



**GHENT
UNIVERSITY**

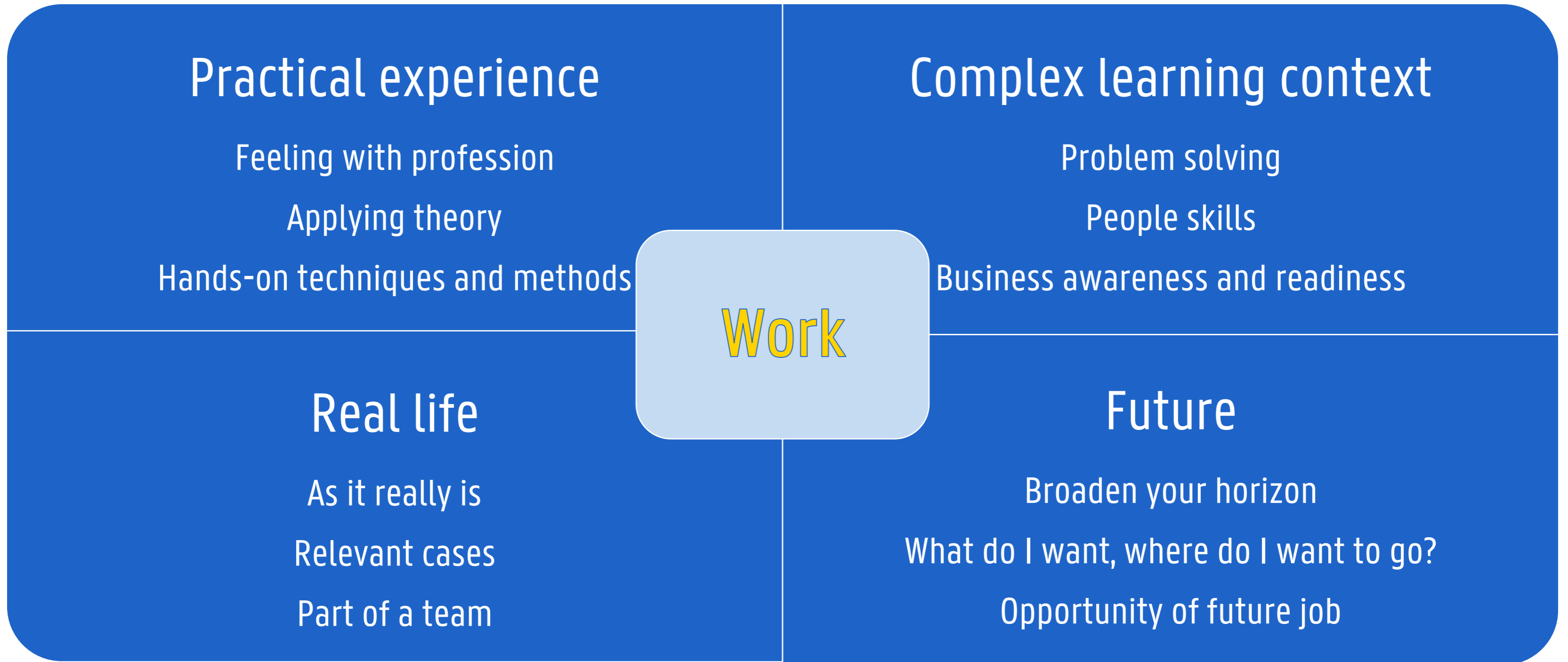
Internships @ FEA

Infosession November 2024

Patrick Segers – *chair internship committee*

