

## INTERNSHIP REGULATIONS ACADEMIC YEAR 2023-2024 FACULTY OF ENGINEERING AND ARCHITECTURE

(approved by the Faculty Council of 18 January 2023)

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The Faculty of Engineering and Architecture offers students the opportunity to take up an internship in a company or external organization or within a research environment. Internships can always be done on a voluntary basis, but are usually included as an elective course in the student's study programme:

Engineering science and architecture:

- Industry Internship Engineering Science and Architecture (6 ECTS, all programmes)
- Research Internship (3 or 6 ECTS, **some** programmes)

Engineering technology:

- Industry Internship Engineering Technology (3 or 6 ECTS, **some** programmes)
- Research Internship (3 or 6 ECTS, **some** programmes)

It is the student's responsibility to check which internship can be included in the curriculum within their study programme and whether a limitation is imposed on the maximum number of ECTS that can be included in the curriculum for an internship (see UGent study guide).

The student is supported throughout the internship by the company internship mentor. The academic supervisor, affiliated with the Faculty of Engineering and Architecture, is responsible for supervising the student from Ghent University and (together with the internship mentor) assessing the internship. The chair of the Internship Committee oversees the administrative process.

All different types of internships follow quite the same administrative procedure. Where differences occur, they are made explicit in this document. For all internships (including voluntary internships), the procedure is supported by the Plato web application ([plato.ea.ugent.be](http://plato.ea.ugent.be)).

# 1. CHARACTERISTICS OF THE DIFFERENT TYPES OF INTERNSHIP

## 1.1 Industry Internship Engineering Science and Architecture (6 ECTS)

- Engineering Science and Architecture
- Duration: 6 ECTS = **minimum 180 hours (4.5 weeks x 5 days x 8 hours = 180 hours)** if the internship is included in the curriculum.
- The time use and internship activities are documented during the internship in a brief logbook. Writing the final report can be part of the 180 hours for a maximum of 20 hours.
- The internship is practice-oriented and/or experiential and takes place external to Ghent University in a company or within an organization ( e.g. NGO) that is not a research institution.
- The internship assignment must be of a sufficiently high level in terms of content, match the activities of an engineer ("*burgerlijk ingenieur*") within the organization and contribute to acquiring the intended final competences as specified in the course sheet. The academic supervisor judges on the contents of the internship. The internship assignment can be scientific-technically oriented, but can also have a strategic and/or business-economic dimension.
- The student must be sufficiently advanced in engineering sciences and architecture in order to possess the necessary maturity to be able to successfully carry out the internship assignment within a team. An internship is therefore preferably taken up in the summer holidays preceding the first or second master or during the first and second master.
- The internship takes place inland or abroad. If the internship takes place abroad, an additional registration, i.e. an exchange request, is required in Oasis.
- By default, the internship is carried out during the summer months, but it can also be (partly) taken up outside this period (during the academic year) if not conflicting with lessons and/or exams. The internship preferably takes place within one consecutive period, but it can also be realized in several blocks.
- The industry internship takes place physically on the work floor, unless teleworking is the norm within the company, or companies are forced to do so by temporary circumstances. The logbook provides clarity about the precise modalities of the internship and the contacts with the internship mentor and the company.
- Results obtained within the internship or parts of the internship report cannot be used as part of the student's master's dissertation. The student signs a sworn declaration for this.

## 1.2 Industry Internship Engineering Technology (3 or 6 ECTS)

- Engineering Technology
- Duration:
  - 3 ECTS = **minimum 90 hours (2.5 weeks x 5 days x 8 hours = 90 hours)**
  - 6 ECTS = **minimum 180 hours (4.5 weeks x 5 days x 8 hours = 180 hours)**
- The time use and internship activities are documented during the internship in a brief logbook; the final report includes a synthesis (see below). Writing the final report can be part of the 90/180 hours for a maximum of 10 hours.
- The internship is practice-oriented and/or experiential and takes place external to Ghent University in a company or within an organization ( e.g. NGO) that is not a research institution.
- The internship assignment must be of a sufficiently high level in terms of content, match the activities of an engineer ("*industriële ingenieur*") within the organization and contribute to the acquisition of the intended final competences as specified in the course sheet. The academic supervisor judges on the contents of the internship.

