Practical projects within Solvay Business School VUB

Information session
Introduction

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

B. 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
A. Types of projects
A. Types of projects

1. **Internship** (6 or 12 ECTS) – ca. 100 students in 2020-2021

2. **International Business Project** * (6 ECTS) – ca. 5 students in 2020-2021

3. **Trade Mission** (6 or 18 ECTS) * - ca. 40 students in 2020-2021

4. **Micro-Economics of Competitiveness** (Harvard Business School) (6 ECTS) * – Prof. dr. Haezendonck – ca. 10 students in 2020-2021

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

6. **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
1. Internship

(6 or 12 ECTS)
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
Approval of internship - Contract process

1. Look for an internship on your own (See VUB job and internship board, internship fair, company presentations, own searches)
2. Fill in the internship form (available on faculty website or Canvas)
3. Send the internship form to internship.business@vub.be
4. internship.business@vub.be reviews and approves your assignment
5. internship.business@vub.be will compose a contract based on the internship form
6. Contract will be send to all parties (company, student and faculty) through Adobe Sign
7. Once everyone signed, everyone receives a copy of the contract
8. Administrative procedure done!

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

DO NOT START the internship before contract signature – you are not insured!!!
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
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)
- **Remuneration**: between yourself and the company / organisation you 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
Reporting requirements

• General deadline: 15th of March
• Content of the report:
  • Company description
  • Description of assignment
  • Problem and Methodology
  • The internship (= the whole internship explained and unfolded)
  • Results and output
  • Conclusion
  • Critical reflection
  • Annex with output
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,...)

• **General deadline: 15th March.**
  If the internship period exceeds the reporting deadline set out on the course description, we will set an alternative reporting deadline (contact us)

• Upload your report in Canvas
2. International Business Project

6 ECTS
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: November – February - July
- 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.

⇒ PROJECT IS ON HOLD AT THE MOMENT DUE TO COVID-19 (maybe next semester)
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 – under discussion)**

- 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. Next period: now.
C. Trade mission

6 ECTS or 18 ECTS
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!

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 (dutch speaking students), MSc Communicatiewetenschappen, and selected other degrees (form other faculties)

- Selection process applies in **May 2022**!

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

<table>
<thead>
<tr>
<th>Master TEW</th>
<th>Master International Business</th>
<th>Master Business and Technology</th>
<th>Master Handelsingenieur</th>
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</thead>
<tbody>
<tr>
<td>Elective max. 6 ECTS</td>
<td>Elective 6 or max. 12 ECTS</td>
<td>Compulsory min. 6 ECTS, max. 12 ECTS</td>
<td></td>
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<tr>
<td>&quot;Internship 6 ECTS&quot; OR &quot;International Business Project&quot; 6 ECTS OR &quot;Trade mission&quot; 6 ECTS OR “MOC” 6 ECTS</td>
<td>&quot;Internship&quot; 6 or 12 ECTS AND/OR &quot;International Business Project&quot; 6 ECTS AND/OR &quot;Trade mission&quot; 6 ECTS AND/OR “MOC” 6 ECTS</td>
<td>&quot;Internship&quot; 6 or 12 ECTS AND/OR &quot;International Business Project&quot; 6 ECTS AND/OR &quot;Technology Business Development Project&quot; 6 ECTS AND/OR &quot;MOC&quot; 6 ECTS</td>
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* For MSc MBT and HI: “Trade mission thesis” is not a practical course ➔ max. 12 ECTS can still be taken in practical courses
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

• 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
  - MOC

- 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, Trade Mission and MOC
Combinations of practical courses: MSc International Business

• Electives, of which the practical courses make part, can be chosen for a total of 12 ECTS

• Enrolment conditions apply for International Business Project, Trade Mission, MOC
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. Internship 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. Internship 12 ECTS + International Business Project 6 ECTS
  - E.g. Internship 12 ECTS + Technological Business Development Project 6 ECTS
Contact & Questions

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