



**GHENT
UNIVERSITY**

INFOSESSION INTERNSHIPS

December 11th 2023

Patrick Segers – chair internship committee

Greet De Beer – contact person internships FEA

WHY AN INTERNSHIP?

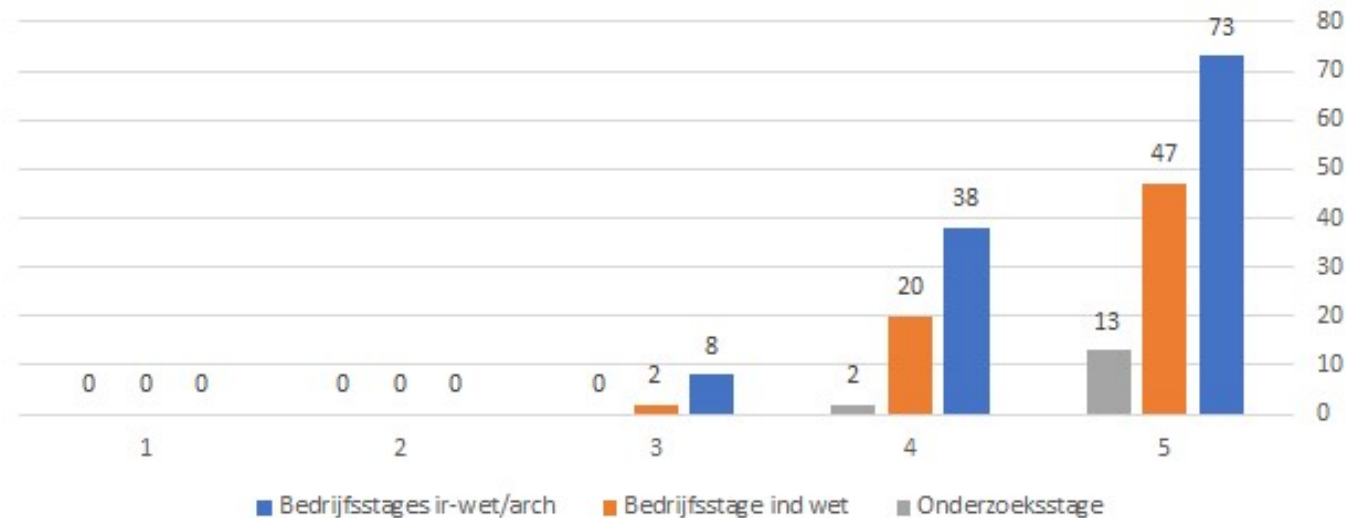
- Your education put into practice:
 - Introduction into the field of work
 - Work experience in your field
- Broaden your horizon
- Focus on knowledge, skills and competences
(people skills, business awareness, business readiness,...)
- Insight into yourself and your vision of the future > well-considered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



WHY AN INTERNSHIP?

(internships in AY 22-23)

assessment of the internship by the intern



1. The internship was a major disappointment and I therefore do not want it to count for credits (which was originally the intention)
2. I experienced problems with the company and/or the company supervisor, and the internship did not (entirely) meet my expectations.
3. The internship went smoothly but did not fully meet my expectations.
4. The internship went smoothly and met my expectations. It has an important added value for my education.
5. I am very satisfied with the company AND the supervision I received and I consider the internship as an important added value within my education.

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 (university, imec, VIB, VITO, ...)
- Elective course in engineering programmes:
 - Industry Internship in Engineering Science and Architecture – full-year course unit – 6 credits – Perform after 3rd BA or during (after 1st) MA, in curriculum during MA
 - Industry Internship in Engineering Technology – full-year course unit – 3 or 6 credits – Perform after 3rd BA or during (after 1st) MA, in curriculum during MA

INDUSTRY INTERNSHIP IN ENGINEERING SCIENCE AND ARCHITECTURE



- 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 not conflicting with classes and cf. deadlines.

If part of the curriculum:

- Internship has a duration of **(minimally) 180 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



- 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

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AND ARCHITECTURE



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- 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 not conflicting with classes and cf. deadlines.

If part of the curriculum:

- Internship has a duration of **(minimally) 90 hours** (3 credits) or **180 hours (6 credits)**, of which 10 hours may be spent on writing the report.

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

BEDRIJFSSTAGE INDUSTRIËLE WETENSCHAPPEN

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AND ARCHITECTURE



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- 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.

