

Master in Applied Computer Sciences - Internship Guidelines

1. General description and rules

a) Placement and Student eligibility

The candidate is responsible for finding a company or institute where the training will take place. Internships in the home university or internships in a Belgian university are not considered valid.

The internship activities will be supervised by an industry supervisor appointed for these duties by the placement organization. The student will also have an Academic Supervisor who will monitor and evaluate the progress of the student during the internship and the Academic coordinator for guidance.

b) Deadlines

The placement organization, internship placement duties, start & end date, industry supervisor, academic supervisor should be communicated **before 31st of May** to the MACS administration (macs@etrovub.be).

Only after receiving the confirmation from the **Academic Supervisor (the chosen professor)** and the **Academic coordinator (Prof Adrian Munteanu)** you can start the procedure, as follows:

STEP 1: The deadline for "Requesting an internship" is **31st of May**

(<https://form.jotform.com/form/61942035112950>)

STEP 2: The final deadline for the **MACS Internship Agreement** is **15th of June**. A copy of the signed agreement should be sent to the MACS administration (macs@etrovub.be) by this deadline.

(<https://form.jotform.com/form/61991211257960>)

Circumstances beyond the candidate's control in meeting the deadline of 15th of June can be considered. If not, exemptions from meeting the deadline will be refused.

*Students registered at VUB and applying for an ERASMUS+ traineeship for an internship abroad: application is due by **February 15th**.*

STEP 3: Evaluation form will be completed by the industry supervisor:

(<https://form.jotform.com/form/61993452954973>)

STEP 4: The student must upload the internship report within one week from the end of the Internship:

(<https://form.jotform.com/form/61993191504964>)

c) Internships – application

- To help the students finding an appropriate internship, the Academic Coordinator for MACS (prof. Adrian Munteanu) will distribute a list of available internships by the **31st of March**.
- The internships may be selected from the list provided by MACS Academic Coordinator or not and can take place within Belgium or abroad.
- The student is responsible to contact the company or the institute where the training takes place and to apply for the internship. Application documents: CV, motivation, proof of relevant skills (e.g. programming skills). If the student is selected, the student identifies an academic supervisor for that internship.
- The Academic Coordinator for MACS (i.e. prof. Adrian Munteanu) can help the student to identify an appropriate academic supervisor.
- The student consults the web pages for Internships (<https://canvas.vub.be/courses/30934> and/or https://canvas.vub.be/courses/20961/modules#module_49683) to request the approval to carry out an internship and secondly to produce the internship contract (Internship Agreement).
- The contract will then be automatically signed with DocuSign by all the involved parties: the company, the student, the academic coordinator, the representative of the Dean.

Without this contract signed by all parties, the internship is not valid.

d) Academic supervisor

It is the student's responsibility to identify an academic supervisor for the internship. The academic coordinator for internships (i.e. Adrian Munteanu) can help the student to identify an appropriate academic supervisor. The academic supervisor can appoint a senior researcher who acts as co-supervisor for the internship.

e) Registration and rules of the course

- Firstly, make sure that you fulfil the criteria. Registration for the internship is possible, provided that the student does not have a combined bachelor-master enrolment and has already attained 40 ECTS of the master's programme (exemptions included).
- The student needs to achieve at least **40 ECTS** in **MA1** prior to the internship. If this is not the case, students cannot be granted the contract by VUB and consequently the ECTS from the internship cannot be accounted for as part of your curriculum.
- **Students can do the internship during the summer of Master year 1 (MA1) but will register and therefore receive the credits in Master year 2 (MA2)**
- The internship is an elective course. Hence, students can opt to take up an internship (of 6 ECTS = **40 working days**).
- Internships can only start after the deliberations in June-July of **Master Year 1** and should end before the start of **Master Year 2**.
- The internship is a semester 1+2 course, that is, it covers the entire year. Consequently, the credits will be available and recorded in the system only in the summer session of Master Year 2.

2. Evaluation

The internship is evaluated as follows:

Criteria	When?	Who?	Procedure
Work during the internship	At the end of the internship	The industry supervisor	Evaluation form must be filled by the <u>industry supervisor</u>
Internship Report	Must be sent to the Academic Supervisor as soon as possible after the last day of the internship. Must be uploaded at latest one week after the last day of the internship.	The Academic Supervisor	The student uploads the final report as well as sends it to the MACS administration (macs@etrovub.be) for archiving purposes. The Academic Supervisor evaluates the Internship Report of the student and the Evaluation form of the Industry Supervisor and give a grade between (1-20).
Final result	First day of the summer examination session	The Academic Supervisor Academic Coordinator macs@etrovub.be	The total score on the internship is the average between the score on the internship given by the industry supervisor and the score on the report given by the academic supervisor. The academic supervisor informs the Academic Coordinator (Prof Adrian Munteanu) and MACS administration (macs@etrovub.be) about the given grades and the final score.

*Since this is an year course, the scores are available in CALI only in the **summer session of MA2**.*

The final score will be available to the student at the end of the evaluation. Feedback can be obtained from the academic supervisor.

Internship Report

At the end of the internship, the students must write a final report. This document contains all documents included in the portfolio and a global summary of the internship (max. 10 pages), including elements of the technical and scientific work, the work environment, the developed skills (technical or not).

The final report must be submitted to the academic supervisor. The reading of this document should allow the academic supervisor to have a good understanding of:

- the context and the objectives of the internship;
- the nature of the realized work and the personal technical contributions of the student;
- the learning of the student;
- the evolution regarding his perception of the professional world during the internship.
- any other learning about himself/herself
- The portfolio can be in a paper or electronic format. The students must advise their academic supervisor about the online tool and to provide them with a suitable login and password.

3. Contacts

Academic Coordinator for MACS internships: prof. ADRIAN MUNTEANU

MACS Administration: DENISA MERLUSCA (macs@etrovub.be)

FAQ

Is it possible that even though I do not meet the requirements of an internship, and I still find a company that accepted me for an unpaid internship, to consider it as an elective internship course?

No, unfortunately it is not an internship for which you can get grades. The internships in MACS take place only in the summer period (between MA1 and MA2), and you qualify for such an internship only if you get at least 40 ECTS in MA1. In that moment you get to sign a contract by which VUB covers your insurance during the internship. Upon successful completion, you get the 6 ECTS.

The rules for internships are very strict, and one cannot deviate from them (there is a contract between VUB and the company, and that makes it so strict).

Is it possible to have the Master Thesis in collaboration with the same company that follows my Internship?

The thesis and the internship may be done in collaboration with the same company or institution. However, the thesis and the internship must have clearly defined and distinct deliverables and learning outcomes, and they will be evaluated separately