



**GHENT
UNIVERSITY**

INFOSESSION INTERNSHIPS

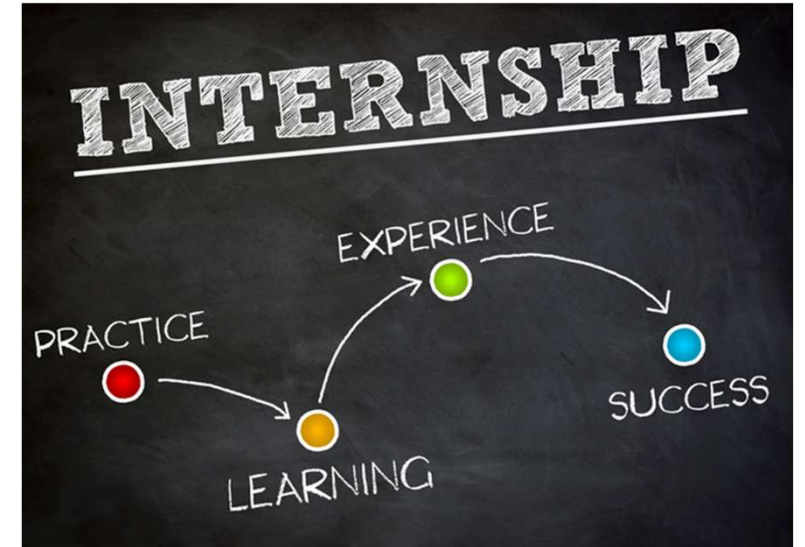
December 15th 2022

Patrick Segers – chair internship committee

Greet De Beer – contact person internships

WHY AN INTERNSHIP?

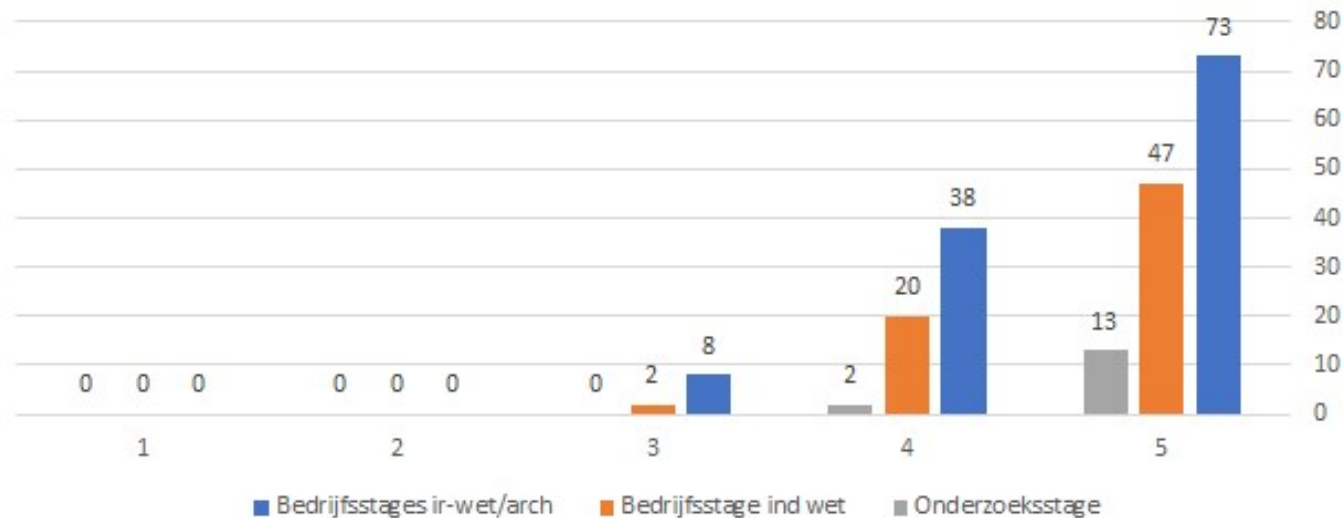
- Your education put into practice:
 - Introduction into the field of work
 - Work experience in your field
- Broaden your horizon
- Focus on knowledge, skills and competences
(people skills, business awareness, business readiness,...)
- Insight into yourself and your vision of the future > well-considered 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 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**
- 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



INTERNSHIPS

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 not conflicting with classes.

