



**GHENT  
UNIVERSITY**

# INFOSESSION INTERNSHIPS

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## WHY AN INTERNSHIP?

- Your education put in practice:
  - Introduction into the field of work
  - Work experience in your field
- Broaden your horizon
- Focus on knowledge, skills and competences  
(people skills, business awareness, business readiness,...)
- Insight into yourself and your vision of the future > well-considered choices
- Extra boost for your CV
- Chance of future job
- Almost all students who have been on an internship are very enthusiastic and recommend internships
- About 1/3 of graduating students have internship in the curriculum



# CONTENTS

- Industry internships
  - Engineering Science and Architecture
  - Engineering Technology
  - Time line and procedures
  
- Research internships

# INDUSTRY INTERNSHIPS

# INDUSTRY INTERNSHIPS

- Internship takes place in a company or organisation (e.g. NGO) in Belgium or abroad
- **No research institution**
- Elective in engineering programmes:
  - Industry Internship in Engineering Science and Architecture – 6 credits – After 3<sup>rd</sup> bachelor or 1<sup>st</sup> master
  - Industry Internship in Engineering Technology – 3 or 6 credits – After 3<sup>rd</sup> bachelor

# INDUSTRY INTERNSHIP IN ENGINEERING SCIENCE AND ARCHITECTURE

FACULTY OF ENGINEERING  
AND ARCHITECTURE



INTERNSHIPS for  
Engineering Science and  
Architecture students



- Internship assignment (scientific-technical, strategic, business economics) is in line with the activities of an engineer (-architect) (*burgerlijk ingenieur*) within the company or organisation.
- On a voluntary basis or as part of the curriculum.
- As one consecutive period or in several blocks.
- Preferably during the period July-September, but also (partly) outside of that period is possible.

If part of the curriculum:

- Internship has a duration of **(minimally) 200 hours\***, of which 20 hours may be spent on writing the report.

\*different from the former division into short (at least 4 weeks) and long (at least 6 weeks) internships.

# INDUSTRY INTERNSHIP IN ENGINEERING SCIENCE AND ARCHITECTURE

FACULTY OF ENGINEERING  
AND ARCHITECTURE



INTERNSHIPS for  
Engineering Science and  
Architecture students



- In **Belgium or abroad**.
- **Unpaid** (with or without an expense allowance) or **paid**.
- **At the workplace** under the supervision and follow-up of a **company internship mentor** and an **academic supervisor**.
- Students keep a **concise logbook**.

If part of the curriculum:

➤ Students write a **final report**:

- No later than 2 months after the end of the internship
- Between 4000 and 10000 words
- Results and report are separate from any master's thesis in the company by the student



# INDUSTRY INTERNSHIP IN ENGINEERING TECHNOLOGY

FACULTY OF ENGINEERING  
AND ARCHITECTURE



INTERNSHIPS for  
Engineering Technology  
students



- Internship assignment is of a sufficiently high scientific-technical level and is in line with the activities of an engineer (*industriële ingenieur*) within the company or organisation.
- On a **voluntary** basis or as **part of the curriculum**.
- As **one consecutive period** or in **several blocks**.
- **Preferably during the period July-September**, but also (partly) outside of that period is possible.

If part of the curriculum:

- Internship has a duration of **(minimally) 120 hours** (3 credits) or **200 hours (6 credits)\***, of which 10 hours may be spent on writing the report.

\*different from the former division into short (at least 4 weeks) and long (at least 6 weeks) internships.

- **Check which internship can be taken in your programme!**

# BEDRIJFSSTAGE INDUSTRIËLE WETENSCHAPPEN

FACULTY OF ENGINEERING  
AND ARCHITECTURE



INTERSHIPS for  
Engineering Technology  
students



- In Belgium or abroad.
- Unpaid (with or without an expense allowance) or paid.
- At the workplace under the supervision and follow-up of a company internship mentor and an academic supervisor.
- Students document activities and findings in a logbook.

