

Internships

19 October 2020

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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 ≤ 20 ECTS

Number of failed courses during the first session ≤ 4 courses

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 Applied Computer Science : Adrian.Munteanu - adrian.munteanu@vub.ac.be
- MSc in Architectural Engineering : Ann Verdonck
- MSc in Biomedical Engineering (UGent –VUB): Johan Stiens
- MSc in Chemical and Materials Engineering : Herman Terryn (profile Materials)/Ken Broeckhoven (profile Process technology)
- MSc in Civil Engineering : Lincy Pyl/Marijke Huysmans (Water resources)
- MSc in Electromechanical Engineering : Patrick Guillaume
- MSc in Electrical Engineering : John Lataire
- 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

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

See presentation C. Boey

Legalities

Use **internship agreement** of university of enrolment

- VUB and Non-EU students registered at VUB use the VUB internship agreement
 - <https://student.vub.be/en/ir#internship>
 - Electronic procedure
- ULB and EU students registered at ULB use ULB internship agreement
 - <https://student.vub.be/en/ir#internship> or <http://bapp.ulb.ac.be/index/BAPPStagesDoc.html>
 - 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

Pre-announcement **31st of May**

Final VUB or ULB Internship Agreement (see legalities) – **15th of June**

internship@ir.vub.ac.be

Erasmus+ Traineeship

VUB

Deadline application on faculty level: February 22nd

- also contact with exchange coordinator of your programme
- in any case, the internship project is always pending on approval of the internship coordinator(s)
- students registered at VUB can only apply for an Erasmus+ Traineeship at VUB, not at ULB and vice versa

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.

***Students in MSc in electrical engineering and MSC in applied computer science, the academic supervisor will get the request as well.**

***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' (and academic supervisor*) feedback in due course and to take action if needed.



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

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:
15 June 2021**

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...

No file selected.

Submit

Procedures for various Msc programmes

Step 1 and 2 of master programme via
<https://student.vub.be/en/ir#internship>

Specificities see procedures per master programme via
<https://student.vub.be/en/ir#internship>

General coordination
internship@ir.vub.ac.be

First check information on the **website**. For extra information the **academic coordinators** are the first in line to give feedback per master programme.

Note

Guidelines released in October 2020

All protective measures to prevent the spread of the COVID-19 virus imposed by the government, Vrije Universiteit Brussel and Université Libre de Bruxelles should be respected

If the pandemic situation does not allow, internship agreements can be cancelled