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



INTERNSHIPS

Engineering Science and
Architecture students



UNIVERSITEIT
GENT

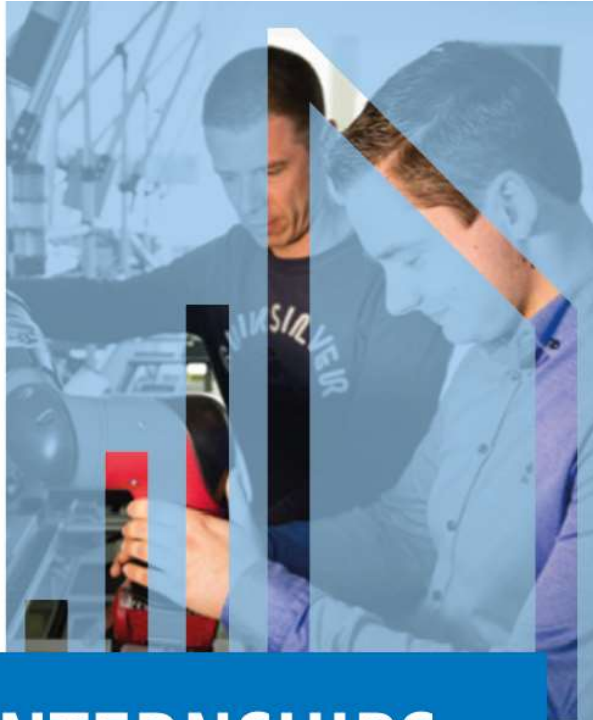
- In **Belgium or abroad**.
- **Unpaid** (with or without an expense allowance) or **paid**.
- **At the workplace** under the supervision and follow-up of a **company internship mentor** and an **academic supervisor**.
- Students keep a **concise logbook**.

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



INTERNSHIPS

Engineering Technology students

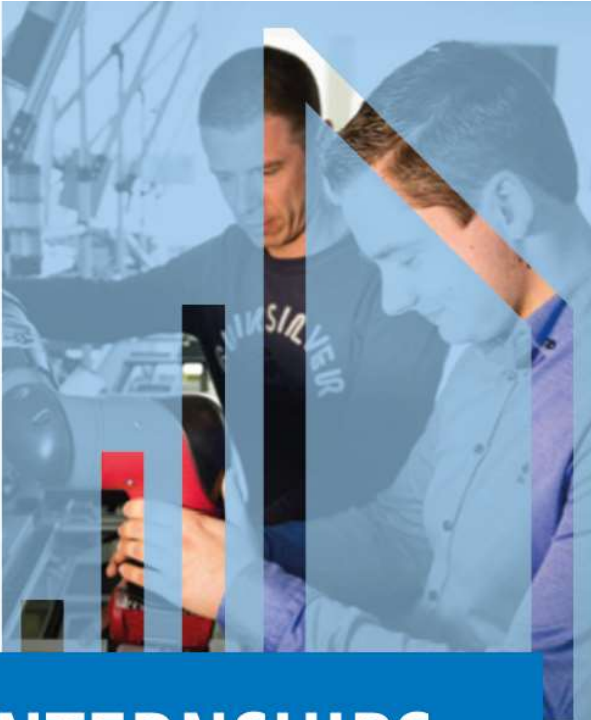
- Internship assignment is of a sufficiently high scientific-technical level and is in line with the activities of an engineer (*industriële ingenieur*) within the company or organisation.
- On a voluntary basis or as part of the curriculum.
- As one consecutive period or in several blocks.
- Preferably during the period July-September, but also (partly) outside of that period is possible if not conflicting with classes.

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!

INDUSTRY INTERNSHIP IN ENGINEERING TECHNOLOGY



INTERNSHIPS
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**.

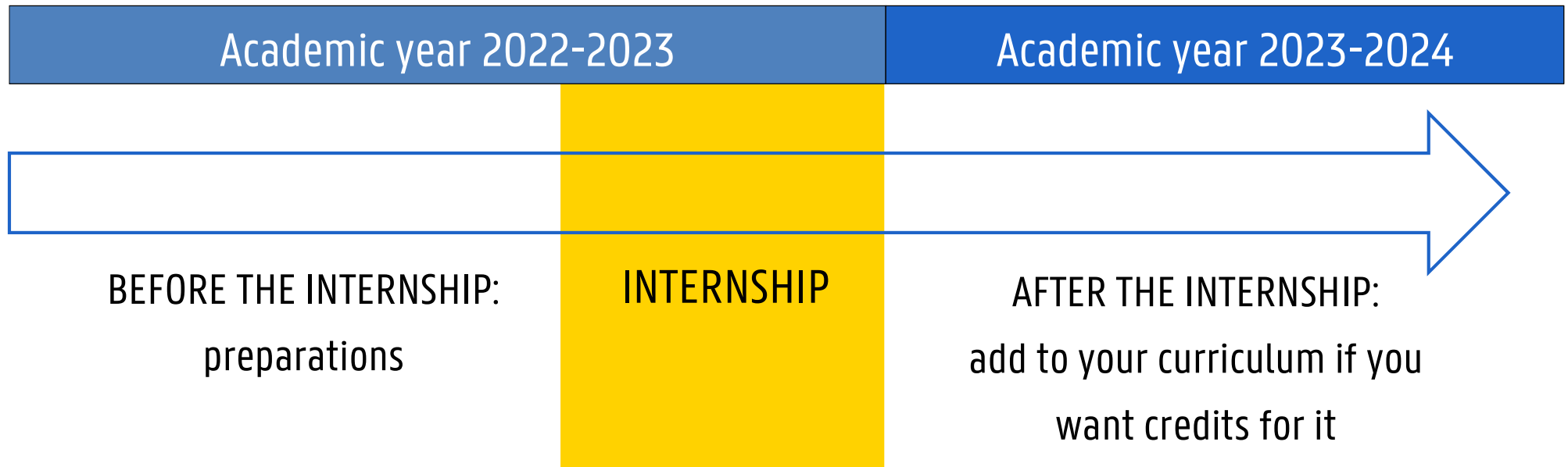
If part of the curriculum:

