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FACULTEIT INGENIEURSWETENSCHAPPEN
EN ARCHITECTUUR

INFO SESSION ON INTERNSHIPS 2018-2019

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CONTENTS

1. Intro
2. Internship that entitles to credits
3. Roadmap (for an internship that entitles to credits)
4. More information

INTRO

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WHY DOING AN INTERNSHIP?

- Introduction into the workfield
- Work experience
- Broaden your horizon
- Develop new competences
- Extra boost for your CV!
- Business Awareness
- Business Readiness

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VOLUNTARY INTERNSHIP /ENTITLES TO CREDITS

- **VOLUNTARY INTERNSHIP (that does not entitle to credits)**
  - Internship will not be registered in the curriculum in OASIS
  - Internship is registered in Plato (insurances)
  - Internship contract ‘voluntary internship’ of UGent available
  - No UGent supervisor, no report, no registration in Oasis in case of a foreign internship

- **INTERNSHIP THAT ENTITLES TO CREDITS**

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WHERE TO FIND INFORMATION

- **FACULTY WEBSITE:**

  https://www.ugent.be/ea/en/for-degree-students/your-studies-in-ghent/traineeships

  Internship rules, information about the application procedure, useful links

- **PLATO (in Dutch!!):**

  https://plato.fea.ugent.be

- Internship application, overview of internships previously chosen within your study programme

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INTERNSHIP THAT ENTITLES TO CREDITS

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TYPE OF INTERNSHIP

3 types:

- **DOMESTIC / FOREIGN internship**
  - Foreign IAESTE-internship or other foreign internships
  - IAESTE-internship : http://www.iaeste.be/ or contact Annelies Vermeir
  - Pay attention to the safety advice, in case of doubt: actueel@ugent.be

- **PAID / UNPAID internship**
  - Paid internship is allowed
  - A compensation/reimbursement is no salary, if you get a compensation/reimbursement: select unpaid internship
  - In case of paid internship, draw up a contract of employment, UGent is no party

- **Internship that entitles to 3 or 6 ECTS**
  - Max. 6 ECTS in total
  - 3 ECTS: minimum 4 weeks in one company, in one year.
  - 6 ECTS: minimum 6 weeks in one company, in one year.
  - Not all programmes allow internhips of 6 ECTS: the student has to check the programme in the course catalogue

COURSE OFFER

See course catalogue:

Domestic internship

- E099960 – Internship 1 (3 ECTS)
- E099970 - Internship 2 (3 ECTS)
- E099980 - Internship 3 (6 ECTS)

Foreign internship

- E099920 - International Internship 1 (3 ECTS)
- E099930 - International Internship 2 (3 ECTS)
- E099940 - International Internship 3 (6 ECTS)

ATTENTION: Not all programmes allow an internhip of 6 ECTS

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WHEN DOING AN INTERNSHIP?

Two options:

- (In the summer) preceding the first master year
- (In the summer) between the first and second master year

Exceptionally within the Academic year, when compatible with the individual track

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WHEN REGISTERING IN OASIS?

Doing an internship		in curriculum	Deadline report
Summer holidays 2019	STANDARD SITUATION	first semester 2019-20	**01/11/2019**
First semester 2019-20	EXCEPTIONAL With approvement of the Programme Committee + the Internship Committee	Second semester 2019-20	**15/05/2020**
Second semester 2019-20	EXCEPTIONAL With approvement of the Programme Committee + the Internship Committee	Second semester 2019-20	**15/05/2020**

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ROADMAP

INTERNSHIP THAT ENTITLES TO CREDITS

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PLANNING

Looking for an internship	Dec-April
Administration	May-June
Doing an internship	July-Sept
Report	October
Evaluation	Nov-Dec

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STEP 1: FINDING AN INTERNSHIP

- VTK database
- Job- & internship fairs
- Contacting a company
- Using the network of your professors
- IAESTE
- PlATO: overview of internships previously chosen within your study programme

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STEP 1: FINDING AN INTERNSHIP - PLATO



Plato: Stages

2017-2018 | Toon recente stageplaatsen | procedure stageaanvraag

Stagegegevens

Status: Aanvraag nog niet ingediend.

