

Internship

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.

The internship can also take place during the summer months

Procedure (on Matix – see later)

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, that you will receive by e-mail**, on the place of interest, **including a short description of the organization, place, department or unit and website.**

Step 2: When we have **approved** your internship choice **you can contact the internship provider** to discuss the possibilities and time frame. **You can also inform with the internship provider ahead to make sure they will accept interns but with no full commitment made yet**

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. The Oceans & Lakes office is responsible for the **signature of the dean**. You will get an e-mail when your internship agreement is ready (Oceans & Lakes office).

Reporting

Once you have finished your internship, you prepare an **activity report between 5-10 pages introducing the place/institute/organisation and the specific unit/department** 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 (check deadlines for June and August). Also add the person that supervised you (correct E-mail address).

Evaluation

The evaluation of your internship will be based on **your attitude** (feedback 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

MATIX – online platform for your internship:

Steps on MATIX:

- Submit your internship **proposal and wait for approval**
- **Once approved, Matix created an internship agreement**
- Get the agreement **signed by your supervisor, sign it yourself**
- **Upload this signed agreement in Matix**, the Oceans & Lakes office has it signed by the Dean
- Upload your internship **report – deadlines:**
 - graduation in January: 31 January**
 - 1st session: 27 June**
 - 2nd session: 05 September**
- Your supervisor will automatically receive an invitation for evaluation
- **Login:** Link to site and login **will be sent** to you on VUB email address (in the next weeks)
- **Save** your login information! (immediately after creating your login)

Funding for exchange – also for internships

- VUB Faculty information session:

Tuesday **9 November** 2021, 12h to 13h30

- VUB, E.0.10 + session **also recorded**

- Enroll here (for live + recording):

<https://forms.office.com/Pages/ResponsePage.aspx?id=qHxbaagtRUWi2kLQN4TlhWLUYLGWQZIPobDUtIViBdRUMTRTQjkyTEZRujVEM1NKSjk5TjdKT0s0Ni4u>

- All students should have received **email** with info from faculty (see also student portal)

VLIR-UOS travel grant: thesis or internship (COVID-19 – special permission)

→ Not confirmed yet for 2021-2022

- Only for students from **an EEA country**
- for an individual study trip to one of the **South Partner countries**
(<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: **tbc**

- 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)

Oceans & Lakes **South-South** travel grant

- Not confirmed yet for 2021-2022
- For VLIR-UOS scholars and students **from the VLIR-UOS country list** (on a motivational basis)
- 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 – costs except food costs)
- 8 intercontinental flight tickets for internship/ thesis/ courses in 'South' (1500 € max./ticket) (Belgium - Africa - Asia or Latin America)
- Application deadline: **tbc**

ERASMUS+ KA103

- <https://we.vub.ac.be/en/going-abroad>
- More info available during info session 9 November
- 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)
- For internship: communicate intention by deadline (exact timing, destination and motivation can follow later)

Overview internships done by our students:

