Practical projects within Solvay Business School VUB

Information session
Introduction

1. Types of practical experiences (incl. process issues)

2. Potential combinations
Scope

- Masters in Dutch
  - Toegepaste Economische Wetenschappen (TEW)
  - TEW: Handelsingenieur

- Masters in English
  - Master in Business and Technology
  - Master in International Business

- Other programs (MSc Bedrijfskunde and MSc Management):
  - No credited practical projects within master programs

- Faculty only supports credited practical projects within programs
  - Necessity/Condition to take course within program
Types of projects

- **Internship** (6 or 12 ECTS) – ca. 80-100 students in 2019-2020

- **International Business Project** * (6 ECTS – from 2020-2021 onwards separate course option – currently under internship course) – ca. 20 students in 2019-2020

- **Trade Mission** (6 or 18 ECTS) * - ca. 35 students in 2019-2020

- **Micro-Economics of Competitiveness** (Harvard Business School) (12 ECTS) * - Prof. dr. Haezendonck & Prof. dr. Dooms – ca. 10 students in 2019-2020

- **Technological Business Development** (6 ECTS) * – Prof. dr. T. Crispeels

- **Tutoring (6 ECTS)** * – Prof. dr. C. Buts (offered as Internship 6 ECTS)

* Selection procedure applies, see e-mail communication and specific information sessions of the separate initiatives
Internship (6 or 12 ECTS)

• Cooperate on a specific project within the organization (=> problem definition); examples are:
  • Market research and analysis
  • Functional analysis of business processes
  • New process implementation
  • Company data analysis (process, dept or organizational level)
  • ...

• Performing daily operational activities is not the core objective! (but of course, sometimes needed to execute / understand the project):
  • Except if these are in line with Master’s competencies e.g. monthly or annual closings of the accounts, audit or accounting tasks requiring Master level skills and competencies (so NOT: booking accounts receivable; personnel admin; etc.).
  • Some tasks such as “event organization” and “direct sales/telemarketing are also difficult.

• Private, public (government), not-for-profit organizations are allowed
Reporting requirements

• Read the official course description! (Via faculty website – programme or Canvas)

• Check your e-mail (VUB account) e.g. detailed explanation of the process, changes in the process, etc.

• Examples of good practice are available at our offices (make an appointment) + example report on Canvas

• Grading based on elements outlined on the course description, and general criteria (i.e. structure, language, argumentation, critical reflection,...)

• If the internship period exceeds the reporting deadline set out on the course description, we will set an alternative reporting deadline (contact us)
General points of attention

• **Course registration:** you don’t need to be registered for the course to perform an internship (e.g. 1st MA student performing internship and taking up the credits in 2nd master year)

• **International internships** are allowed/encouraged

• **Internship and job fair** (organised by Inisol): watch your e-mail (probably takes place last week of October – this year October 30th)

• **Remuneration:** between yourself and the company / organisation your work for (mind the tax consequences)

• **Assignment:** stay close to the course description and objectives (limit admin work)

• But: most internship assignments, like your “real” job afterwards, require some **admin work**!

• Be aware that you represent the university and your MSc program, so **impeccable behaviour** is expected!

• Pay attention to your e-mail regarding changes in general aspects of the process

• **If interference with courses:** communicate clearly to professors and other students; organize yourself to keep up to date
COMMUNICATION WITH FACULTY

- **Always** use: internship.business@vub.be: this will speed up the process as it is read by multiple persons. Use a subject line:
  - E.g. “Internship approval”; “Internship request”; “Internship report” etc.
- **Avoid by all means using our personal e-mail addresses**
- Send reminder if no answer after 3 working days (normally reply within the day)
- Before asking a question, make sure you have read this document as well as the course description
**Contract process (1)**

- **Search:** See VUB job and internship board, internship fair, company presentations, own searches
  - Students are responsible to find their own options. Academic team as last resort.

- **Approval:**
  - See next slide
• Important points of attention:

  • Two steps (internship form approval precedes contract signature)

  • The student and the company fill out the internship form available on the faculty website or on CANVAS. The student sends the form (in its original format (doc. or docx., no scans)), to internship.business@vub.be in order to be reviewed and approved by the course holder;

  • Subsequently, and after approval received by internship.business@vub.be, internship.business@vub.be will compose an internship contract, based on the submitted internship form, and invite the student and company to sign the contract electronically through Adobe Sign. The Adobe Sign system invites both parties to sign the contract electronically through an automated e-mail containing a weblink redirecting the parties to the contract in order to apply an electronic signature on it. Once the contract is signed by both parties all of them will automatically receive a copy of the contract. From there on all administrative procedures are finalized.

  • Fully electronic signing procedure (via Adobe Sign)

  • Allow for 2 weeks or 10 working days for the whole procedure

  • DO NOT START the internship before contract signature – you are not insured!!!
International internships in incubator/tech environments

- **NEW** project: set-up of structural international credited internship programs within emerging economy innovation spaces
- 6 weeks on location, fully financed/sponsored (housing/transport)
  - Three windows (approx. dates): 1/11 – 15/12; 10/02 – 20/03; 10/07 – 20/08
- Ca. 10 students per year / per location
- Contribution to real problem-solving – no “observation internships”!
- Support, coaching, quality control and engagement by academic team
- Partners:
  - Tech incubator / innovation space / tech investor
  - Sponsor for student housing / air transport
  - Optional: Local university – creating mixed teams to carry out internship assignments
- First pilot: Mombasa, Kenya (Close The Gap)
- Selection process applies! See e-mail communication. Next period November 2020