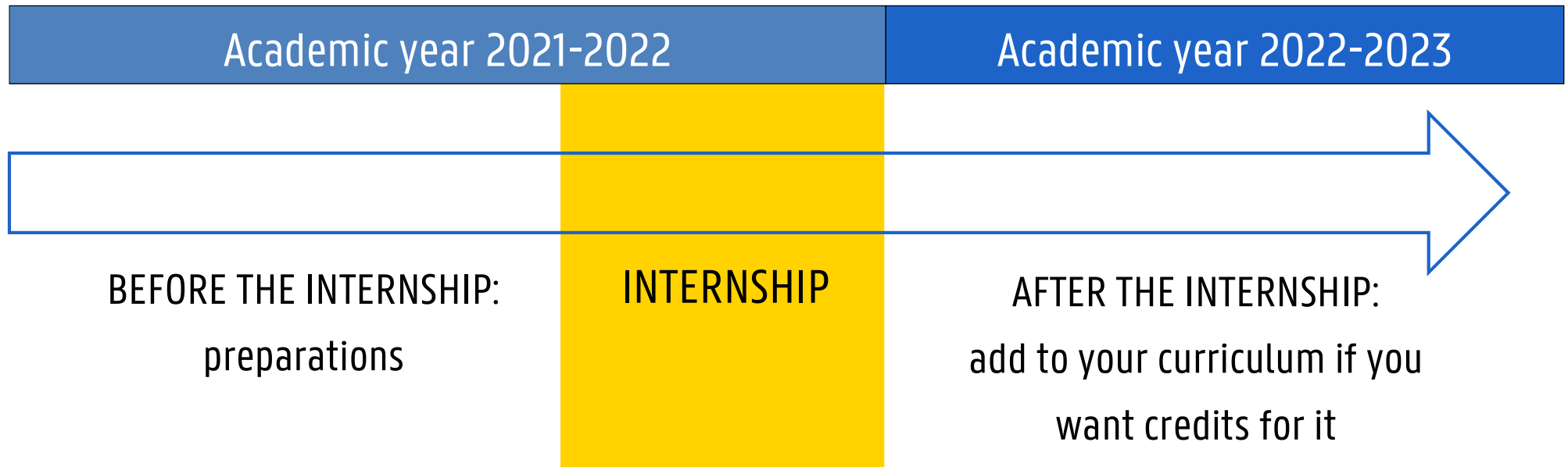
If part of the curriculum:

➤ Students write a **final synthesis**:

- No later than 2 months after the end of the internship
- Between 2000 and 5000 words
- Results and report are separate from any master's thesis in the company by the student

# PROCEDURE AND TIMELINE

# PROCEDURE AND TIMELINE



# PROCEDURE AND TIMELINE

## BEFORE THE INTERNSHIP

Find an internship

Advice: start in time (December-April for summer internships)

Find an academic promotor

Advice: start in time (December-April for summer internships)

Register the internship

Upload internship contract on Plato, signed by all parties (student, company, promoter).

Advice: 2-3 months before the start of the internship (April-May for summer internships)

**For internships abroad: register in Oasis (exchange)**

Deadline: before the 1st Monday in the month preceding the start of the internship

Complete administration in Plato, including details of the company, details of the internship mentor (in particular the name and e-mail address), content of the internship and uploading essential documents (internship contract, risk analysis, possible workstation file and health certificate). The internship committee only approves the internship after the file is complete.

Deadline: 2 weeks before the start of the internship, no later than 11 July for internships that start in July or August.

# FINDING AN INTERNSHIP



## — Company/internship

- Student association database
- Database Plato (previous internships within the field of study)
- Job and internship fairs
- Contact companies yourself
- Via professor
- IAESTE, Humasol (abroad)

**GEZOCHT**  
Stagiair

# FINDING AN INTERNSHIP - DATABASE PLATO

Plato: Stages

2017-2018 | [Toon recente stageplaatsen](#) | [procedure stageaanvraag](#)

Stagegegevens

Status:

Aanvraag nog niet ingediend.

Filter: <input type="text"/>	Titel	Promotor
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 Belle
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 d'Angers	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

# SUPERVISOR (FEA UGHENT PROMOTOR) AND MENTOR (COMPANY)



## — Academic supervisor (Promotor)

- Lecturer FEA with expertise in the domain of the internship  
(Doctor-assistants, postdoctoral researchers, visiting professors, lecturers assigned via collaboration with another university)
- Supervises level, follows up on the internship and makes final assessment > **UGhent**
- Contact person for the student and the company

## — Internship mentor

- Daily supervision of intern and follow-up, makes assessment > **company**





# REGISTERING YOUR INTERNSHIP



## – Documents

### ✓ Internship contract

- Depends on the type of internship (unpaid, paid, IAESTE,...)

