

Internship (C003811)

6 ECTS 120 contact hours

The aim of the **Internship** course is to get acquainted with **the professional field** of an aquatic scientist (marine or lacustrine).

Therefore you have to work **about 3 to 4 weeks** (or 120 hrs) in an institute, company, organization or research group with marine or lacustrine related activities.

The activities you will be doing should not necessarily be focused on specific objectives but could **cover a variety of tasks**, which are part of the **daily activities** of scientists in the organization. In some cases they are related to a particular research project, but not always.

The selected topic/location should **not relate to your Master thesis** to promote different experiences, so you can not perform the internship on the same project as your thesis and should have a different supervisor (preferably different research group)

Timing

Start **preparing in time** (1 month before the actual start to have all paperwork done in time).

The actual internship should fit into your time schedule of the second MSc year, so likely the internship is not on a continuous base but spread over several weeks/months.

They can also take place during the summer months

Procedure

Step 1: Identify an organization for your internship. Internships can take place in different kinds of organization where activities related to aquatic science take place (from policy, to outreach, education, research,.. etc).

Once you have identified a place of interest, inform us through the **MATIX link you will receive by Email** on the place of interest, **including a short description of the organization, place and website.**

Step 2: When we have **approved** your internship choice **you can contact the internship provider** to discuss the possibilities and time frame.

Step 3: Before you start you need to fill in an **agreement** and get the signature from your trainee or internship provider. This form will be accessible through the MATIX system. You are responsible for the signature of your internship organization, for the **signature of the dean**: Oceans & Lakes secretariat. You will get an e-mail when your internship agreement is ready (Oceans & Lakes secretariat)

Reporting

Once you have finished your internship, you prepare an **activity report between 5-10 pages** **introducing the place/institute/organisation** you were working, and explaining the framework and the type of your activities, and **specify the skills learned** and the experiences gained

You do **NOT have to write a scientific report showing results**, but in case you have been collecting data you can add an overview of the kind of data you have collected and the methodology. You also need to add a **time sheet showing per half day** what you have been doing.

Upload your report and time sheet in the MATIX system within one month after finishing the internship. Also add the person that supervised you (Email address).

Evaluation

The evaluation of your internship will be based on **your attitude** (feed back by mentor), your **effort** (time sheet) and the **quality of your report** (30 %)

< 10

10-12

13-15

16-17

18-20

INSUFFICIENT

SUFFICIENT

GOOD

VERY GOOD

OUTSTANDING

Professional attitude

Correctness

Accuracy

Flexibility

Efficiency

Critical approach

Skills

Communication

Scientific knowledge

Other:.....

GLOBAL EVALUATION

VLIR-UOS travel grant: thesis or internship

- Only for student from an EEA country
- for an individual study trip to one of the countries listed on the VLIR-UOS website (<http://www.vliruos.be/en/countries/overview/>)
- all information (requirements, procedure, etc.) on the following webpage: <https://student.vub.be/en/scholarship-rei#scholarship-rei>
- <https://www.ucos.be/aanbod/omkadering-naar-het-zuiden/inschrijvingen/>
- Apply at VUB (a.o. invitation local supervisor & recommendation VUB supervisor), preparatory programme UCOS, selection external
- 1000 EUR, at least 28 consecutive days
- Deadlines: 8 December 2019 & 10 May 2020

- The application must be submitted via the VLIR-UOS database <http://data.vliruos.be/>
- During your online application, you will need to add four documents in PDF format:
 - A personal motivational letter of maximum two pages.
 - A letter of recommendation drawn up and signed by the Flemish promotor who is connected to the VUB. In this letter the promotor needs to state clearly that s/he thoroughly checked the contents of the application and supports it. (for internship: Karolien Van Puyvelde, for thesis depending on promotor)
 - An invitation letter from the promotor in the country of destination (if necessary, a translation into Dutch, English or French by the student)
 - A copy of your VUB son certificate.

Oceans & Lakes South-South travel grant

- For VLIR-UOS scholars and students from the VLIR-UOS country list (on a motivational basis)
- <http://www.vliruos.be/en/countries/overview/>
- in the framework of your thesis or an internship
- scholarships for South-to-South exchange: lump sum for 8 internships/ thesis/ courses in the South (500 €/ 6 weeks)
- 8 intercontinental flight tickets for internship/ thesis/ courses in 'South' (1500 €/ticket) (Belgium - Africa - Asia or Latin America)

ERASMUS+ KA103

- [http://we.vub.ac.be/sites/default/files/images/Exchange%20Info%20Session%202017 Finaal WE MM.pdf](http://we.vub.ac.be/sites/default/files/images/Exchange%20Info%20Session%202017%20Finaal%20WE%20MM.pdf)
- Erasmus+ KA103
 - Studies (min. 3 months): Bremen (Germany), Vigo and Oviedo (Spain), Brest (France)
 - Traineeships (min. 2 months)
- Destination, motivation, approx. time
- Deadline 28th February, contact asap Karolien Van Puyvelde and Marjan Maes (Marjan.maes@vub.be)