Greet De Beer – *contact person internships FEA*

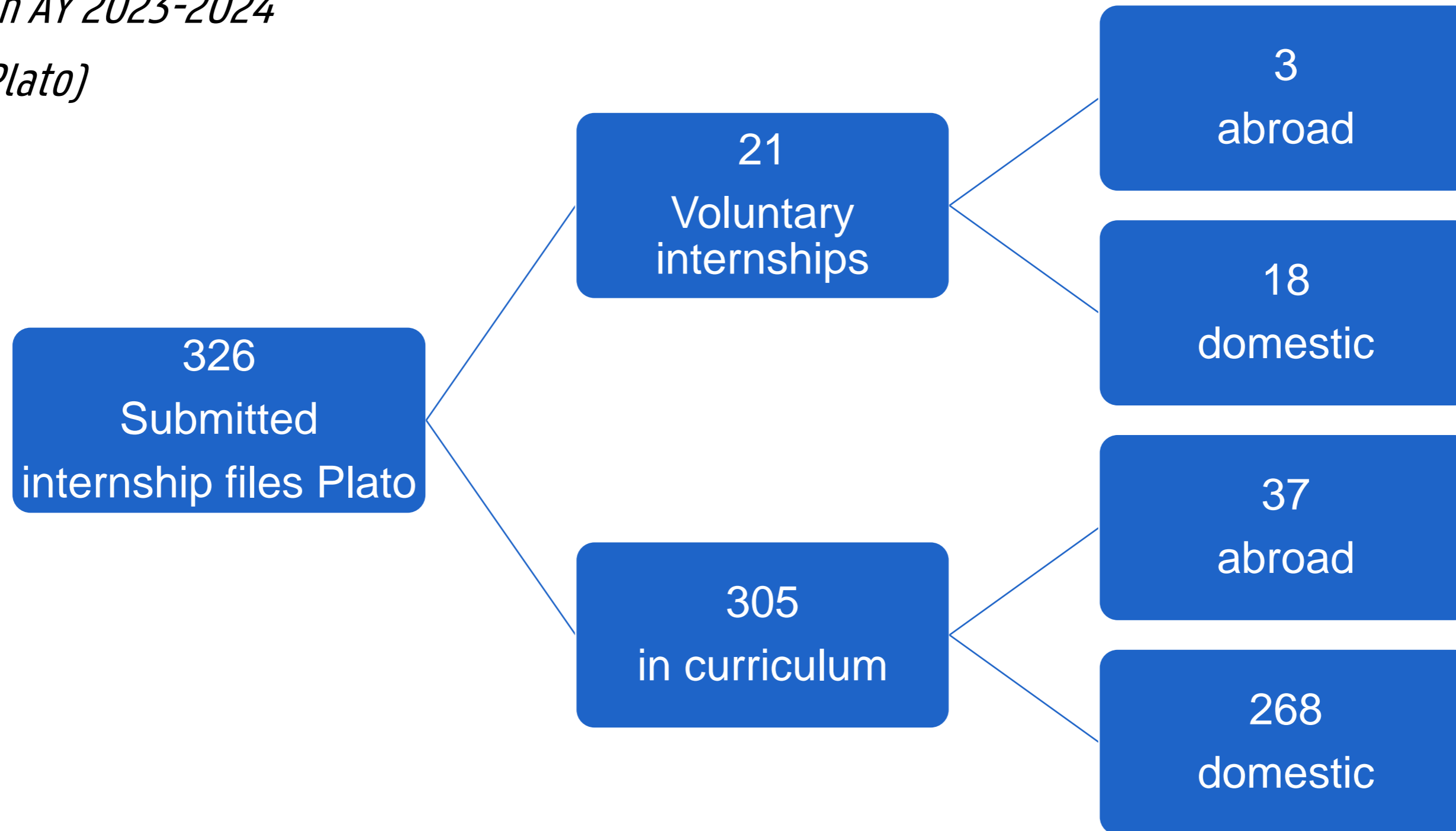
Why an internship?



Internships at our faculty

Internships in AY 2023-2024

(Data from Plato)