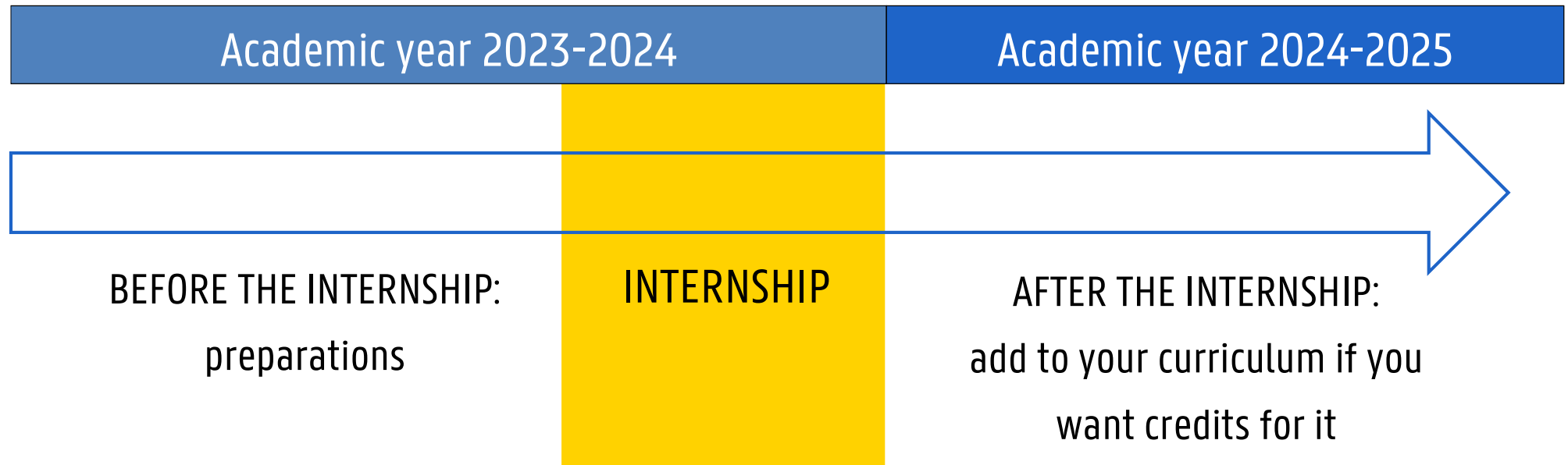
If part of the curriculum:

➤ 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 supervisor	Advice: start in 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: registration in Oasis (exchange request)	Deadline: before the first Monday of the month prior to the internship

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)



FINDING AN INTERNSHIP - DATABASE PLATO

Plato: Stages

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

Hier ziet u de onderwerpen en bedrijven van de vorige 2 academiejaren.