➤ 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 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: register 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](#)

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 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

-  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

Nieuw stage

Geboortedatum: 01/01/1990

Geboorteland: België

Middelbare school: Universiteit Gent

Hoger onderwijs: Universiteit Gent

Geboortedatum: 01/01/1990

Geboorteland: België

Middelbare school: Universiteit Gent

Hoger onderwijs: Universiteit Gent

Geboortedatum: 01/01/1990

Geboorteland: België

Middelbare school: Universiteit Gent

Hoger onderwijs: Universiteit Gent

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](#)
 - 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



- 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;
- Duration of the internship:
 - 3 credits = minimally 90 hour (offering A)
 - 6 credits = minimally 180 hour (offering B)
- Preferably during the summer holidays, but also possible during the academic year if not conflicting with classes.

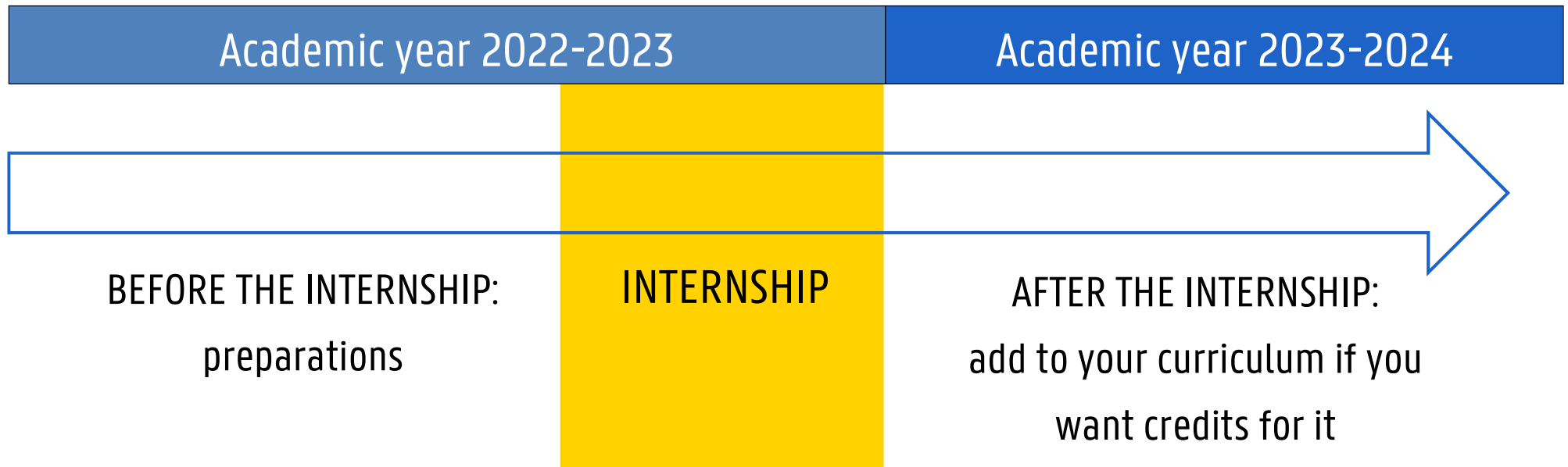
RESEARCH INTERNSHIP - MODALITIES

- 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!**

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
 - Agression (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

PLATO

De digitale administratie van de Faculteit Ingenieurswetenschappen en Architectuur

<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

E stages.ea@ugent.be

T +32 9 264 41 86

 Ghent University

 @ugent

 Ghent University

www.ugent.be