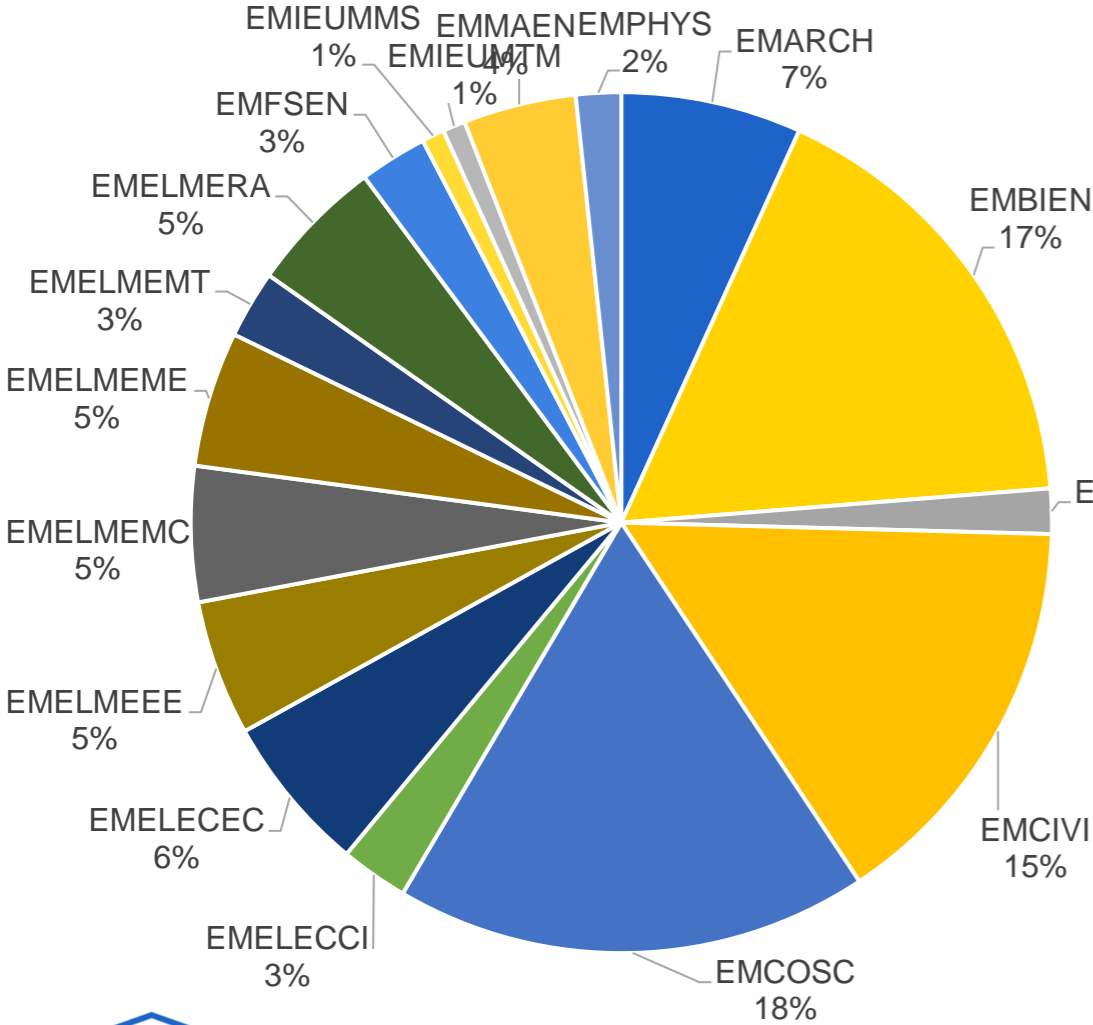


Internships at our faculty

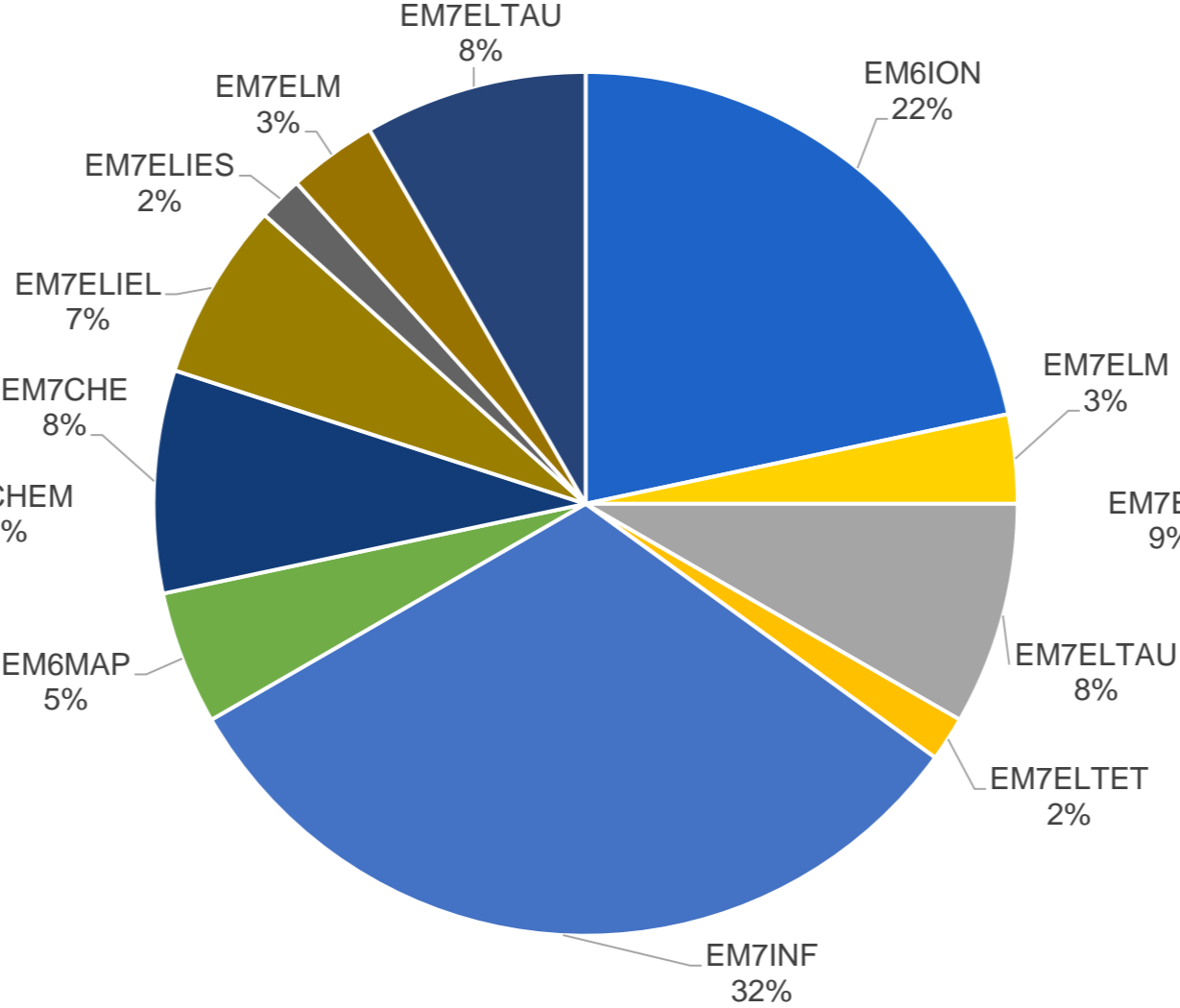
Internships in curriculum AY 2023-2024