Set-up under the ‘International Business Project’ (starting 2020-2021)
→ PROJECT IS ON HOLD AT THE MOMENT DUE TO COVID-19
Collaborative International Advisory Assignment

- **Collaborative project with RANEPA university (Moscow)**
  - Work a semester (or entire year) in virtual and real collaboration with a Russian team of students on a company assignment under the form of an advisory project
  - Companies: Pfizer, Bosch, DeLonghi, BMW, Pepsico, ...
  - With a short mobility window of ca. 4 days with interim or final presentations in Russia (+ preparations) + reciprocal visit of Russian team in Brussels (LIMITED DUE TO COVID – ONLY VIRTUAL COLLABORATION AT THE MOMENT)
  - Flights and accommodation cost covered
  - Intake from August onwards with start end of September/October or beginning February; interim intake possible in December (but not guaranteed)
  - Total of 6 ECTS (180 hours of work)
  - Final report following internship guidelines (+ annexes)

- Selection process applies!
- Follow e-mail communication.

Set-up under the course ‘Internship’ and/or ‘International Business Project’ (starting 2020-2021)
International Business Project

- Participation to these projects (Close the Gap and RANEPA) fall under subscription to the course **International Business Project of 6 ECTS** (for 2\(^{nd}\) year Master students Handelsingenieur and Business and Technology) or **Internship of 6 ECTS** (for 1\(^{st}\) year Master students Handelsingenieur and Business and Technology and, 1\(^{st}\) and 2\(^{nd}\) year Master students Toegepaste Economische Wetenschappen and International Business). In both cases, an additional regular internship of 6 ECTS can be followed if desired in order to get 12 ECTS practical oriented-elective courses.
Trade Mission credited course / program (1)

- Since 1991, organization of foreign trade missions, for and by students (3 weeks on location), ca. 20/25 participants per mission since 2010
  - Students perform an assignment on behalf of a company abroad, in the context of a real trade mission. The project entails selecting a destination, doing the prospection, and executing the assignment.

- All expenses catered for by participating companies / institutions
- Emerging economies – global coverage & beyond BRICs
- About 400 alumni of the course – many of them have become (international) entrepreneurs themselves!
- Expanding 2019-2020 within VUB towards a second mission for non-business students, and from 2020-2021 also towards ULB (Université Libre de Bruxelles)

http://www.inisol.com/handelsmissie/?lang=en
Trade Mission credited course / program (2)

- Two options:
  - 18 ECTS master thesis: for MSc TEW: Handelsingenieur and MSc Business & Technology
  - 6 ECTS practical course: for MSc TEW, MSc International Business, MSc Communicatiewetenschappen, and selected other degrees (form other faculties)

- Selection process applies!

http://www.inisol.com/handelsmissie/?lang=en
Combinations of international practical projects: guidelines

- Combinations of international mobility projects are possible (international internships are excluded, Erasmus included in the combination guideline).

- But restricted to maximum 2 experiences per student:
  - E.g. Erasmus + Trade Mission
  - E.g. Trade Mission + Ranepa
  - E.g. Ranepa + Close The Gap

- This is a soft guideline, i.e. if a student has already 2 projects for which he/she is selected, there will be priority given to other students. We also recommend students to not apply to more than 2 projects (excl. Erasmus). Exceptionally (e.g. sufficient supply of positions and no overlap), a 3rd project might be granted.

- This provides equal chances for students to have an international experience and prevents students applying for all projects simultaneously.
Combinations of practical courses: MSc TEW

• 6 ECTS practice foreseen in the master
  • Internship
  • International business project
  • Trade Mission

• Multiple combinations (2 courses) only possible if an additional course of 6 ECTS is taken at the start of a year (so a 66 ECTS master program on which you will need to formally sign off)

• Enrolment conditions apply for International Business Project and Trade Mission
Combinations of practical courses: MSc International Business

• Electives, of which the practical courses make part, can be chosen for a total of 24 ECTS

• Most combinations are possible, up to 24 ECTS
  
  • NOTE: This will likely change from 2020-2021 onwards

• Enrolment conditions apply for International Business Project and Trade Mission
Combinations of practical courses: MSc TEW: Handelsingenieur

• A minimum of 6 ECTS and a maximum of 12 ECTS of practical courses can be chosen (note that this does not include the Trade Mission as it is a variant of the Master thesis)

• Possible combinations:
  • Internship 6 ECTS + International Business Project 6 ECTS
  • Internship 6 ECTS + Technological Business Development Project 6 ECTS
  • International Business Project 6 ECTS + Technological Business Development Project 6 ECTS

• It is allowed to take up 18 ECTS of practice, but this is only possible if an additional course of 6 ECTS is taken at the start of a year (so a 126 ECTS master program of which you will need to formally sign off)
  • E.g. MOC 12 ECTS + International Business Project 6 ECTS
  • E.g. Internship 12 ECTS + Technological Business Development Project 6 ECTS
Combinations of practical courses: MSc Business & Technology

- A minimum of 6 ECTS and a maximum of 12 ECTS of practical courses can be chosen (note that this does not include the Trade Mission as it is a variant of the Master thesis)

- Possible combinations:
  - Internship 6 ECTS + International Business Project 6 ECTS
  - Internship 6 ECTS + Technological Business Development Project 6 ECTS
  - International Business Project 6 ECTS + Technological Business Development Project 6 ECTS

- It is allowed to take up 18 ECTS of practice, but this is only possible if an additional course of 6 ECTS is taken at the start of a year (so a 126 ECTS master program of which you will need to formally sign off)
  - E.g. MOC 12 ECTS + International Business Project 6 ECTS
  - E.g. Internship 12 ECTS + Technological Business Development Project 6 ECTS
Contact & Questions

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