

## BRUFACE INTERNSHIPS

Bruface programmes offer the possibility to perform an internship at the beginning of the last study year. This internship exists in two versions: “60 working days” (10 ECTS) or “40 working days” (6 ECTS). This document describes the procedures related to these two types of BRUFACE internship.

The internship is only valid if an Internship Agreement has been established, verified and signed by all concerned parties (see hereunder).

## DEADLINES

The final deadline for VUB or ULB **Internship Agreement** (see legalities) is **15<sup>th</sup> of June**.

The candidate is responsible for finding a company or institute where the training will take place for an internship. The placement organization, internship placement duties, start & end date, training entity supervisor, academic supervisor should be communicated before **31<sup>st</sup> of May**. On condition that candidates filled the internship declaration form available on “université virtuelle” <https://uv.ulb.ac.be/enrol/index.php?id=111529> (ULB students and EU students) or filled in Step 1 <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156> (VUB and non-EU students), circumstances beyond the candidate’s control in meeting the deadline of 15<sup>th</sup> 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 on **15<sup>th</sup> of February** <sup>(1)</sup>.

## COORDINATORS

### 60 WORKING DAYS / 10 ECTS

For all Bruface Master Programmes:

Internship coordinator: Cédric Boey - 02/650.3120 - U.B.4.227 – [cedric.boey@ulb.be](mailto:cedric.boey@ulb.be)

Academic in charge: Frédéric Robert – [Frederic.Robert@ulb.be](mailto:Frederic.Robert@ulb.be)

<sup>(1)</sup> Note that this deadline is earlier than the deadline for the Internship Agreement and is a VUB-International Relations and Mobility Office deadline.

40 WORKING DAYS / 6 ECTS

Academic coordinator per Bruface Master Programme:

- MSc in Architectural Engineering: Ann Verdonck - [Ann.Verdonck@vub.be](mailto:Ann.Verdonck@vub.be)
- MSc in Chemical and Materials Engineering: Herman Terry (Materials Science orientation) [Herman.Terry@vub.be](mailto:Herman.Terry@vub.be) / Ken Broeckhoven (Process Technology orientation) [Ken.Broeckhoven@vub.be](mailto:Ken.Broeckhoven@vub.be)
- MSc in Civil Engineering: Lincy Pyl / Marijke Huysmans (Water resources) - [Lincy.Pyl@vub.be](mailto:Lincy.Pyl@vub.be) - [Marijke.Huysmans@vub.be](mailto:Marijke.Huysmans@vub.be)
- MSc in Electromechanical Engineering: Dieter De Baere - [Dieter.De.Baere@vub.be](mailto:Dieter.De.Baere@vub.be)
- MSc in Electrical Engineering: John Lataire - [John.Lataire@vub.be](mailto:John.Lataire@vub.be)

Academic coordinator VUB non-Bruface Master Programmes (see guidelines on <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156>):

- MSc in Applied Computer Science: Adrian.Munteanu - [adrian.munteanu@vub.be](mailto:adrian.munteanu@vub.be) ([macs@etrovub.be](mailto:macs@etrovub.be))
- MSc in Biomedical Engineering: Johan Stiens - [johan.stiens@vub.be](mailto:johan.stiens@vub.be)
- Master of Science in Photonics: Heidi Ottevaere - [Heidi.Ottevaere@vub.be](mailto:Heidi.Ottevaere@vub.be)

Academic in charge of general coordination: Lincy Pyl / [Lincy.Pyl@vub.be](mailto:Lincy.Pyl@vub.be)

## ENROLMENT REQUIREMENTS

The internships during the upcoming Summer are accessible only to students who fulfil simultaneously the following conditions:

- When signing the internship contract: being in a position of obtaining the MA diploma at the end of the next academic year (supposing all the teaching units of the current academic year will be credited/acquired)
- At the end of the first exam session of the current year: having failed no more than 20 ECTS, and no more than 4 teaching units of the current teaching programme. If the enrolment requirements are not met at the end of the first session deliberation, the internship contract is cancelled as well as the internship itself.

In any case, the internship project is always pending on approval of the internship coordinator(s).

If the internship enters in conflict with an exam, priority must be given to the exam and in no case requests for exception are considered.

Erasmus IN students:

- are not allowed to do a 60 Working Days/10 ECTS internship
- are allowed to do a 40 Working Days/6 ECTS internship if they comply with the requirements stated in the Bruface Internship Guidelines. Alternatively, the internship period may be between the end of the first exam session in June and the end of the second exam session in September (after the 2nd Master). If the internship is in conflict with an exam, priority must be given to the exam and in no case requests for exception are considered. The internship agreement must then be signed in triplicate at the latest as indicated in the guidelines for regular students. In any case, the internship must not extend beyond the end of the considered academic year.
- In any case, the internship project is always pending on approval of the internship coordinator(s).