(Data from Oasis)

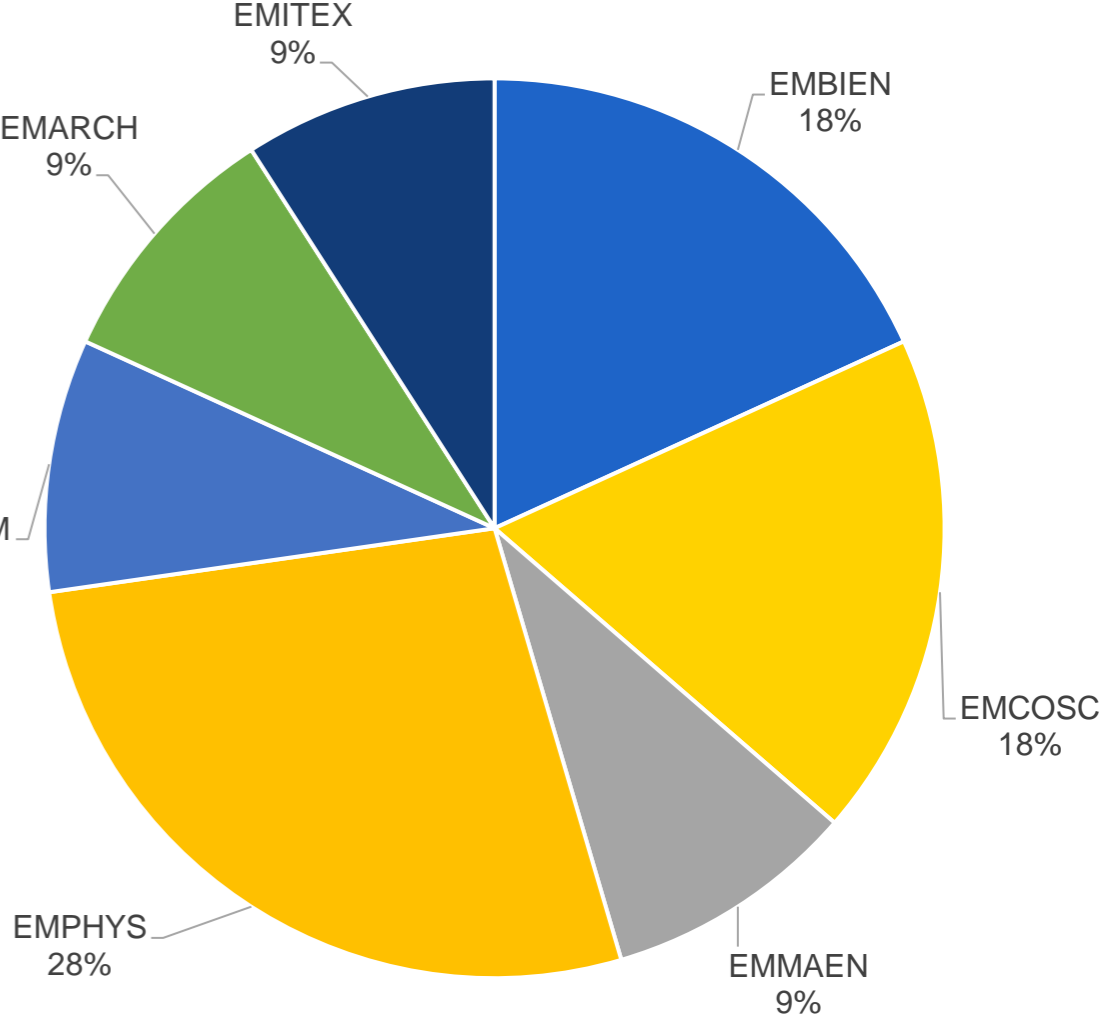
Industry Internship Engineering and Architecture
118 internships