#### Regular internships

##### Unpaid domestic or foreign internships outside the IAESTE that entitle to credits

→ Contact via **webapplication** UGhent (Eng /Dutch), promotor signs

##### Paid domestic or foreign internship outside of IAESTE which entitles to credits

→ Labor contract student - company, UGhent is not part of the contract, promotor does not sign

#### IAESTE-internships

##### IAESTE internship which entitles to credits

→ Acceptance note provided by IAESTE at the time of awarding the internship

# REGISTERING YOUR INTERNSHIP



## — Documents

### ✓ Internship contract

- If the company only wishes to use its own contract: revision by the legal department of Ghent University ([verzekeringen@ugent.be](mailto:verzekeringen@ugent.be))
- Promoter signs contract for UGhent
- Upload a (digitally) signed (by all parties!) copy in Plato

# REGISTERING YOUR INTERNSHIP



## — Documents

### ✓ Health risk assessment: Risk Analysis

<https://www.ugent.be/student/en/class-exam-exchange-intern/internship/intern-practical/risk-analysis-workstation-file>

- Mapping the intern's risks
- Obligated!
- Has to be completed by the company **prior to the internship**
- The company indicates whether medical check is required
- Upload completed copy in Plato, student indicates whether medical check is required!
- If medical check is necessary: make an appointment with the medical supervision service UGhent (free of charge) or with the company occupational physician

# REGISTERING YOUR INTERNSHIP



## — Documents

### ✓ Health risk assessment: Workstation file

- Only if the risk analysis shows that a medical examination is necessary
- Short version of risk analysis, prepared by company and/or student
- Bring to medical exam, occupational physician signed
- Always with you during the internship
- Upload a completed and signed copy in Plato

# NEED FOR CORRECT DOCUMENTS: INSURANCE UGHENT

- Contracts, risk assessment, workstation file, medical examination

<https://www.ugent.be/en/administration/insurances/overzicht.htm>

- **Physical accident**

Personal accident during your internship or on the way to/from your internship

- **Civil liability**

Damage to third parties

- **Travel assistance**

Medical expenses & repatriation, for internships abroad

- **Occupational accidents**

Occupational accident at the internship

# DOCUMENTS UNPAID – PAID INTERNSHIP

## – Unpaid internship

- Expense reimbursement is not a wage, so an unpaid internship
- UGhent [standard contract](#) or company contract
- Risk analysis, (work post sheet, medical check)

## – Paid internship

- Paid internship (salary)
- No internship contract but [employment contract](#) between student-employee and employer
- UGhent is not a contracting party
- Implication for insurance, social and other charges (RIZIV, personal income tax)

# INTERNSHIP ABROAD: EXTRA REGISTRATION IN OASIS



- Internship abroad
  - ✓ Exchange request in Oasis
    - Additional registration before departure and preferably as soon as possible
    - Approval by central administration (security)
    - Risk management (finding students abroad via central database)
    - Registration on diploma supplement
    - UWA, no curriculum in exchange



# PROCEDURE AND TIMELINE

## DURING THE INTERNSHIP

Do the internship

Keep logbook

Logbook is uploaded as pdf on Plato

### Engineering Science and Architecture

Date	hours	Location	Short description of the day's activities
xx/xx/xx			
...			
yy/xy/xx			
Total	****		

### Engineering Technology

Date	hours	Brief description of the day's activities, stating the location and any relevant results
xx/xx/xx		
...		
yy/xy/xx		
Total	****	

# PROCEDURE AND TIMELINE

## AFTER THE INTERNSHIP

Hand in logbook on Plato.	Deadline: 1 week after the end of the internship
Hand in report via Plato <sup>1</sup>	Deadline: 2 months after the end of the internship and no later than 1 June <sup>1</sup>
Declaration of honour student <sup>2</sup>	
Assessment of the internship by the mentor	<i>Advice: within a week after uploading the internship report</i>
Assessment of the internship by the academic supervisor <sup>1</sup>	<i>Advice: within a week after assessment by the internship mentor<sup>1</sup></i>

<sup>1</sup>: not applicable for internships on a voluntary basis

<sup>2</sup>: formal confirmation by the student that acquired and reported results are not re-used in a possible master thesis by the student

# INTERNSHIP IN YOUR CURRICULUM



- If an internship is included in the curriculum:
  - Add to curriculum (Oasis) – deadline 14 November
  - Engineering Sciences and Architecture -> course [Industry Internship Engineering Sciences and Architecture](#)
  - Engineering Technology -> course [Industry Internship Engineering Technology](#)
    - Offering A: 3 credits
    - Offering B: 6 credits

# LOGBOOK



- Upload logbook
  - The latest 1 week after the end of the internship

# INTERNSHIP REPORT



## — Requirements in terms of content, size and language (internship regulations)

### Contents

- Description of the company and its activities (max. 500 words);
- Description of the internship assignment;
- Technical report;
- Self-reflection and personal evaluation (max. 500 words).