<https://www.subscribe.com/oceansandlakesinternship>

Need a contact? Ask oceansandlakes@vub.be

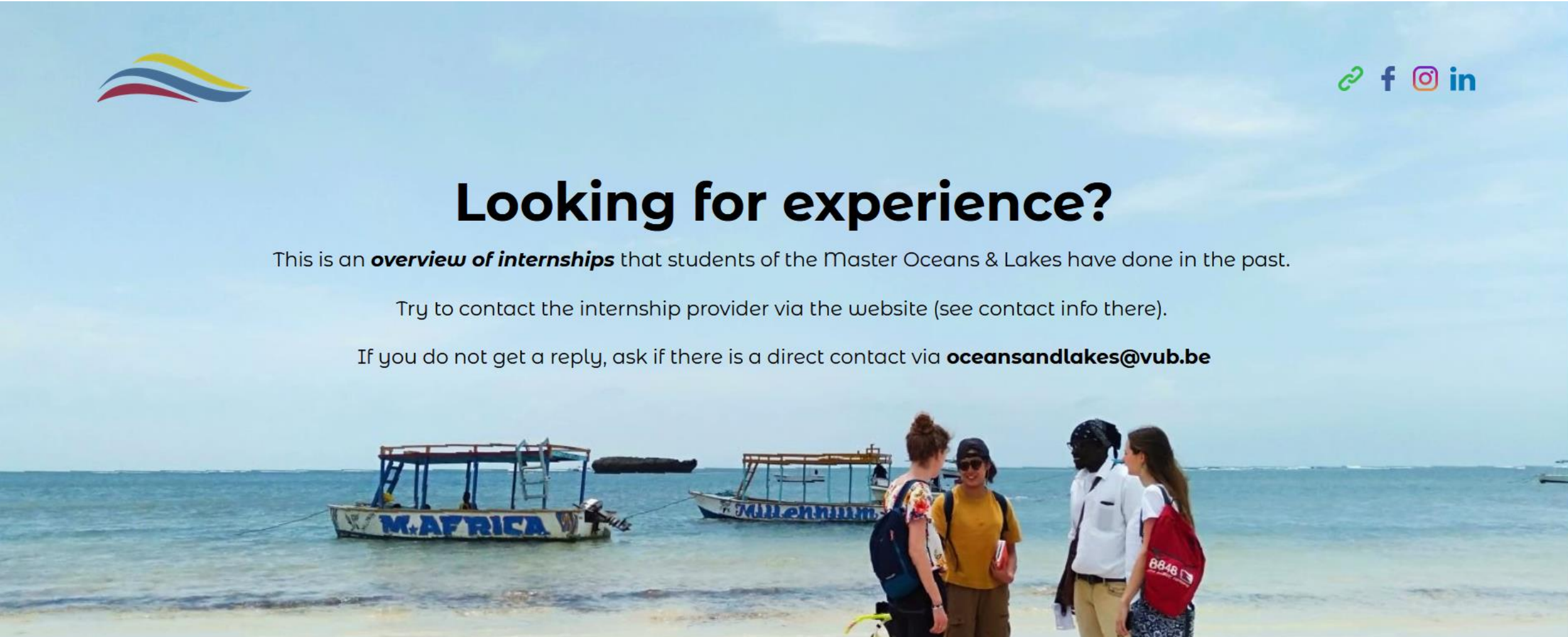


Looking for experience?

This is an **overview of internships** that students of the Master Oceans & Lakes have done in the past.

Try to contact the internship provider via the website (see contact info there).

If you do not get a reply, ask if there is a direct contact via **oceansandlakes@vub.be**



BELGIUM

Institutions	Internship overview
DEME Group	Interns performed geological analysis of the ground conditions for a project site. As well as, they participated along the environmental team, taking part of different work domains (monitoring, ecological valorisations, among others)
FPS Health, Foodchain, Safety and Environment	Interns contributed on on-going projects at the marine environment unit, like focusing on the implementation of the EU Nature Directives in the Belgian part of the North Sea
GEOxyz	Internship activities focus on a training in geophysical & geotechnical and topographical surveys and techniques

Summer School

- 6 ECTS - 120 contact hours

Alternatives: 'Monsoon School' (mandatory for VLIR-UOS) or 6 ECTS courses

- The main objective of the summer school is to **get training** in marine and / or lacustrine sciences and management outside the home university and in an international network of students and teachers.

- Identify a potential summer school, send **proposal with link with more info to titulars for approval**

A summer school can take place **inside Belgium or in another country**.

It can take place **all year round**, whenever it fits in your schedule (so 'winter schools' also accepted) – preferably at the earliest as of summer between 1MA and 2MA

- **Evaluation:**

- 'exam': the student must apply to a (fictional) company, for the **position of 'summer school coordinator'**; the applicant must provide suggestions for improving completed summer school (see separate guideline docs)

Questions?