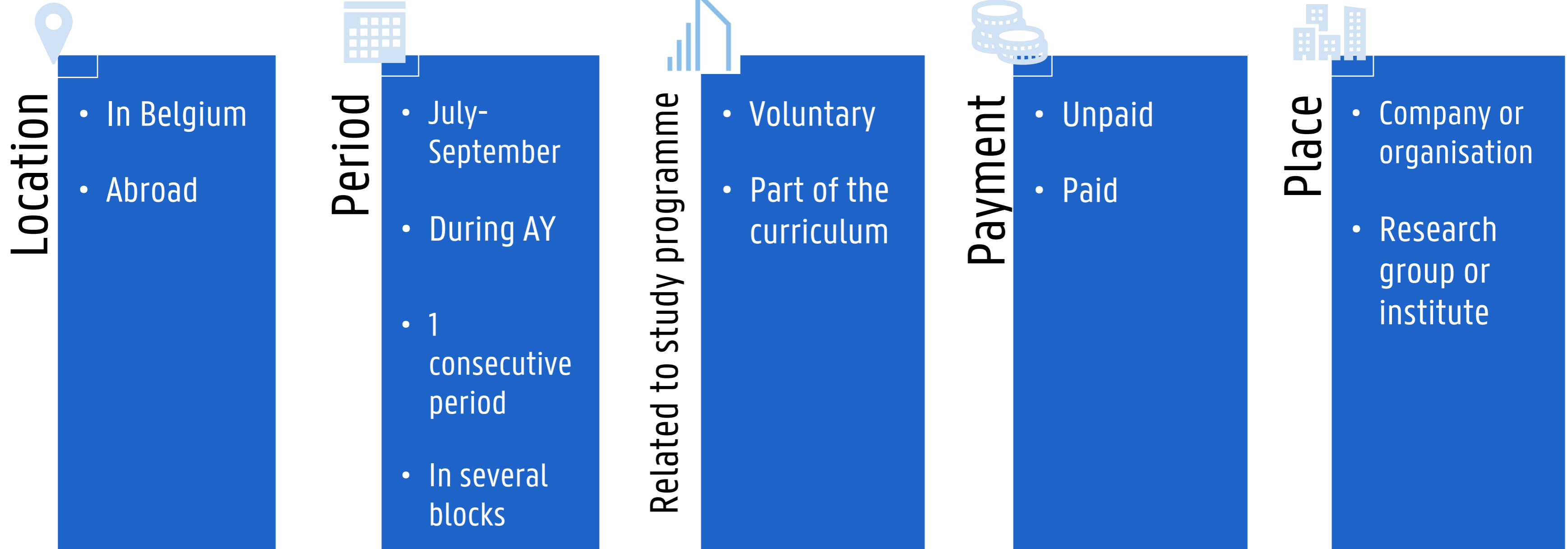
Industry Internship Engineering Technology
60 internships



Research Internship
11 internships



What are the possibilities



What are the requirements for an internship

- Practice and experience oriented
- At the workplace
- Assignment of a sufficiently high level in terms of content
- In line with the activities of an engineer within the company or organization
- Contribute to the acquisition of the [intended competences](#)
- If the internship is part of the study programme, duration: minimum 180 hrs for 6ECTS and minimum 90 hrs for 3 ECTS

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)
Start registration- Plato	Deadline: no later than two weeks before the start of the internship
Complete administration - Plato	Deadline: no later than 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
Approval by supervisor and internship committee	When a file is complete and correct, including all required documents and signatures
Internship abroad: Registration – Oasis (exchange request)	Deadline: before the first Monday of the month prior to the month in which the internship starts

Procedure and timeline

During the internship

Do the internship

Keep logbook

Logbook is uploaded as pdf to Plato

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

Procedure and timeline

AFTER THE INTERNSHIP	
Hand in logbook - Plato	Deadline: no later than 1 week after the end of the internship
Hand in report - Plato ¹	Deadline: no later than 2 months after the end of the internship or June 1 for internships that take place during the academic year
Declaration of honour student ²	
Assessment by the mentor	Advice: within a week after uploading the internship report
Evaluation 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.

