

UNIVERSITÉ
LIBRE
DE BRUXELLES



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UNIVERSITEIT
BRUSSEL

Internships Information Session

Good to know that an internship allows you to...

- execute and manage an engineering project in an entry-level job
- demonstrate that you master the knowledge and possess or acquired during your traineeship the technical skills needed to successfully accomplish a variety of tasks
- familiarize yourself with the company's task chain
- learn to collaborate and work in a(n international) team
- improve your communication skills
- show that you are a reliable person taking your responsibilities as a trainee very seriously

Content

- Terminology
- Course options
- Academic coordinators
- Procedure
- Legalities
- Important deadlines
- Questions

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

Course options

Master of Science Programmes in	Collaboration with	Nr. of working days - ECTS		Academic Coordinator		Elective course in Master	Semester	Summer period after deliberation first exam session and before --- of the academic year	Enrolment requirements (relative to the nr. of ECTS in the respective Master of Science Programmes)
		Long	Short	Long	Short				
Architectural Engineering	ULB	60 - 10	40 - 6	C. Boey	A. Verdonck	2	1	week 7	max. 20 ECTS and max. 4 teaching units failed
Chemical and Materials Engineering					H. Terryn (materials)				
Civil Engineering					K. Broeckhoven (process technology)				
Electrical Engineering					L. Pyl (civil eng.)				
Electromechanical engineering					M. Huysmans (water resources)				
					J. Lataire				
					D. De Baere				
Biomedical Engineering	UGent	25 - 6			J. Stiens	2	1 - 2	start	min. 40 ECTS accomplished
Photonics Engineering	UGent	50 - 10	25 - 5	H. Ottevaere		1 - 2	1 - 2	start	min. 45 ECTS accomplished
Applied Sciences and Engineering: Applied Computer Science	-	40 - 6			A. Munteanu	2	1+2	start	min. 40 ECTS accomplished and no combined Bachelor-Master enrolment

Contact

- Bruface master programmes
 - cedric.boey@ulb.be internship.epb@ulb.be (ULB and EEA students, 10 ECTS)
 - ir-internships@vub.be (VUB and non-EEA students, 6 ECTS)
- Biomedical engineering
Prof. J. Stiens
- Photonics engineering
Prof. H. Ottevaere
- Applied Sciences and Engineering
macs@etrovub.be

Procedure

- First check information on the **website**. For extra information the **academic coordinators** are the first in line to give feedback per master programme
 - <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156>
 - <https://uv.ulb.ac.be/enrol/index.php?id=89333>

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 (**STEP 1**)
- Pre-announcement – **31st of May**
- Final VUB or ULB Internship Agreement (see legalities) – **15th of June**

Internship

Step 1 in the application for the internship
as part of a course unit

Name student *

First Name

Last Name

E-mail address student *

Use your official university e-mail address

Phone number student *

Area Code

Phone Number

Master programme *

Number of working days *

STEP 1

- If an agreement can be reached on these issues, the trainee follows Step 1: Application Form on <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156>.
- A ULB or an EEA student enrolled at ULB must use the ULB agreement whatever the duration of the internship (60 or 40 working days). He/she should fill in Step 1 and after approval should use the ULB agreement.

Erasmus + Traineeship

- 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
- E-mail address at VUB: ir.mobility@vub.be
- Deadline VUB – **15th of February**

Legalities

STEP 2

One shot!
Automatically sent for approval to the E-mail address of the **training entity supervisor** of the placement organization

VUB-agreement*

VUB-students

non-EEA
students
enrolled at VUB

ULB-agreement
available on
Université Virtuelle

ULB-students

EEA students
enrolled at ULB

Internship Agreement

Internship as part of a course unit



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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 E-mail address of the training entity supervisor of the placement organization. Carefully check before submission! VUB students and Non-EU students registered at VUB should use this VUB Internship agreement independently of the type of internship.