	Titel	Promotor
Filter:	Filter:	Filter:
AB InBev		El-Houssaine Aghezzaf
AGH University of science and technology	Development of control system for mobile robot.	Guillaume Crevecoeur
Actemium	Estimation of the volume of a storage tank in a heat network	Frederik De Belie
Addax Motors NV	Elektrisch Test- en Development Ingenieur	Jan Melkebeek
Arcelor Mittal Gent	Modeling the heat transfer in two phase water-steam flow in the internally cooled structure of a walking beam furnace	Michel De Paepe
Association Sportive de Vol à Voile dAngers	Internship in exploitation and maintenance of glider winch equipment	Jan Vierendeels
Atlas Copco Airpower	Stage	Patrick Segers
Atlas Copco Airpower	Opstellen en analyse van een dimensie-loos diagram van verschillende type compressoren	Michel De Paepe
BASF	Opstellen werkplanning uitwisseling kraakgaskleppen	Wim De Waele
BASF	bad-actor onderzoek in de cyclohexanon-installatie	Marie-Françoise Reyniers
BASF Antwerpen N.V.	Implementatie van geavanceerde regelconcepten op een installatie	Gert De Cooman
BASF Antwerpen N.V.	Mechanische engineering van een chemische productie-installatie	Michel De Paepe
Basf Antwerpen NV	Data-driven quality control modeling	Patrick Segers
Bekaert Engineering	Sturing van een SCARA robotarm	Alex Van den Bossche
CNH Industrial		Patrick De Baets
CNH Industrial Belgium	Durable lightweight design of a combine grainpan by innovative material selection and joining technique	Stijn Hertelé
CNH Industrial Belgium N.V.	Testen van nieuwe technologieën combines	Wim De Waele
CNH Industrial Belgium N.V.	zomer stage 2016 bij CNH	Guillaume Crevecoeur
CNH Industrial Belgium N.V.	Stage bij bigbaler inovation afdeling CNHi Zedelgem	Patrick De Baets
CNH Industrial Belgium nv	stage CNH	Wim De Waele
Cochlear	ThinMic/TubeMic	Patrick Segers
DEME	Stage DEME bij GeoSea (Rentel windfarm)	Wim Van Paepegem
Dana Belgium NV	Reverse Engineering of a High Speed Electric Motor	Lieven Vandevelde
Dana Belgium NV	Safety valve control unit for use on a gearbox in an Off-highway vehicle	Wim De Waele
Deceuninck NV	Sterkteberekeningen binnen de vormmatrijs	Wim De Waele
Delaware Consulting	Stage rond APQC en een data-analyse studie	El-Houssaine Aghezzaf
Deloitte	Engineering and Asset Management Consultant	El-Houssaine Aghezzaf
Exmar	Internship on Exmar's Excellence: a LNG regas vessel pumping NG to the shore of Israel	Marc Vantorre
Exmar	Stage aan boord van een FSRU (EXPLORER)	Marc Vantorre
Exmar Marine	Constructieproces van een LNG/LPG tanker op een scheepswerf	Marc Vantorre
ExxonMobil	Het verbeteren VOC emissie-berekening van storage facilities	Jan Vierendeels

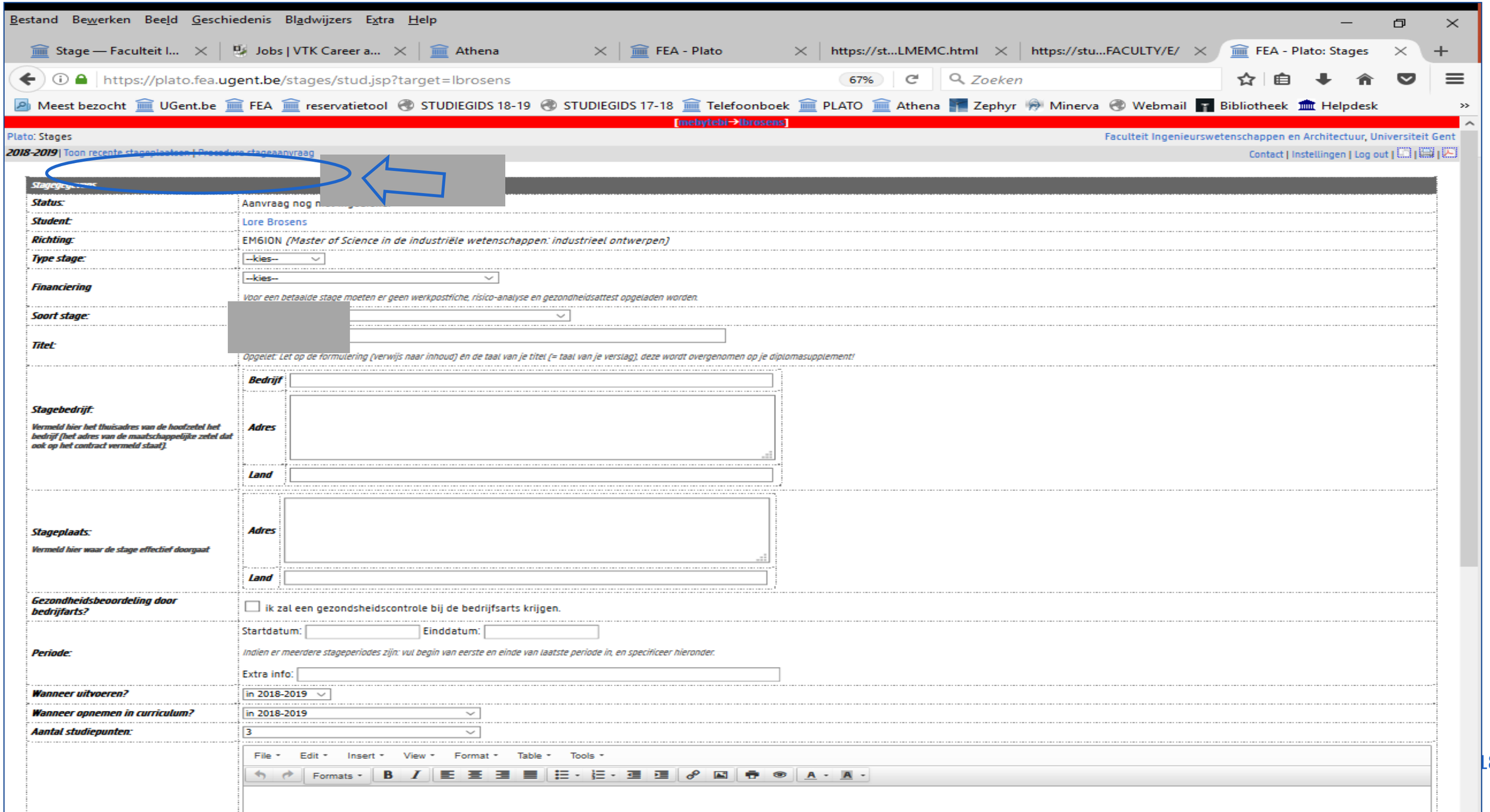
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STEP 2: FIND A SUPERVISOR AT UGENT