Frequently asked questions...

Frequently asked questions

- How do I find an internship?
- Who will supervise my internship?
- How do I find a supervisor?
- Who will take care of my internship contract?
- Do I need a medical examination before I can start the internship?
- Am I insured during my internship?
- How do I arrange everything administratively?
- I would like to go abroad. What do I have to do?

Frequently asked questions

- What deadlines do I have to meet?
- How does the evaluation of my internship proceed?
- What about my curriculum?
- What is a voluntary internship and how does this work?
- What is a research internship and how does this work?
- What is a paid internship and can I also include it in my study programme?

Problems can occur

Problems at your internship

Is your internship not proceeding as you would like it or as you thought it would be?

- No meaningful assignment and/or not in line with your studies
- Work too hard/work too less
- No feedback
- Organisation
- Conflict
- ...
- Contact stages.ea@ugent.be

Transgressive behavior

- Some boundaries are clear. But what about personal boundaries...
- Do you feel that your limits are being crossed or do you see something with colleagues? [Trustpunt](#) listens

More information

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>

— Plato

PLATO

De digitale administratie van de Faculteit Ingenieurswetenschappen en Architectuur

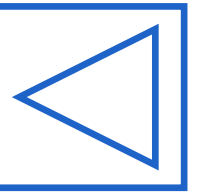
<https://plato.fea.ugent.be>

— Contact



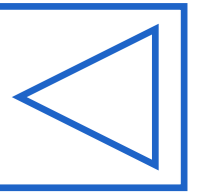
stages.ea@ugent.be

And the answers...



➤ How do I find an internship?

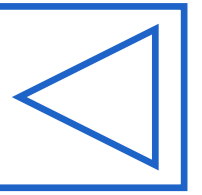
- Student association database
- Databank Plato (previous internships within the field of study)
- Job- and internship fairs
- Contact with companies
- Personal network
- Network of professors
- Specific organizations: IAESTE and Humasol (abroad) or companies (Jan De Nul)
- Abroad: <https://www.ugent.be/student/en/class-exam-exchange-intern/exchange-ugent-students>
- ...



➤ **Who will supervise my internship?**

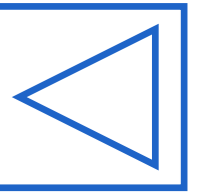
- Academic supervisor
 - Lecturer FEA with expertise in the domain of the internship
 - Formel approval of the internship
 - Supervises the level, follows up on the internship and makes final evaluation
 - Contact person for the student and the company
 - No direct link with the company or organization and no family relationship with the student

- Company internship mentor
 - Daily guidance while performing tasks
 - Supervision of the intern, follows up on the internship and gives assessment



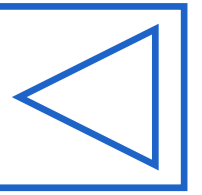
➤ How do I find a supervisor?

- Professor who matches your internship assignment (expertise)
- Teacher of a course from your study program
- Overview [Study Programme Committees](#)
- Overview [Academic Departments](#)

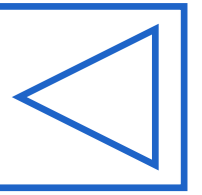


➤ Who will take care of my internship contract?

- You
- In consultation with the company
- Via the [webapplication](#) UGhent for internship contracts
- Signed by all parties (student, company, supervisor)
- Upload a copy to Plato
 - ❗ Paid internships: employment contract
 - ❗ Voluntary internship: [internship contract](#) for voluntary internships
 - ❗ IAESTE: acceptance note
- If the company only wishes to use its own contract: revision by the legal department of Ghent University (verzekeringen@ugent.be)

