COVID-19: MEASURES FOR INTERNSHIPS

CONCERNS: MSC TEW, HANDELSINGENIEUR, INTERNATIONAL BUSINESS, MBT

Based on the ES faculty communication, the position of the university is to cancel all internships where physical presence at the office and/or sites of the internship provider is required, except for internships in the healthcare and food sector. However, all internships that can be carried out via teleworking or that can be replaced by another remote assignment under the supervision of the internship provider, can continue.

For students who are supposed to leave on an internship abroad in the near future, according to university policy as well as the Belgian MFA advice, these internships will be cancelled without exception.

We are of course also available for interaction with your supervisors at the internship provider, if needed, to discuss matters regarding internship continuation or task/assignment adaptations if the situation requires.

Please keep us up to date concerning your internship status, by sending an e-mail to internship.business@vub.be (if not done yet).

We have identified three situations:

1. MY INTERNSHIP IS STILL ONGOING:
   A) MY INTERNSHIP PROVIDER ALLOWS ME TO CONTINUE THE INTERNSHIP THROUGH TELEWORKING.
      Please continue as planned. Inform us of any changes towards the objectives and/or content of the internship assignment, if relevant.
   B) MY INTERNSHIP PROVIDER DECIDED TO SUSPEND TEMPORARILY THE INTERNSHIP, THE INTERNSHIP WILL RESTART ONCE THE SITUATION ALLOWS.
      Please let us know, by sending an email to internship.business@vub.be if this is the case (if not done yet) or if this decision would change in the coming weeks.
      We will treat each case individually and work together with you on solutions. We are of course also available for interaction with your supervisors at the internship

Pleinlaan 2 • 1050 Brussel • Tel. +32 (0)2 614 83 83 • faces@vub.be • student.vub.be/en/es
provider, if needed, to discuss matters regarding internship continuation or task/assignment adaptations if the situation requires. Let us know new dates and potentially revised tasks/assignments.

C) MY INTERNSHIP PROVIDER TERMINATED THE INTERNSHIP.

Please let us know, by sending an email to internship.business@vub.be if this is the case (if not done yet). Please attach the official notification of the internship provider (a written statement or e-mail confirming the termination of the contract).

The thumb rule to obtain the credits is that you need to cover at least 60% of your internship period. We will treat each case individually and work together with you on solutions.

2. I FIXED AN INTERNSHIP, BUT IT HAS NOT STARTED YET:

A) MY INTERNSHIP PROVIDER ALLOWS ME TO DO MY INTERNSHIP THROUGH TELEWORKING.

Please continue as planned. Inform us of any changes towards the objectives and/or content of the internship assignment, if relevant.

B) MY INTERNSHIP PROVIDER DECIDED TO POSTPONE THE INTERNSHIP, THE INTERNSHIP WILL START ONCE THE SITUATION ALLOWS.

Please let us know, by sending an email to internship.business@vub.be if this is the case (if not done yet) and if this situation would change.

We will have to make a new contract with a new starting date and ending date.

C) MY INTERNSHIP PROVIDER CANCELLED THE INTERNSHIP.

Please provide us with a written notification (e-mail, letter) from the internship provider confirming this cancellation.

You have several options:

- You **keep on looking for an internship** that can be carried out remotely (teleworking) and can take place between now and August. This might be complicated to find, however we have received such proposals.

- You **exchange the course** “internship” for one or two **elective courses** (depending on the amount of internship ECTS – 6 or 12) – subject to approval of
the study path counselor. Please contact your study path counselor first, do not contact other professors upfront.

Due to the exceptional situation we are dealing with now, the Faculty study guidance is willing to make an exception and replace the internship by one or two electives (depending on the amount of ECTS).

- As a last resort, in particular for students with the intention to graduate this Academic Year, the education team may arrange a research related assignment at the ES faculty, in order to obtain your ECTS. We are also looking for other opportunities.

Please let us know your intentions, by sending an email to internship.business@vub.be

D) MY INTERNSHIP PROVIDER DID NOT CONTACT ME YET CONCERNING THIS COVID-19 SITUATION.

Please contact your internship provider, and let us know what their answer is by sending an e-mail to internship.business@vub.be.

3. I AM SUBSCRIBED FOR THE CLASS “INTERNSHIP” 2019-2020, BUT I HAVE NOT LOOKED FOR/FOUND AN INTERNSHIP YET:

You have several options:

- You keep on looking for an internship that can be carried out remotely (teleworking) and can take place between now and end of August. This might be complicated to find.

- You exchange the course “internship” for one or two elective courses (depending on the amount of internship ECTS – 6 or 12) – subject to approval of the study path counselor. Please contact your study path counselor first, do not contact other professors upfront.

Due to the exceptional situation we are dealing with now, the Faculty study guidance is willing to make an exception and replace the internship by one or two electives (depending on the amount of ECTS).

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