

# Internships

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# Course options

## **Elective courses (Ma2-sem1)**

60 Working days internship (10 ECTS) – organized by ULB

40 Working days internship (6 ECTS) – organized by VUB

## **For all internships, the student has to fulfil both following conditions:**

Amount of ECTS failed during the first session  $\leq 20$  ECTS

Number of failed courses during the first session  $\leq 4$  courses

**See guidelines for more details**

# Terminology

Student or trainee

Supervisor of the training entity (**internship mentor** in VUB internship agreement)

Academic supervisor, academic promotor (**internship supervisor** in VUB internship agreement)

Academic coordinator

# Academic coordinator

60 Working days internship - **all** Master Programmes:

- Coordinator: Cédric Boey (academic in charge: Frédéric Robert)

40 Working days internship - **per** Master Programme:

- MSc in Architectural Engineering : Ann Verdonck
- MSc in Biomedical Engineering (UGent –VUB): Johan Stiens
- MSc in Chemical and Materials Engineering : Herman Terryn (profile Materials)/Harry Verelst (profile Process technology)
- MSc in Civil Engineering : Lincy Pyl/Marijke Huysmans (Water resources)
- MSc in Electromechanical Engineering : Patrick Guillaume
- MSc in Electronics and Information Technology Engineering : Leo Van Biesen
- MSc in Photonics Engineering - European MSc in Photonics (UGent –VUB) : Heidi Ottevaere

Academic in charge: Lincy Pyl

# Common points 6 ECTS (40 working days) – 10 ECTS (60 working days)

## INTERNSHIP PERIOD

End of first session - beginning of week 7

## TRAINING PLACE RESTRICTIONS

NOT in Belgian university labs

NOT in their home university (for international students)

NOT in their home country (for Erasmus IN)

NOT in a country classified at risk

NOT if training entity supervisor(s) is a close relative

Link between thesis and internship

Clearly defined and distinct deliverables

IAESTE can only be validated as course Internship IF ALL INTERNSHIP CRITERIA ARE FULFILLED, contact first your academic coordinator per master programme

# ERASMUS IN

60 Working Days/10 ECTS internship NOT ALLOWED

40 Working Days/6 ECTS internship:

- comply with the requirements in the Bruface Internship Guidelines
- alternatively, the internship period may be between the end of the first session exams in June and the end of the second session exams in September (after the 2nd Master) (internship agreement must then be signed in triplicate the latest as indicated in the guidelines for regular students)
- exams have priority over the internship
- the internship must not extend beyond the end of the considered academic year

# 6 ECTS – 40 working days

## Learning objectives

- **Technical** traineeship focusing on the industrial and/or research **engineering activities**
- Mastering the knowledge and possessing or acquiring **technical skills** needed to successfully accomplish a **variety of tasks**
- Show you can:
  - analyse problems
  - implement solutions
  - communicate
  - work in a team
  - take responsibility
  - take initiative
  - work autonomously

**Broaden  
your  
experience  
and horizon**



# 6 ECTS – 40 working days

## Evaluation

- **Report** (between 10 and 20 pages)
  - Description of the training entity
  - Technical description of the activities
  - Social or personal matters in relation to the internship
  - Conclusions, added value and benefits for you, possible shortcomings and/or assets of the curriculum that were evidenced during the traineeship

- Evaluation form

## Follow up

- An intermediate or concluding meeting (a visit in person or via phone or skype) of the academic promoter to the training entity may be organized by the trainee





# 10 ECTS – 60 working days

## Learning outcomes : Focused on personal development

With an 10-ECTS internship, you should ultimately :

1. Grow and mature your personal and professional project
2. Develop professional skills, especially the ones difficult to foster in an academic environment
3. Have the opportunity to evaluate your skills and compare them to industry needs

# 10 ECTS : the evaluation

What?	Whom?	How?
 Your daily work	Your company supervisor	The quality of your work, your deliverables, your professional abilities
 Your portfolio	Your academic supervisor	A commented collection of important achievements, realizations and tracks of your internship
 Your summary	The jury	A 3-pages text to explain the major outputs of your internship to the jury : two professors and one external engineer
 Your interview	The jury	A 10 minutes speech followed by a discussion with the jury

A workshop will be organized (end of June) to explain in-depth rules of 10 ECTS internships

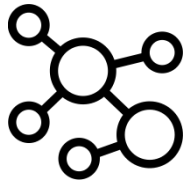
# 10 ECTS : Some specificities



You may choose your academic supervisor. He will play the role of mentor. You will have a weekly contact by mail



A formative meeting will be organized at midterm. You will receive a first feedback on your work.