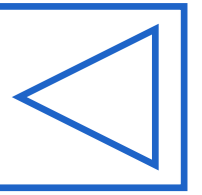


- **Do I need a medical examination before I can start the internship?**
- Students who are going on an internship must upload a [risk analysis](#), fully completed and signed by the company, to Plato (in advance)
 - The Health and Safety Department of Ghent University will review this risk analysis and, if required, invite you for a medical examination.
 - Appointment via the online agenda
 - Download the [medical questionnaire](#), print it out and fill it in.
 - Bring the fully completed and signed risk analysis, the medical questionnaire, a copy of your internship contract and your vaccination card to the examination
 - After the health check, you will receive a "Health Assessment Form". You also upload this certificate to Plato.
 - Not for paid internships
 - <https://www.ugent.be/student/nl/studeren/stage/medische-info-stage>



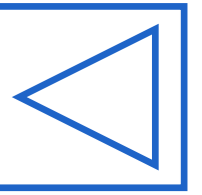
➤ Am I insured during my internship?

- Students enrolled at Ghent University are insured against various risks. Each insurance contains own conditions and limits.
 - Work-related accidents: If you are the victim of a work-related accident during or on the way to and from traineeship activities
 - Civil liability: If you cause harm to third parties through and during university activities
 - Personal physical accidents: If you are the victim of a personal physical accident during or on the way to and from university activities
 - Travel assistance: If you stay abroad (outside Belgium) in the framework of university activities
- <https://www.ugent.be/student/en/administration/insurances>



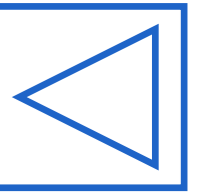
➤ How do I arrange everything administratively?

- Internship file in Plato
- Details of the student, the company and the internship
- Uploading the required documents
- Approval of the academic supervisor and the internship committee
- Automatic follow-up of deadlines based on the start and end date of the internship
- Changes after submission: stages.ea@ugent.be



➤ I would like to go abroad. What do I have to do?

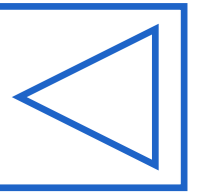
- You receive or find an offer, contact an organization, etc.
- You follow the regular procedure for domestic internships
- With or without consultation with the company, you arrange transport, accommodation, expenses, etc.
- Health and safety: check the [travel advices](#) of the government and the [travel policy of the UGhent](#)
- [Intercultural preparation](#)
- [Scholarships](#)
- [Exchange request](#) in Oasis, no curriculum in exchange
- 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.



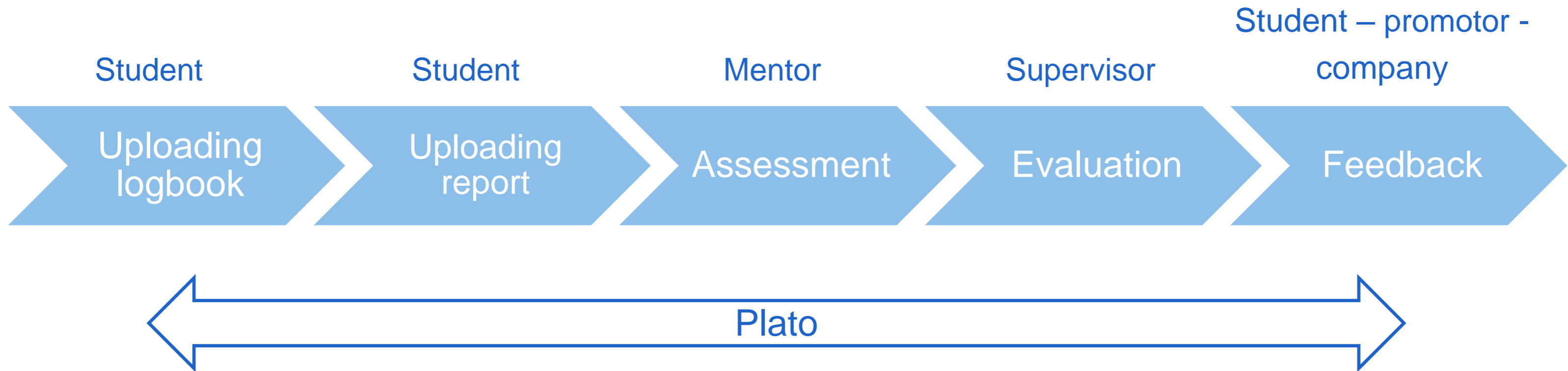
➤ **What deadlines do I have to meet?**

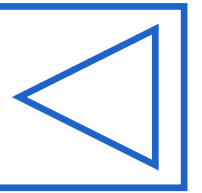
- Exchange request Oasis (internship abroad): before the first Monday of the month prior to the month in which the internship starts
- Appointment medical examination: at least six weeks before the start of the internship
- Registration Plato: at least two weeks before the start of the internship
- Administration Plato: at least the first day of your internship
- Logbook: no later than one week after the end of the internship
- Final report: no later than two months after the end of the internship or June 1 for internships that take place during the academic year
- Internship in curriculum: no later than February 28

Q and A



➤ How does the evaluation of my internship proceed?



