

Overview

For Degree-Seeking Students

- Available only for 4th, 5th or 6th semester of a 3-year program
- Interns have to work 150 hours
- Interns earn 6 ECTS
- Students are allowed to do only one internship
- Students will keep a log of hours worked and write a 3000-word report about their experience
- Students will receive a letter grade for their internship
- The internship will, if possible, be related to the student's major
- Interns may not receive financial remuneration
- There is no guarantee that a student will be selected for an internship
- Double internships are not available for degree-seeking students

For Study-Abroad Students

- Interns have to work 150 hours. Double internships of 300 hours may also be possible
- Interns earn 6 ECTS (equivalent to 3 US credits) for a single internship or 12 ECTS for a double internship
- Students will keep a log of hours worked and write a 3000-word report about their experience
- Students will receive a letter grade for their internship
- The internship will, if possible, be related to the student's major
- Interns may not receive financial remuneration
- There is no guarantee that a student will be selected for an internship

Procedures

Applying for an Internship

1. Students have to read the internship profiles and select the three internships that most interest them
2. In one email, they have to send their three preferences along with one-page CV and a cover letter for each internship to the External Relations Officer, Anna Ceolon, at aceolon@vub.ac.be
3. If internship partners are interested in the profiles received, the internship team will arrange interviews for candidates to meet with the organizations/companies
4. If an internship partner offers a candidate the internship, he/she has to accept or decline the offer within 24 hours
5. The intern and the internship partner will agree upon a work schedule
6. Interns have to fill out and give the “Add/Drop” form to the Registrar by the end of week 2. Please note that once students have accepted the internship offer, they are committed to completing the 150 hours of work as agreed for the single internship or the 280 hours of work agreed in the case of the double internship. Interns will not be allowed to drop the internship course without proven documentation of extenuating circumstances and a thorough review of the case by both the internship advisor and the intern’s supervisor.

For Degree-Seeking Students, please contact Ms Mona Shair at Vesalius@key2advance.com for assistance with your CV, cover letters, or interview tips

For Study-Abroad Students, please visit your home university’s career advisor for CV (resume) and cover letter suggestions.

For resume and cover letters tips, please refer to websites specialized in career counseling.

Before sending the applications to the internship partners, the internship team will review all CVs and cover letters received. Application will be returned in case of spelling and/or grammar errors.

During the Internship

1. Interns are expected to work 10-14 hours per week until the completion of 150 hours / students doing a double internship are supposed to work 25 – 28 hours per week until the completion of 280 hours
2. Interns have to introduce themselves to their internship advisors via email and provide them with their contact details
3. Interns have to keep a log of hours worked. The log must be signed by the internship supervisor
4. Half way through the internship, interns have to arrange a meeting with their internship advisors. (Please, don’t forget to bring your completed Mid-Term Self-Evaluation with you)
5. Interns have to keep their internship advisors and the External Relations Officer aware of any problems or difficulties that arise during the internship

After the Internship

1. Students have to hand your log of hours work in to their internship advisors
2. They have to write a 3000-word report on their internship experience (see page 6)
3. They will receive a letter-grade from their internship advisors