- The student must be sufficiently advanced in engineering technology in order to possess the necessary maturity to be able to successfully carry out the internship assignment within a team. An internship is therefore preferably taken up in the summer holidays preceding or in combination with the last master.
- The internship takes place inland or abroad. If the internship takes place abroad, an additional registration, i.e. an exchange request, is required in Oasis.
- By default, the internship is carried out during the summer months, but it can also be (partly) taken up outside this period (during the academic year) if not conflicting with lessons and/or exams. The internship preferably takes place within one consecutive period, but it can also be realized in several blocks.
- The industry internship takes place physically on the work floor, unless teleworking is the norm within the company, or companies are forced to do so by temporary circumstances. The logbook provides clarity about the exact modalities of the internship and the contacts with the internship mentor and the company.
- Results obtained within the internship or parts of the internship report cannot be used as part of the student's master's dissertation. The student signs a sworn declaration for this.

### 1.3 Research Internship (3 or 6 ECTS)

- Some degree programmes Engineering Science and Architecture or Engineering Technology.
- Duration:
  - 3 ECTS = **minimum 90 hours (2.5 weeks x 5 days x 8 hours = 90 hours)**
  - 6 ECTS = **minimum 180 hours (4.5 weeks x 5 days x 8 hours = 180 hours)**
- The time use and internship activities are documented during the internship in a brief logbook. Writing the scientific final report can be part of the 90/180 hours for a maximum of 20 hours.
- Preferably in a research institution outside the own university, but research internships within the own university are possible. A research internship within the own university is always unpaid.
- The internship takes place inland or abroad. If the internship takes place abroad, an additional registration, i.e. an exchange request, is required in Oasis.
- By default, the internship is carried out during the summer months, but it can also be (partly) taken up outside of this period (during the academic year) if not conflicting with lessons and/or exams. The internship preferably takes place within one consecutive period, but it can also be realized in several blocks.
- A research internship generally aims at actively acquiring new skills, techniques or answering a specific research question based on (own) data. Literature research can be a limited part of the assignment (max 20%). Exceptions ( e.g. internships in the field of architectural history or architectural theory) are individually motivated and submitted for approval to the Internship Committee and the relevant study Programme Committee.
- The student must be sufficiently advanced in the programme in order to have the necessary maturity to be able to successfully carry out the internship assignment. A research internship is therefore preferably taken up in the summer holidays preceding the first or second master or during the first and second master.
- The internship takes place physically in the research group or institution. A research internship cannot be carried out via teleworking.
- Taking up a research internship is not an acquired right for the student. Research groups can in no way be obliged to offer a research internship. Access to a research internship can be

granted by the research group or institution concerned after assessing the student's question and taking into account e.g. motivation, excellence, logistic possibilities to support the internship, ....

- Results obtained within the research internship or parts of the internship report cannot be used as part of the student's master's dissertation. The student signs a sworn declaration for this.

## 2. WHEN DOES THE INTERNSHIP TAKE PLACE

Regardless of the type, the internship preferably takes place during the summer holidays of calendar year xxxx in order to be included in the curriculum in academic year xxxx – xxxx + 1, but the internship can also be (partly) carried out outside this period (during the academic year) if not conflicting with lessons and/or exams. The internship is preferably taken up within one consecutive period, but it can also be realized in several blocks.

## 3. PROCEDURE AND TIMELINE

BEFORE THE INTERNSHIP	
Find an internship	Advice: start on time (December-April for summer internships)
Search academic supervisor	Advice: start on time (December-April for summer internships)
Register the internship in Plato including title, details of the company, details of the internship mentor (in particular the name and e-mail address), content of the internship, period, when in curriculum, etc.	Deadline: at the latest two weeks before the start of the internship
Complete administration in Plato: uploading essential documents (internship contract – signed by all parties (student, company, supervisor) -, risk analysis, if needed workstation file and health certificate). The internship committee only approves the internship after the file is complete.	Deadline: at the latest on the first day of the internship. If incomplete after this deadline, the internship will no longer be approved and cannot be included in the curriculum
For internships abroad: register in Oasis (exchange request)	Deadline: before the first Monday of the month prior to the internship
DURING THE INTERNSHIP	
Do the internship and keep logbook	Logbook is uploaded as PDF to Plato
AFTER THE INTERNSHIP	
Submit logbook to Plato.	Deadline: 1 week after the end of the internship
Submit your internship report to Plato*. A sworn declaration is also submitted for research internships (see 3.5. Documents to be submitted).	Deadline: 2 months after the end of the internship and no later than June 1*

Assessment of the internship by the company internship mentor	Advice: within a week after uploading the internship report
Assessment of the internship by the academic supervisor*	Advice: within a week after assessment of the company internship mentor*

\* not applicable for voluntary internships.