✓	Richting	Bedrijf	Titel	Promotor
	Filter: EMBIEN	Filter:	Filter:	Filter:
	EMBIEN	AZ Delta VZW - RADar	Development of Chatbot for Assistance in Clinical Trial Registration	Patrick Segers
	EMBIEN	AZ Delta vzw	Intern Process Optimisation RADAR	Sofie Van Hoecke
	EMBIEN	AZ Sint-Lucas	Quantitative comparison between A.I. and manual delineation of organs at risk for radiotherapy patients	Barbara Vanderstraeten
	EMBIEN	Bio inx BV	Formulation, characterization and optimization of bioinks	Peter Dubruel
	EMBIEN	Delft University of Technology	Characterizing optical clearing using volumetric imaging	Stefaan Vandenberghe
	EMBIEN	ENT Studios	Research and development of a novel sensor for orthopedic applications.	Patrick Segers
	EMBIEN	ENT Studios	A novel sensor for orthopedic applications	Patrick Segers
	EMBIEN	FEops	FEops in structural heart interventions: How to prepare data for AI-enabled anatomical analysis.	Patrick Segers
	EMBIEN;EZBIEB	Foundation Democenter-Sipe	Internship on Tissue Engineering	Ruslan Dmitriev
	EMBIEN;EXAPOP	HICT	Applications of strategic consultancy and process implementation in Belgian hospitals	Patrick Segers
	EMBIEN	HICT	Health-Economic Modelling for Reimbursement	Patrick Segers
	EBIRWEBM;EMBIEN	Heinrich-Heine-Universität Düsseldorf	Computational Fluid Dynamics (CFD) analysis to identify aortae at risk to develop an intimal tear during type B AD at long-term	Patrick Segers
	EMBIEN	Hict	Enhancing Patient Involvement in Access Decision-Making	Patrick Segers
	EMBIEN	Hict n.v.	Health-Economic Modelling for Reimbursement	Patrick Segers
	EMBIEN	Humasol	Building fuel efficient Rocket Lorena Stoves in Bwinidi, Uganda	Patrick Segers
	EMBIEN	Humasol	Design, installation and startup water purifier plant in Uganda	Patrick Segers
	EMBIEN	Humasol vzw	Smartvillages: Solar pump with PV installation, pilot project with induction cooking, market research	Patrick Segers
	EMBIEN	Möbius Business Redesign	voorraadoptimalisatie aan de hand van data analytics	Patrick Segers
	EMBIEN	PriceWaterhouseCoopers	Internship in Management Consulting - Managed Services	Patrick Segers
	EMBIEN	RADar AZ Delta	Clinical decision support systems for inflammatory bowel disease	Sofie Van Hoecke
	EMBIEN	Rice University	Internship at Rice University, Department of Electrical and Computer Engineering, for studying photothermal effects in nanoparticles loaded hydrogels for drug release performance enhancement.	Annelies Coene
	EMBIEN	Sciensano	Internship at Sciensano in context of master thesis	Sofie Van Hoecke
	EMBIEN;EZBIEB	Swimtraxx	Software Engineering Internship	Patrick Segers
	EMBIEN	Université Libre de Bruxelles	Signal Processing in Ballistocardiography	Patrick Segers
	EMBIEN	Xeos	Design a development and test platform for the PET detector electronics stack.	Pieter Bauwens
	EMBIEN;EXAPOP;FXAPOP	Xeos Medical NV	Monte-Carlo simulation of a specimen PET scanner	Stefaan Vandenberghe
	EMBIEN	Xpect-Inx	Characterisation of bio-inks for Digital Light Processing	Peter Dubruel
	EMBIEN	imec	Fabrication and characterization of suitable breast phantoms for photoacoustic imaging	Maike Op de Beeck

SUPERVISOR (FEA UGHENT SUPERVISOR) AND MENTOR (COMPANY)



— Academic supervisor

- 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



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

REGISTERING YOUR INTERNSHIP



— In Plato

- Fill in internship details (until “internship mentor”)
- Submit application and forward it to the supervisor
- Note wording of title (diploma supplement)
- After submission: changes to stages.ea@ugent.be

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), supervisor signs

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

→ Labor contract student - company, UGhent is not part of the contract, supervisor 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)
- Supervisor 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 a 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

INTERNSHIP ABROAD: VISA



— Internship abroad

✓ Visa

- A visa may be required for the country of destination
- Non-EU students at Ghent University need a work permit for foreign internships, including unpaid internships. Count on 5-8 weeks to obtain this work permit.

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 ¹	Deadline: 2 months after the end of the internship and no later than 1 June ¹
Declaration of honour student ²	
Assessment of the internship by the mentor	Advice: within a week after uploading the internship report
Assessment of the internship by the academic supervisor ¹	Advice: within a week after assessment by the internship mentor ¹

¹: not applicable for internships on a voluntary basis

²: 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 February 28th
 - Engineering Sciences and Architecture -> course [Industry Internship Engineering Sciences and Architecture E099300 \(6 ECTS\)](#)
 - Engineering Technology -> course [Industry Internship Engineering Technology E099600 \(3 or 6 ECTS\)](#)

LOGBOOK



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

INTERNSHIP REPORT



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

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*

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 2nd semester

INTERNSHIP ON A VOLUNTARY BASIS

- Internship does not count for credits, is not included in curriculum
- Procedure and steps to be followed largely identical
- [Contract voluntary internship](#)
- 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;
- Research Internship E099400
- Duration of the internship:
 - 3 credits = minimally 90 hour
 - 6 credits = minimally 180 hour
- Preferably during the summer holidays, but also possible during the academic year if not conflicting with classes.

RESEARCH INTERNSHIP - MODALITIES

- After 3rd BA or during (after 1st) MA, in curriculum during MA
- 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. Supervisors 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!

RESEARCH INTERNSHIP ABROAD – ERASMUS+!