You may use our network (700 internships over last 10 years) to help you to find an internship. Please contact Cédric Boey([cboey@ulb.ac.be](mailto:cboey@ulb.ac.be))

# Legalities

Use **internship agreement** of university of enrolment

- VUB and Non-EU students registered at VUB use the VUB internship agreement
  - <http://www.bruface.eu/EN/Home/Internship/>
  - Electronic procedure
- ULB and EU students registered at ULB use ULB internship agreement
  - <http://www.bruface.eu/EN/Home/Internship/> or <http://bapp.ulb.ac.be/web/en/you-are-a-student-3/>
  - Paper version procedure
- !!! Indicate enrolment number and university where you are enrolled at time of signature

# Procedure

- Student searches company or institute (or contact the academic coordinator)
- Agreement with company or institute → document (name/address company, supervisor of the training entity, task description,...)
- Academic coordinator - academic promoter → accept or reject the application

Final VUB or ULB Internship Agreement (see legalities) – **29<sup>th</sup> of June**

**Students going abroad and applying for an Erasmus + Traineeship grant at VUB need to submit the approval of the academic coordinator together with the application to the exchange coordinator before 1<sup>st</sup> of March.**

# Procedure at VUB – Before internship

## Step 1: Online Application Form

**Your academic coordinator will receive an e-mail to verify and approve the technical content/description of the internship placement duties and to inform you by e-mail.**

**If you opted for the 60 working days internship, the academic coordinator of the 60 working days internship (C. Boey) will get the request as well.**

**It is your responsibility to have the academic coordinators' feedback in due course and to take action if needed.**

**Applied for an Erasmus + Traineeship**

internship@ir.vub.ac.be



Name student \*

First Name

Last Name

E-mail address  
student \*

Phone number  
student \*

-

Area Code

Phone Number

Master programme \*

Number of working  
days \*

Name of the  
placement  
organization \*

Address \*

- Bruface - MSc in architectural engineering
- Bruface - MSc in chemical and materials engineering
- Bruface - MSc in civil engineering
- Bruface - MSc in electromechanical engineering
- Bruface - MSc in electrical engineering
- MSc in biomedical engineering
- MSc in applied computer science
- European MSc in photonics

stitute, laboratory,

Street Address

City

Postal / Zip Code

Please Select

Country

Supervisor of the  
training entity \*

First Name

Last Name

E-mail address



# Procedure at VUB – Before internship

## Step 2: Internship Agreement Form

# Internship Agreement

Internship as part of a course unit



VRIJE  
UNIVERSITEIT  
BRUSSEL

## Important notice

Make sure the data you enter is correct and complete. The internship agreement is generated using these data and is automatically sent for approval to the placement organization. Carefully check before submission!

**Expire date:  
29 june 2018**

**Name student \***

First Name

Last Name

**Address student \***

Street Address

City

Postal / Zip Code

Country

**E-mail address student \***

Use your official university e-mail address

**Student number \***

ex: 65432

**Phone number student \***

 - 

Area Code

Phone Number

**Student number \***

ex: 65432

! This field is required.

**Phone number student \***

-   
Area Code Phone Number

**Master programme \***

**Number of working days \***

**Name of the placement organization \***

Name of the training entity (company, research institute)

**Name legally responsible person in the placement organization \***

First Name Last Name

**E-mail address legally responsible person in the placement organization \***

**Address \***

Street Address

City

Class Select

Internships are not allowed:  
- In Belgian university labs.  
- For international students, an internship in their home university.  
- For Erasmus IN students, an internship in their home country.  
- In a country classified at risk.  
The VUB Faculty of Engineering will give negative advice for students applying for an internship in countries in war.  
- When (one of) your training entity supervisor(s) is a close relative.  
In any case, the internship project is always pending on approval of the internship coordinator(s).

# Procedure at VUB – After internship

## **6 ECTS**

Step 3: Evaluation form

Step 4: Reporting form

## Internship - step 3: evaluation form

This EVALUATION FORM is to be filled by the TRAINING ENTITY SUPERVISOR and to be submitted to the academic coordinator and the academic supervisor the latest 2 weeks after completing the internship.

**Name training entity supervisor \***

First Name

Last Name

**E-mail training entity supervisor \***

**Name student \***

First Name

Last Name

**E-mail student \***

**Identification number \***

Identification number as indicated in e-mail internship agreement

**E-mail academic coordinator \***

**1. How has the student fulfilled the tasks you expected from him/her?**

- Excellent
- Very good
- Good
- Acceptable
- Poor
- Very poor

**2. How was the student's**

- Excellent
- Very good
- Good
- Acceptable
- Poor
- Very poor

## Internship - step 4: internship report

The INTERNSHIP REPORT has to be submitted to the training entity supervisor, the academic coordinator and the academic supervisor the latest in week 8 of the academic year. The academic supervisor evaluates the report and gives feedback to the academic coordinator. The final mark of the internship is based upon the evaluation from the training entity supervisor and the academic supervisor's/coordinator's mark for the internship report. The academic coordinator's final mark should be transferred to the academic in charge for the general coordination (internship@ir.vub.ac.be) the latest 30 December.

**Name student \***

First Name

Last Name

**E-mail student \***

**Name training entity supervisor \***

First Name

Last Name

**E-mail training entity supervisor \***

**Identification number \***

Identification number as indicated in e-mail internship ag

**E-mail academic coordinator \***

**E-mail academic supervisor**

if different from academic coordin

**Internship report \***

Browse...

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Submit