### 3.1 Finding an internship

Students themselves are responsible for finding an internship. Internship offerings for industry internships can be found for example through student associations, but students can look for an internship or contact companies themselves, whether or not with the help of a professor(s' network). In Plato, students can get an overview of internships that were previously performed by students within the field of study since 2017.

With regard to research internships, Ghent University research groups can in no way be forced to offer a research internship. Students are accepted or not after assessment of the student's question and taking into account e.g. motivation, excellence, logistic possibilities to support the internship, ... **While every student is entitled to take up an industry internship if it is allowed in the study programme, this is not the case for research internships.**

### 3.2 The academic supervisor

The academic supervisor ('promotor') ensures, with or without personal contact with the internship company and the internship mentor, that the level of the internship offered is sufficiently high. The supervisor accepts the proposed internship agreement, signs it on behalf of the university and formally approves it in Plato. The supervisor is responsible for the final assessment, taking into account the assessment of the internship mentor. In the case of a industry internship, the supervisor has no direct link with the company or organization (e.g. business manager, employee, family ties,...). The supervisor has no family relationship with the student.

Supervisors can be:

- Professorial staff members
- Postdoctoral assistants
- Research staff in the grade of postdoctoral staff member
- Visiting professors
- Lecturers appointed by agreement with another university or university college

It is possible to differ from these categories, for lecturers-in-charge and co-lecturers within integrating academic university college programmes who were already appointed before 1 February 2013 as lecturer-in-charge or co-lecturer (see OER 2022-2023 article 59).

Before the start of the internship, the student seeks a supervisor within the Faculty of Engineering and Architecture who is specialized in the field of the internship. If the student cannot find a supervisor or cannot find a supervisor on time, the internship cannot be accepted and therefore cannot be included in the curriculum.

### 3.3 Further steps in the procedure

The further steps in the procedure depend on a number of factors and the type of internship. The different steps are explained in detail in the step-by-step plans that can be found on the faculty website. Differences between the procedures include:

- Paid or unpaid internship: for a paid internship, the contract to be used is an employment contract between the company and the student. Ghent University is not part of this contract, supervisor does not sign
- Internships to be included in the study programme or voluntary internships
- Internships abroad organized by IAESTE

### **3.4 Approval of the internship by the chair of the Internship Committee**

In addition to the approval by the supervisor, the internship application must always be approved by the Internship Committee, regardless of whether the internship will be included in the study programme. The Internship Committee (the chair) only approves the internship after it has been approved by the supervisor and after the student has uploaded all the necessary documents to Plato.

### **3.5 Documents to be submitted after completion of the internship**

#### **3.5.1 Logbook**

The logbook will be uploaded in PDF format to Plato **no later than 1 week after the internship has ended.**

### 3.5.1.1 Industry Internship Engineering Science and Architecture and Research Internship

The student reports in tabular form the activities of the day, the hours worked and the location where they were performed. Both the student and the company internship mentor sign the logbook.

Date	Hours	Location	Short description of the day's activities
xx/xx/xxxx			
...			
Total	****		

I confirm the correctness of the above information,  
student intern

the company internship mentor

*name and surname*

*name and surname*

.....

.....

### 3.5.1.2 Industry Internship Engineering Technology

The student reports in tabular form the activities of the day, the hours worked, the location where they were performed and relevant results. Both the student and the company internship mentor sign the logbook.

Date	Hours	Location	Brief description of the day's activities and any relevant results
xx/xx/xxxx			
...			
Total	****		

I confirm the correctness of the above information,  
student intern

The company internship mentor

*name and surname*

*name and surname*

.....

.....



### 3.5.2 Internship report (not applicable for voluntary internships)

Only students who include the internship as an elective course in the curriculum are required to write an internship report. The student contacts the supervisor to make agreements about the expected size and qualitative requirements of the internship report. The report, with any appendices, will be uploaded onto Plato **no later than 2 months after the end of the internship and at the latest on June 1 for internships that take place during the academic year**. The student makes the necessary agreements with the company internship mentor and the academic supervisor regarding whether or not to submit a physical copy of the report.

Students in an English-taught Master's degree programme write the report in English, unless the internship company or research institution explicitly wishes to deviate. All other students have the option of submitting the report in Dutch or English, whereby the language of the report is determined in consultation with the supervisor and the internship mentor.

The document uploaded to Plato is digitally archived.