## LEGALITIES

The internship agreement should be signed by the institutional representatives where the student is enrolled, whatever the duration of the internship (60 or 40 working days)

To counterbalance judicial disputes, the student indicates her/his enrolment number and the university where she/he is enrolled when signing the internship agreement.

## PROCEDURE FOR THE VUB INTERNSHIP AGREEMENT

A VUB or a Non-EU student enrolled at the VUB must use the VUB agreement whatever the duration of the internship (60 or 40 working days). Follow the procedure on <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156>.

Step 1: Application Form

Step 2: Internship Agreement Form

The trainee organizes a meeting with the supervisor of the training entity to describe the internship placement duties.

The E-mails from the academic coordinator (and academic supervisor if different from the academic coordinator for the 40 days internship) and coordinator and academic supervisor for the 60 days internship, should be uploaded in step 2 as a pdf. Without this, step 2 will not be accepted.

After filling in the form in step 2, an automatic E-mail is sent to the E-mail address of the training entity supervisor with subject *Identification number* Internship - step 2: legalities - Request for verification and approval of the internship agreement *Name student* containing the VUB INTERNSHIP AGREEMENT – INTERNSHIP AS PART OF AN ACADEMIC COURSE. Make sure the data you enter is correct and complete.

Once step 2 is completed and the Internship Agreement has been signed by student/company, the agreement has to be send to [ir-internships@vub.be](mailto:ir-internships@vub.be).

After having been checked, the agreement will be signed by the academic in charge of the general coordination, prof. Lincy Pyl, of the Faculty of Engineering of the Vrije Universiteit Brussel and send by e-mail to the student/company/coordinator/supervisor by the Faculty of Engineering of the Vrije Universiteit Brussel.

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#### PROCEDURE FOR THE VUB ERASMUS+ TRAINEESHIPS

The deadline set by the Facultaire Commissie Internationale Relaties (FACIR) <sup>(1)</sup> for VUB or Non-EU students being registered at VUB applying for an ERASMUS+ traineeship for an internship abroad is **15<sup>th</sup> February**.

- 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

The learning agreement for an Erasmus + Traineeship grant should be based on the technical content as approved by the placement organization, the academic coordinator and the VUB academic in charge of the general coordination of the internships. If you intend to perform an internship abroad, the deadline February 15<sup>th</sup> for application of an Erasmus + Traineeship grant should be respected, make sure that the placement organization abroad and technical content are agreed upon.

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#### PROCEDURE FOR THE ULB INTERNSHIP AGREEMENT

A ULB or a EU student enrolled at ULB must use the ULB agreement whatever the duration of his internship (60 or 40 working days).

The internship agreement is available on “université virtuelle” : <https://uv.ulb.ac.be/enrol/index.php?id=111529>

Once fully completed and signed by student/academic supervisor/company, the agreement has to be uploaded on “université virtuelle”. For 40 Working Days/6 ECTS internship , the agreement has also to be signed by the coordinator (see list above).

After having been checked, the agreement will be signed by the dean (and coordinator for 60 days internship) and send by e-mail to the student/company/supervisor.

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#### IMPORTANT NOTES FOR THE VUB AND ULB INTERNSHIP AGREEMENT:

1. See the flow-chart Bruface internship agreement procedure available on the website to check who has to sign the internship agreement.
2. The signed internship agreement has a conditional character till the deliberation. Students not satisfying the enrolment requirements are not allowed to perform an internship as part of their master programme. In this case the internship and internship agreement are

cancelled. Students not satisfying the enrolment requirements are informed immediately after the deliberation.

## COMMON POINTS

### INTERNSHIP PERIOD

Between the end of the first session and the beginning of week 7.

Depending on the formula, the internship must last at least 40 or 60 working days (hence at least 8 or 12 weeks for 5 days/week internships).

### TRAINING PLACE RESTRICTIONS

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).

### LINK BETWEEN THE THESIS AND THE 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 they will be evaluated separately.