- Teacher at FEA specialised in the discipline of the internship
- Responsible for quality control and evaluation
- Contact person for both student and company

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STEP 3: APPLICATION IN PLATO



STEP 3: SUBMIT APPLICATION IN PLATO

- Go to ‘mijn stage’ in Plato
- Fill out all categories until ‘stagebegeleider’

  → click on ‘aanvraag indienen & doorsturen naar promotor’
- Pay attention to the title→ it will be mentioned on the diploma supplement
- Make sure that the information is correct, you can not go back after having submitted → mail exceptional changes to stages.ea@ugent.be

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STEP 4: INTERNSHIP CONTRACT

Draw up an internship contract depending on the type :

IAESTE-INTERNSHIPS

IAESTE-internship that entitles to credits

→ **Acceptance note** provided by IAESTE

OTHER INTERNSHIPS

Unpaid domestic internship or foreign internship outside the IAESTE that entitles to credits

→ Internship contract via the **web application** UGent, supervisor signs for UGent

Paid domestic or foreign internship outside the IAESTE that entitles to credits

→ **Contract of employment** between student and company, UGent is no party, supervisor doesn't sign

STEP 4: INTERNSHIP CONTRACT

- PREFERABLY: use the UGent internship contract via the web application
- Judicial review obligatory when using a company contract (mail to: verzekeringen@ugent.be) – (not in case of contract of employment)
- Upload the SIGNED contract (by all parties) in Plato

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STEP 5: HEALTH CHECK: RISK ANALYSIS

Aim: overview of all risks

- Obligatory document!
- Has to be filled out by the company: the company declares in the risk analysis if a health check is necessary
- Has to be uploaded by the student in Plato: the student has to report in Plato if a health check is necessary
- If a health check is necessary, the student has to make an appointment in the online agenda of DMT (*Dienst Medisch Toezicht – Department Medical Control*) on Plato
- A health check by DMT is free

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STEP 5: HEALTH CHECK : WORK STATION FILE

- Has to be filled out ONLY if a health assessment is necessary.
- Has to be filled out by the company/student
- Has to be uploaded by the student in Plato

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STEP 6: ONLY FOR FOREIGN INTERNSHIP: REGISTER AN EXCHANGE APPLICATION IN OASIS

Foreign internships have to be registered in OASIS by an exchange application (without filling in the curriculum in exchange)

- Risk management (to find all students in other countries by the central database)
- The international internship will be registered on the diploma supplement

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STEP 7: AFTER THE INTERNSHIP

- Debriefing with the supervisor
- Adding the course ‘internship’ into the curriculum at the start of the new academic year
- Choose the correct course (domestic internship / foreign internship / 3ECTS / 6ECTS).

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STEP 8: REPORT

The student has to contact the UGent supervisor prior to submission of the internship report to define the expectations about the report

Minimal requirements as mentioned in the internship rules:

The report must consist of 4 sections :

- 1. The company and its activities,
- 2. A description of the internship assignment,
- 3. A technical report of the internship
- 4. A personal assessment

Practicalities:

- Min. 10 and max. 30 pages (font size 12, 4 lines per inch), possibly supplemented with technical annexes
- Language: Dutch or English
- Deadline: 1/11 (sem 1) or 15/05 (sem 2)

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STEP 9: EVALUATION

The evaluation process starts automatically after the student uploads his report on Plato

→Plato sends an email to the internship coordinator of the company

→The internship coordinator must complete a prescribed assessment form on Plato

→Plato sends an email to the UGent supervisor

→The results will be registered in Oasis and are official on the transcript of records of the first semester

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MORE INFORMATION

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ROADMAP VOLUNTARY INTERNSHIP

- IAESTE-internship that does NOT entitle to credits
- Unpaid domestic internship or foreign internship outside IAESTE that does NOT entitle to credits

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MORE INFORMATION

On the Faculty website:

https://www.ugent.be/ea/nl/faculteit/studentenadministratie/stage



https://www.ugent.be/ea/en/for-degree-students/your-studies-in-ghent/traineeships

Send a mail to:

stages.ea@ugent.be

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