**The student signs a sworn declaration that the results obtained within the internship (industry internship or research internship) or parts of the internship report are not (or will not be) part of the student's master's dissertation.**

#### 3.5.2.1 Industry Internship Engineering Science and Architecture

The report meets the following requirements:

- A minimum of 4000 and a maximum of 10000 words, not including figures, front page, table of contents or references. If necessary, the report may be supplemented with technical annexes.
- The internship report consists of 4 parts:
  - o Description of the company and its activities (max. 500 words)
  - o Description of the internship assignment
  - o Technical report of the internship
  - o Self-reflection and personal evaluation (max. 500 words)
- Writing the report can be part of the required 180 hours for a maximum of 20 hours.

#### 3.5.2.2 Industry Internship Engineering Technology

The report meets the following requirements:

- A minimum of 2000 and a maximum of 5000 words, not including figures, front page, table of contents or references. If necessary, the report may be supplemented with technical annexes.
- The internship report consists of 4 parts:
  - o Description of the company and its activities (max. 500 words)
  - o Description of the internship assignment
  - o A synthesis of the main results
  - o Self-reflection and personal evaluation (max. 500 words)
- Writing the report can be part of the required 90/180 hours for a maximum of 10 hours.

#### 3.5.2.3 Research Internship

The scientific report meets at least the following requirements:

- A minimum of 4000 and a maximum of 10000 words, not including figures, front page, table of contents or references. If necessary, the report may be supplemented with technical annexes.
- The scientific report may contain a limited literature search, but mainly describes the newly acquired data and/or skills.
- The report generally includes the following parts:
  - o Introduction to and background of the completed assignment
  - o Material and methods
  - o Results
  - o Discussion and conclusion
  - o References
- Writing the scientific report can be part of the required 90/180 hours for a maximum of 20 hours.

### **3.5.3 Reports with confidential information**

During the internship, students may come into contact with confidential information, or collect new information that cannot be made publicly available due to a student-signed non-disclosure agreement (NDA). If this is the case, an arrangement analogous to the one for master's dissertations containing confidential information will be applied:

- The student informs the supervisor that the internship contains confidential information.
- The supervisor indicates in Plato that the content of the report contains confidential information and sets or adjusts an embargo date in Plato.
- The student includes a [clause](#)<sup>1</sup> in the report.

Note: It is ultimately up to the supervisor to decide whether sufficient information is available to assess the student's work. If necessary, the supervisor can also sign an NDA to be able to access information that is essential for the assessment of the internship.

## **4. EVALUATION OF THE INTERNSHIP**

### **4.1 Assessment by the company internship mentor**

In order to ensure the uniformity of assessment of the internship, the internship mentor of the company or research institution must complete a prescribed evaluation form; this evaluation form is completed by the internship mentor in Plato.

### **4.2 Assessment by the academic supervisor**

After the evaluation by the company internship mentor, the academic supervisor assesses the internship and the content of the internship report on the basis of an evaluation form and a concise assessment report, available in Plato. The supervisor enters the final score in Plato.

Validation of the final quotation is done by the faculty internship coordinator via an electronic meeting with all supervisors. This consultation moment will take place on June 20 at the latest. The internship coordinator then takes care of the registration of the grades in Oasis.

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<sup>1</sup> <http://www.ugent.be/ea/nl/faculteit/diensten/studentenadministratie/stage/stagereglementannex.pdf>

### 4.3 Feedback from and to the student

When uploading the internship report, the student has the opportunity to provide feedback about the internship experience via an evaluation form (available in Plato) and/or an open comment field. This information is confidential and only visible to the supervisor and the faculty coordinator. The student has access to the evaluation forms of the company internship mentor and supervisor and can make an appointment with both of them for further feedback.

The assessment forms are archived in Plato and remain available for the faculty coordinator.

## 5. VOLUNTARY INTERNSHIPS

Students taking up a voluntary internship (not include it as an elective course in their curriculum) follow the same procedure as described above, with two major differences:

- The students do not have to upload an internship report
- There is no assessment by the academic supervisor.

In order to ensure the quality of the internship by the student and of the company, voluntary internships must also comply with the following characteristics and/or elements:

- A completion of all the administrative steps as described above.
- An academic supervisor with expertise in the field of the internship.
- Students write a logbook throughout the internship, and submit this logbook to Plato at the latest one week after the internship has ended.
- The student assesses the internship using the evaluation form in Plato.
- The company internship mentor assesses the student and the internship using the evaluation form in Plato.
- The supervisor takes note of these assessments and reports any particularities to the faculty internship coordinator.
- If necessary, there will be a feedback moment between the student and the supervisor.