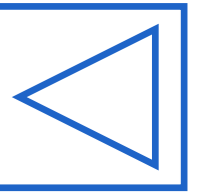


➤ What about my curriculum?

- Three possibilities:

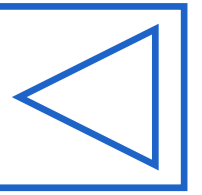
Internship during the summer	Internship during the AY	Internship during the AY
If not conflicting with exams	If not conflicting with lessons and/or exams	If not conflicting with lessons and/or exams
In curriculum AY following the summer	In curriculum same AY	In curriculum AY following the current AY
Final report no later than 2 months after end of internship	Final report no later than June 1 of that AY	Final report no later than 2 months after end of internship

- Adding elective course to your curriculum at the beginning of the AY or at the beginning of the second semester
 - Industry Internship Engineering and Architecture (E099300) 6 ECTS
 - Industry Internship Engineering Technology (E099600) 3 of 6 ECTS
 - Research Internship (E099400) 3 of 6 ECTS
- Announcement of your score at the announcement of points for second semester examination period (July)



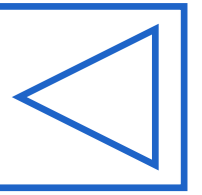
➤ What is a voluntary internship and how does this work?

- An internship outside the study programme, but within the current framework of the university education at Ghent University.
- With a maximum of 60 days with the same internship provider during one academic year
- Contract of the UGhent if the [conditions](#) are being met
- Faculty registration, administration and follow-up (Plato)
- Procedure identical to internship procedure as part of the study programme, excluding internship report and evaluation



➤ **What is a research internship and how does this work?**

- Internship in a research group/research institute (eg imec) at Ghent University or elsewhere in Belgium or abroad
- Aimed at actively acquiring new skills, techniques or answering a specific research question based on (own) data
- Admission based on motivation and excellence
- ! Results obtained cannot be used as part of the master's dissertation (if related)
- Not every programme offers the opportunity of a research internship as elective course
- Procedure identical to industry internship

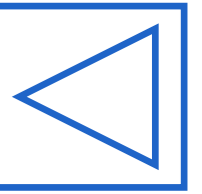


➤ **What is a paid internship and can I also include it to my study programme?**

- Paid internship: more than expense reimbursement (salary)
- Cfr. Belgian law an internship is always unpaid
- No internship contract but an employment contract → consequences for social and other charges
- UGhent is not a contracting party → no insurance
- Internship as part of the study programme: unpaid is the standard, paid in exceptional cases possible

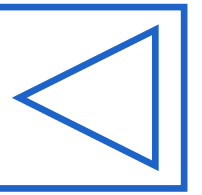
What to do in case of...

Problems at the workplace



- Is your internship not proceeding as you would like it or as you thought it would be?
 - ✓ Don't wait until the internship is over
 - ✓ Be open and transparent
 - Talk about it with your internship company mentor or someone in the company
 - Contact stages.ea@ugent.be and your academic supervisor
 - ✓ Be specific
 - Expectations and goals (yourself and the faculty)
 - Specific difficulties
 - What is going well, what do you want/need to be different?
 - ✓ Listen, moderate and search for a solution
 - ✓ Are you really not satisfied after your internship and/or do you no longer wish to include it in your study programme, contact stages.ea@ugent.be

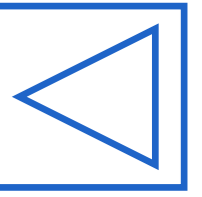
Boundaries at the workplace



- There are four forms of transgressive behaviour in the work or study context:
 - ✓ Bullying
 - ✓ Agression (physically or verbally)
 - ✓ Inappropriate (sexual) behavior (verbally, non-verbally, physically)
 - ✓ 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):
 - ✓ [Trustpunt](#) - Transgressive behaviour and discrimination
 - ✓ [Vlemish reporting point transgressive behavior](#)
 - <https://www.sexualviolence.be>: possibility to chat with specialized psychologists, and care center at UZ Ghent (zsg@uzgent.be)



Boundaries at the workplace



- 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?’

Greet De Beer

Contact person internships FEA

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