EN English

Erasmus+

EU programme for education, training, youth and sport

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Students

Studying abroad

[Traineeships abroad for students](#)

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Teaching opportunities for staff ▼

Training opportunities for staff ▼

Pupil mobility

[Trainees](#) ▼

Adult learners

Networking and training for youth workers

Traineeships abroad for students

Overview

Erasmus+ supports traineeships (work placements, internships) abroad at any workplace for students currently enrolled in higher education institutions in Programme Countries at short-cycle Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates.

By doing a traineeship abroad, you can greatly improve your knowledge, skills and competences that employers are looking for. Also, one in ten of Erasmus+ trainees have created their own company!

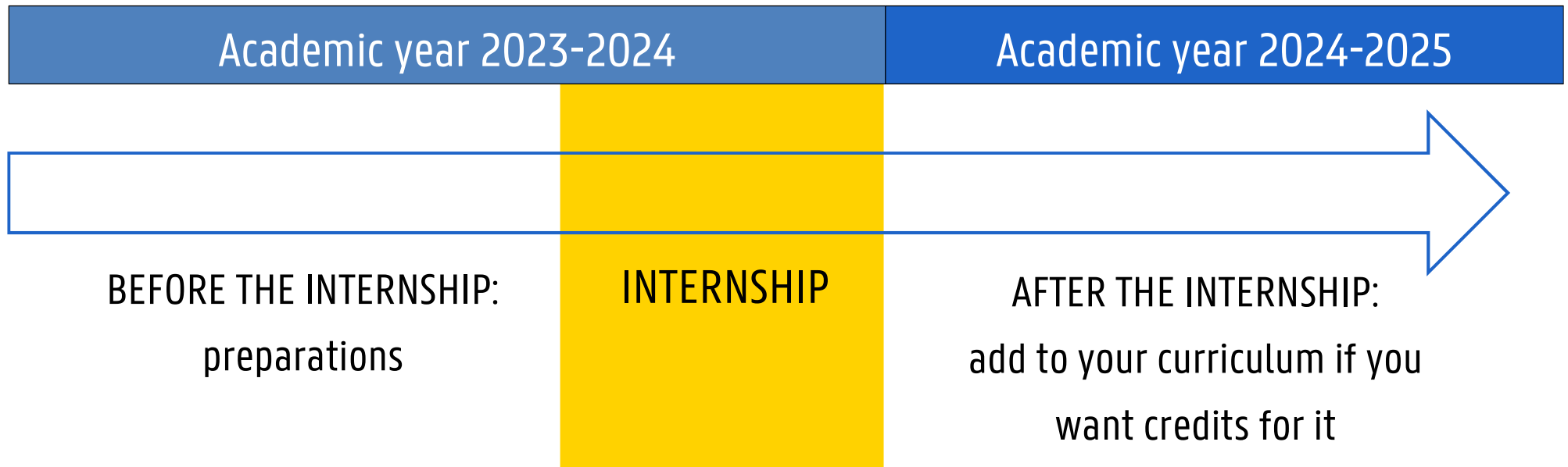
Where to look

The [Erasmus Intern Traineeship Portal](#) , developed by the Erasmus Student Network, can help you find Erasmus+ traineeships opportunities from companies.

How to apply

You can also apply through the international or Erasmus+ office of your higher education institution.

PROCEDURE AND TIMELINE



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

WHAT IF...

...BOUNDARIES GET CROSSED

- Have and show respect for personal boundaries
 - Check your own behavior towards others (especially if people react awkwardly)
 - State your own limits
 - Be an "active bystander": also react if you witness a situation that is not ok for others
- Act according to the cycle “Perception - Feeling - Need - Request”
 - P: ‘When I did X, you yelled at me very loudly.’
 - F: ‘I felt anxious about that.’
 - N: ‘I think it's important that we treat each other with respect.’
 - R: ‘Would you be willing to be careful not to raise your voice again?’



...BOUNDARIES GET CROSSED

- What is transgressive behavior?
 - Bullying
 - Aggression (physical or verbal)
 - Unwanted (sexual) behavior (verbal, non-verbal, physical)
 - Discrimination
- Any form of such behavior at the internship site cannot be tolerated
- Conflict with internship mentor: quickly contact your supervisor and/or stages.ea@ugent.be
- You can contact the following organizations (also anonymously):
 - <https://www.ugent.be/student/en/study-support/trustpunt>: Trustpunt - Transgressive behaviour and discrimination
 - <https://www.sexualviolence.be>: possibility to chat with specialized psychologists, and care center at UZ Ghent (zsg@uzgent.be)



MORE INFO

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

Greet De Beer
contact person internships FEA

Faculty Education Services

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