### Size

- Engineering Science/Architecture: 4000-10000 words\*
- Engineering Technology: 2000-5000 words\*

*\* excluding figures, front page, table of contents or references*

# INTERNSHIP REPORT



- Writing and uploading **internship report**
  - Verify with the academic promotor on any specific expectations on the report.
  - No later than 2 months after the end of the internship (and at the latest on 1 June)
  - Language: NL or ENG (if English-taught study programme)

# EVALUATION



## — Via Plato

- Evaluation process automatically starts after uploading the internship report on Plato (no need for the student to fill out documents)
  - Mentor (company) receives email from Plato with link to evaluation sheet
  - Mentor registers the evaluation in Plato
  - Plato automatically sends out an email to the supervisor for final assessment
  - Grades are registered in Oasis and communicated with results of 2<sup>nd</sup> semester

## INTERNSHIP ON A VOLUNTARY BASIS

- Procedure and steps to be followed largely identical
- Difference with internship in curriculum:
  - no internship report
  - no assessment by the scientific supervisor



# RESEARCH INTERNSHIPS

# RESEARCH INTERNSHIP

- Internship in a research group/research institute (eg imec) at Ghent University or elsewhere in Belgium or abroad (extra registration in Oasis);
- Physically in the research group, not possible via telework;
- **Some programmes Engineering Science and Architecture/Engineering Technology;**
- Duration of the internship:
  - 3 credits = minimally 120 hour (offering A)
  - 6 credits = minimally 200 hour (offering B)
- Preferably during the summer holidays, but also possible during the academic year.

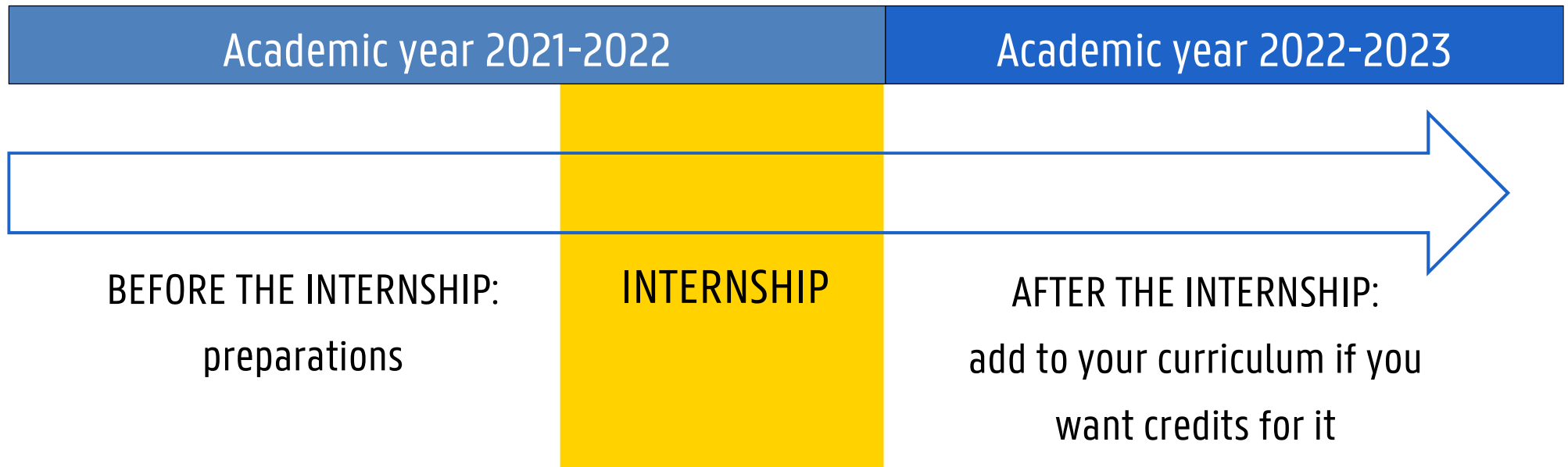
## RESEARCH INTERNSHIP - MODALITIES

- After 3rd bachelor (or 1st master);
- Aimed at actively acquiring new skills, techniques, or answering a specific research question based on (own) data;
- Literature search should be limited (max 20%). Exceptions are individually motivated and submitted for approval to the internship committee and the relevant programme committee;
- Results obtained and the report are separate from any master's thesis.

## RESEARCH INTERNSHIP – FINDING AN INTERNSHIP

- The student contacts the supervisor/research group or research institute of his/her choice. Study programmes can opt to make internship offerings known via e.g. UFORA
- Admission based on motivation and excellence. Promoters or research groups can in no way be obliged to offer a research internship.
- **Taking up a research internship is not an acquired right for the student!**

# PROCEDURE AND TIMELINE



- Procedure similar to that of company internships
- Administrative follow-up through Plato
- Internship mentor and promoter

MORE INFO



UNIVERSITEIT  
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## MORE INFO

### — 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>



> Infoslides, regulations, info procedure, links

### — Plato



<https://plato.fea.ugent.be>

> Registration internship, database companies/previous internships

### — Mail



[stages.ea@ugent.be](mailto:stages.ea@ugent.be)

Greet De Beer

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