## DIFFERENCES BETWEEN THE TWO TYPES OF INTERNSHIP

### LEARNING OUTCOMES

#### 60 WORKING DAYS / 10 ECTS

The student:

- has demonstrated sufficient technical and scientific expertise, as required by the task(s),
- has offered elementary professional competences: reliability, autonomy, initiative, etc.,
- has proven successful integration in a team and with the professional culture of the company,
- has efficiently used the suited project management and organization tools
- has analysed his own learning experience (on technical as well as on soft skills) and demonstrated sufficient criticism about his own internship stay,
- so that he is able to transfer what he has learned to new situations,
- has understood the expectations and has released the expected deliverables (device, software, analysis, measurement, report, etc) from the company's point of view,

#### 40 WORKING DAYS / 6 ECTS

As opposed to the 60-days traineeship focusing additionally on criticism and competence transfer, the 40-days traineeship focuses on the industrial and/or research engineering activities of the student. The student is mastering the knowledge and possesses or acquires the technical skills needed to successfully accomplish a variety of tasks. The training entity supervisor assigns a wide range of tasks to the trainee to broaden the student's experience and horizon. In a hands-on way, the student thus familiarizes with the company's task chain. The student is a versatile trainee able to analyse problems and implement solutions. The student's communicative ability is well-developed, and he/she can work in a team. The student is a responsible person showing the necessary reliability, autonomy and initiative. The student can use all the above-mentioned skills to perform an internship and act as is expected from a young engineer.

### FOLLOW UP

#### 60 WORKING DAYS / 10 ECTS

The student communicates (by mail) with his/her academic supervisor on a weekly basis.

At mid-term, a meeting with the training entity supervisor, the academic supervisor and possibly Cédric Boey is organized by the student. The aim of this meeting is to give formal feedback to the student and help him prepare for the final jury. For further information, guidelines are available on "université virtuelle"

#### 40 WORKING DAYS / 6 ECTS

An intermediate or concluding meeting (a visit in person or via phone or Skype/Teams) of the academic promoter to the training entity may be organized by the trainee.

## EVALUATION

### 60 WORKING DAYS / 10 ECTS

The evaluation mark is determined based on the following criteria:

- The professional competences, as assessed by the training entity supervisor;
- The portfolio, which contains the learning tracks and the reflections of the student. The portfolio is assessed by the academic supervisor;
- A 3-page summary and an interview assessed by a jury of 2 academics and one alumnus. The jury aims to evaluate the student's ability to explain synthetically his/her internship and his/her main learning outcomes.

### 40 WORKING DAYS / 6 ECTS

The evaluation mark is based upon the evaluation form and the feedback provided by the supervisor of the training entity and on the evaluation of a report.

The evaluation form is to be filled by the supervisor of the training and to be submitted to the academic coordinator and the academic supervisor the latest 2 weeks after completing the internship.

Follow the procedure on <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156>

#### Step 3: Evaluation Form

The student informs the supervisor of the training entity and is responsible for the follow-up.

The student sends the electronic version of the report to the academic promoter and coordinator and the supervisor of the training entity, at the latest by the end of week 8 by e-mail and uploading following the procedure on <https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156>

#### Step 4: Reporting Form

The report includes the following items:

- A description of the training entity;
- A technical description of the activities of the student;
- Remarks concerning social or personal matters in relation to the internship;
- Conclusions, including e.g. the added value and the benefits of the internship for the student and possible shortcomings and/or assets of the curriculum that were evidenced during the traineeship.

The focus is on the technical content.

The academic promoter evaluates the report and gives feedback to the academic coordinator.

## LANGUAGE POLICY

### 60 WORKING DAYS / 10 ECTS

The 3-page summary and the interview are in English.

The language of the portfolio, which is a private document between the academic supervisor and the trainee, and which includes original documents from the company, is at the choice of the trainee between English, Dutch and French. Before concluding the internship agreement, the trainee will communicate his choice to the academic supervisor and get the approval of this supervisor concerning his sufficient proficiency to read and evaluate the portfolio in the chosen language.

### 40 WORKING DAYS / 6 ECTS

The report is written in English.

## PROCESS OF CHOOSING THE TRAINING PLACE

### 60 WORKING DAYS / 10 ECTS

- It is the responsibility of the student to find his/her internship. The work given to the student must be comparable to that of a junior engineer of the company/lab
- The student has the choice of the academic supervisor.
- The student has to fill the internship declaration form available on “université virtuelle”

### 40 WORKING DAYS / 6 ECTS

The candidate for an internship is responsible for finding a company or institute where the training will take place. If necessary, the student may contact the academic coordinator (see list above) to obtain information of potential training sites.

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 a EU student enrolled at ULB must use the ULB agreement whatever the duration of his internship (60 or 40 working days). He/she should fill in Step 1 and after approval should use the ULB agreement.

See also Legalities for additional steps in the procedure.