

MASTER of SCIENCE IN BUSINESS ADMINISTRATION

INTERNSHIP

DURATION & PERIOD

11 WEEKS INTERNSHIP in 4/5TH SYSTEM

FIXED PERIOD: 8 MARCH - 21 MAI 2021*

(*) A limited amount of students do an internship *from 28 SEPT 2020*
- 11 DEC 2020 (see internship regulations)

INTERNSHIP CONTENT

Mostly substantive in-depth instead of merely orientating

Min. 50% professional/analytical work within the graduation domain

(PREVIOUS) EDUCATION STUDENT

3 Bachelor years (or 1 year preparatory program):

*Broad education according to learning lines:
economy, management, languages, law and ICT.*



1 year Master

Specialization in a main subject:

- Finance and Risk management
- Commercial Management
- Management & IT
- Taxation
- HRM and Organizational Management

CONDITIONS

- Unpaid
- Familial, friendly or business link between student and internship provider is not allowed
- Supervision of an expert in the field
- Max. 1 student per department*

(*) exceptions are possible, depending on assignment/supervision

TIME SPENDING SUPERVISOR:

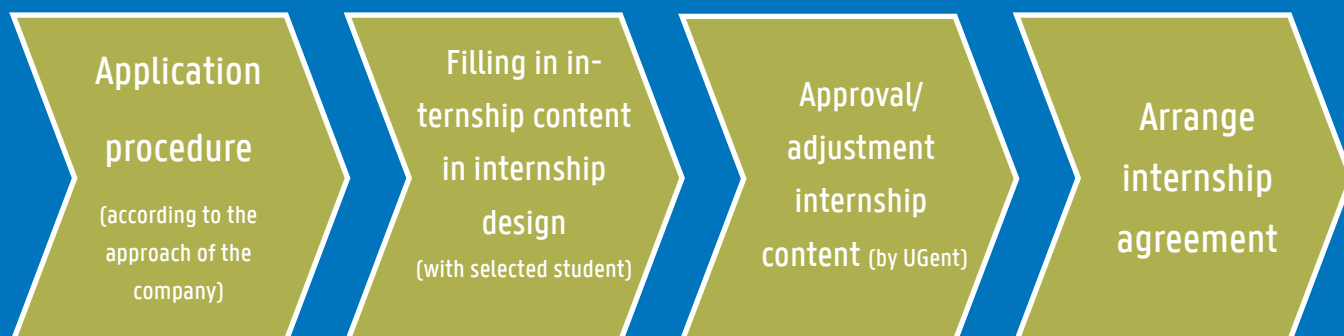
GUIDANCE AND EVALUATION

- General guidance/supervision with regular feedback
- Mid-term evaluation: internship visit (± 1h)*
- Final evaluation (online) (± 30')

(*) a conference call is possible when doing an internship abroad

PROCESS

(Student takes initiative and provides alle documents)



APPENDIX:

BEST PRACTICES INTERNSHIP ASSIGNMENTS (NON-LIMITATIVE, NOT BINDING)

TAXATION

Policy supporting tasks (min. 50% time spent)

- (Preparation of) advice for clients, colleagues or the board by a study of law, royal decrees, rulings and recommendations of the Belgian or International Accounting Standards Board
- Prepare details of e.g. non-deductible expenses, report of (quasi-)contribution, dissolution
- Full preparation of the annual financial statements and tax optimization
- Auditing the annual financial statements and tax optimization
- Analysis, calculation and production of declarations of VAT, personal tax and corporate tax
- Attending an internal tax audit
- In-depth (financial) file analysis
- Attending consultations with clients, in order to be able to offer support in providing advice
- Process optimization in the field of taxation or accounting
- Optimization of new reporting models, business plans, strategic planning in the field of taxation or accounting

Executive tasks

- Assemble/audit the figures for the annual financial statement (limited own analysis)
- Assemble and compile documents, e.g. tax receipts, personal tax, corporate tax (limited own analysis)
- Compile VAT sales listing
- Process the invoices and the financial journal

FINANCE AND RISK MANAGEMENT

- Profound analysis of financial information/topics/issues (for example, concerning corporate finance, investment loans, asset management, ...)
 - Qualitative and quantitative analysis of financial products (shares, stock, investment funds, ...)
 - Following up, analyzing, summarizing and discussing financial news
- Substantive preparation of financial files with regard to providing support in recommendations: e.g. performing financial analysis (liquidity, solvency, profitability, cash flow) in order to provide or reject investment loan requests, defining credit limits, ...
- Analysis of investment portfolios, loan applications, advisory letters, financial studies, ...
- Valuation assessment of companies, developing valuation assessment models

- Implementation of financial regulation (e.g. Solvency II, Basel III, MiFid, ...) and cooperate in the reporting of the implementation
- Preparation of annual risk analysis of option positions
- Analysis and improvement of risk management techniques, that are used by companies to cover their financial risk
- Analysis and mapping of insurance needs of small, medium and big enterprises and preparation of different cases
- Cooperate in developing new reporting models, business plans or strategic plans in a financial context

MANAGEMENT AND IT

- Gathering and formulating requirements of business guidelines
- Modeling business processes
- Performing functional analyses with UML, ERP, SOA
- Implementation and testing of IT projects
- Assisting in IT project management
- Participating in ongoing IT consultancy projects
- Performing IT audits
- Conducting Search Engine Optimisation (SEO)
- Solving knowledge issues by means of business intelligence and data mining ('big data')
- Thorough preparation and formulation of policy advice and guidelines on contemporary IT topics, such as Business-IT alignment, Green IT, IT outsourcing, CRM, spam control, etc.

COMMERCIAL MANAGEMENT

- Developing a communication policy about new products and product lines
- Following up an advertising campaign from analysis, briefing, competition between the different external advertising agencies to the end result
- Writing a marketing plan (e.g. competitive analysis, portfolio planning, analysis of the distribution landscape)
- Analysis of sales figures
- Research into new marketing techniques
- Market research: drafting questionnaires, data analysis, reporting results
- Summarizing, synthesizing market information (e.g. reports of press releases and press articles) and use these results to formulate marketing plans and actions.
- ROI analysis for a specific action
- Making sales analysis based on an internal database

HRM AND ORGANIZATIONAL MANAGEMENT

Organizational strategy and HR strategy

- Proposing changes to strategic and tactical objectives, changes in business model
- Support in the preparation of a strategic plan
- Developing a performance management system: EFQM, Balanced Scorecard, Quality Control systems
- Developing KPI's for HRM and/or an HR scorecard
- CSR and sustainable business management

Recruitment and selection

- Mapping how candidates experience the recruiting process and the reasons for aborting the process early or not accepting the job
- Evaluating recruiting and selection: specifying and interpreting specific metrics to determine the success of a recruiting campaign

Employer branding

- Image management: developing concrete strategies to improve the perception of the organization as an employer by internal and external target groups
- Develop or screen a social media strategy for the organization

Employee performance management

- The development of a strong employee performance management system: result driven planning, follow up and evaluation of employees
- Evaluating the system of motivation and remuneration, suggestions for adaptation

Competency-based management

- Mapping competences in job descriptions and deduce corresponding training plans
- Develop a training program with professional analysis of the training needs and evaluation of the implementation on the work floor

Care of staff

- Analysis of absenteeism and exit numbers in order to develop a retention policy
- Develop programs to prevent stress and burn-out

Institutional and social framework of HR and the organization

- The activities of social bargaining and negotiation with the trade union
- HR and society: age and HR, gender and HR, HR and diversity, gender and leadership
- Alternative working practices, social innovation, happiness at the workplace, self-regulating teams