, and make practical working agreements.

3. **Sprint Meetings**
   Throughout the semester, regular sprint meetings are held with students, lecturers, and partners/ researchers. During these meetings, progress is presented, discussed, and reviewed.

4. **Project Completion (Around Week 17)**
   The project is completed and the results are delivered to the client. This is also a moment to reflect on the collaboration and project outcomes. In Week 18, all projects are showcased during Innovations Insight, including the SPARC Award ceremony.

5. **Final Assessment (Weeks 19-20)**
   Students complete their final assessment with their lecturers.

6. **Knowledge Transfer**
   At the end of the semester, project knowledge is documented to ensure it can be reused in the future. A knowledge owner, such as a partner, lecturer, project coordinator, or research
   manager, is responsible for maintaining and transferring this knowledge to a new project team if needed.

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TIPS & TRICKS



Kick-off

- Introduction:
  - *Who are you?*
  - *What degree program are you pursuing / what position do you hold?*
  - *What skills do you possess?*
  - *In what areas do you want to develop further this semester / what do you hope to achieve?*
- Review the semester schedule
- Discuss the assignment and align it with learning objectives
- Explore and distribute tasks and roles
- Express expectations regarding the project and collaboration
- Align working methods
- Schedule initial meetings



Sprint demo’s

- The sprint demos should be planned in close collaboration with project coach and partner – preferably you plan the meetings for the entire semester with all stakeholders in advance.
- During sprint demo's you can cover the following topics:
  - Welcome
  - Sprint goals of the sprint
  - Deliverables the sprint
  - Persona's
  - Demonstration of deliverables
  - Next steps / next sprint goals



Project Evaluation

It can be worthy to evaluate the collaboration and improvements during the project in order to steer the process in time when needed. Here's an example:

- Questions to ask each other:
  - *How do you experience the project until now?*
  - *Are you able to develop the skills you want to improve on?*
  - *Are you able to achieve the goals you've set in the beginning of the project?*
- Find out if thing are going in the right direction and if everyone's goals are about to be achieved.
- If not figure out a way to change this!



Assessment

Assessment at Fontys ICT supports the development of students into competent ICT professionals. We believe that high-quality education goes hand in hand with thoughtful and fair assessment. Assessment is therefore more than a way to measure performance: it is a means to make learning visible, to stimulate development, and to safeguard quality. You can learn more about the assessment policy in the wiki.

- In general you have three formative assessments and one end conversation.
- Via three snapshots of your portfolio (in Portflow; see portfolio tile in Canvas) you will collect feedback on your learning process and your assessors define your level of mastery at that moment using the development-oriented feedback scale.
- At the end of the semester an end conversation will take place with your assessors to share their final proposed judgement.
- During the summative assessment, all assessors join in a meeting to calibrate all proposed judgements and formulate the (your) final grade for the semester.



Innovations Insight

Innovations Insight is the ultimate moment when students show what they've been doing at the Fontys ICT InnovationLab during this semester. All student teams present their research projects. These project presentations are accessible to a wider audience and also uploaded to the InnovationLab website.

Students share their work and results and share their experiences about the process. Students collaborate with professionals and researchers during their projects to develop innovative solutions to practical questions from their work field.


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Would you like to use parts of the report for your own project / collaboration?
Get in touch with s.vankuijk@fontys.nl or j.jansen@fontys.nl to get access to the PowerPoint version.

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