Internships Information Session
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

<table>
<thead>
<tr>
<th>Master of Science Programmes in Collaboration with</th>
<th>Nr. of working days - ECTS</th>
<th>Academic Coordinator</th>
<th>Elective course in Semester Master</th>
<th>Summer period after deliberation first exam session and before --- of the academic year</th>
<th>Enrolment requirements (relative to the nr. of ECTS in the respective Master of Science Programmes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Engineering</td>
<td>ULB 60 - 10 40 - 6</td>
<td>C. Boey A. Verdonck  T. Hauffman (materials) K. Broeckhoven (process technology) L. Pyl (civil eng.) M. Huysmans (water resources) J. Lataire D. De Baere</td>
<td>2 1</td>
<td>week 7</td>
<td>max. 20 ECTS and max. 4 teaching units failed</td>
</tr>
<tr>
<td>Chemical and Materials Engineering</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Civil Engineering</td>
<td>ULB 60 - 10 40 - 6</td>
<td>C. Boey A. Verdonck  T. Hauffman (materials) K. Broeckhoven (process technology) L. Pyl (civil eng.) M. Huysmans (water resources) J. Lataire D. De Baere</td>
<td>2 1</td>
<td>week 7</td>
<td>max. 20 ECTS and max. 4 teaching units failed</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>UGent 25 - 6</td>
<td>J. Stiens</td>
<td>2 1 - 2</td>
<td>start</td>
<td>min. 40 ECTS accomplished</td>
</tr>
<tr>
<td>Electromechanical engineering</td>
<td>UGent 50 - 10 25 - 5</td>
<td>H. Ottevaere</td>
<td>1 - 2 1 - 2</td>
<td>start</td>
<td>min. 45 ECTS accomplished</td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>UGent 25 - 6</td>
<td>J. Stiens</td>
<td>2 1 - 2</td>
<td>start</td>
<td>min. 40 ECTS accomplished</td>
</tr>
<tr>
<td>Photonics Engineering</td>
<td>UGent 50 - 10 25 - 5</td>
<td>H. Ottevaere</td>
<td>1 - 2 1 - 2</td>
<td>start</td>
<td>min. 45 ECTS accomplished</td>
</tr>
<tr>
<td>Applied Sciences and Engineering:</td>
<td>UGent 25 - 6</td>
<td>A. Munteanu</td>
<td>2 1+2</td>
<td>start</td>
<td>min. 40 ECTS accomplished and no combined Bachelor-Master enrolment</td>
</tr>
<tr>
<td>Applied Computer Science</td>
<td>-</td>
<td>A. Munteanu</td>
<td>2 1+2</td>
<td>start</td>
<td>min. 40 ECTS accomplished and no combined Bachelor-Master enrolment</td>
</tr>
</tbody>
</table>
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
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
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
STEP 2
One shot! Automatically sent for approval to the E-mail address of the training entity supervisor of the placement organization.

Legalities

VUB-agreement*

- VUB-students
- non-EEA students enrolled at VUB

ULB-agreement available on Université Virtuelle

- ULB-students
- EEA students enrolled at ULB

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.

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.

<table>
<thead>
<tr>
<th>Name student *</th>
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</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Address student *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
</tr>
</tbody>
</table>
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

- **October-November**: Q&A Info-session
- **15th of February**: Erasmus+ Traineeship
- **31st of May**: Request internship
- **15th of June**: Signed internship agreement
- **Earliest start**: After deliberation first exam session
- **Latest end**: Start next academic year*

*Bruface Ma2 starts in week 7
Thanks for your attention
Questions?