Name student *

First Name

Last Name

Address student *

Street Address

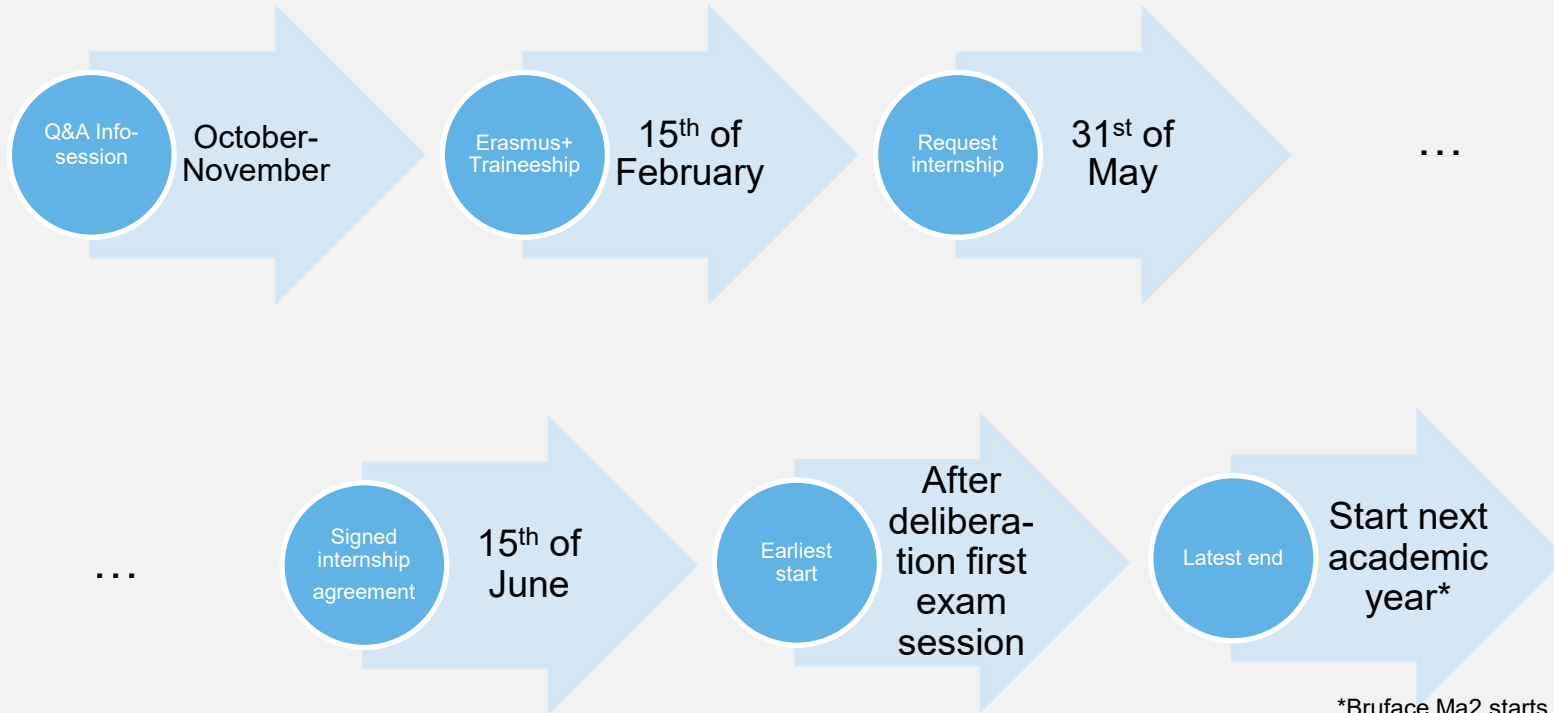
STEP 2

- A ULB or an EEA student enrolled at ULB must use the ULB agreement whatever the duration of the internship (60 or 40 working days).
- A VUB or a non-EEA student should fill in STEP 2
- One shot!
- Automatically sent for approval to the E-mail address of the training entity supervisor of the placement organization

Legalities

- Who has to sign the internship agreement: see the flow-charts (Bruface and non-Bruface programmes) available on the website
- It is your responsibility to have the academic coordinators' (and academic supervisor) feedback in due course and to take action if needed. Registration for the internship is only allowed if you have an official internship contract signed by all parties **the latest 15th of June**
- Signed internship agreement = conditional character till deliberation
- Students not satisfying the enrolment requirements are informed immediately after the deliberation

Important deadlines



*Bruface Ma2 starts in week 7

**Thanks for your attention
Questions?**