ACADEMIC OPPORTUNITIES

Internships

Internships provide an excellent opportunity for students to gain valuable professional experience that can help orient their choices after graduation. At Vesalius College, an internship may be taken as a major elective in the Business, Communications and International Affairs majors. Study abroad students frequently opt for an internship with a local firm or institution as part of their studies in Brussels.

Conditions and Application

The Internship Programme is open to students in good academic standing as early as the second semester of their second year at Vesalius. The internship should consist of a specific project wherever possible. Vesalius College students are eligible for “single” internships, worth six ECTS credits. Because the College will administer and award credit for the internship, the student must pay tuition for the internship, even when it has been arranged by the student. While only one internship may be taken for credit during a student’s academic career at Vesalius, the College encourages all students to undertake internships on their own when possible.

Study abroad students are eligible for “single” internships, worth 6 ECTS credits, or for “double” internships, worth 12 ECTS credits. They are limited to one internship per semester but can apply to the internship programme each semester if on a year-long study abroad programme. Study abroad students are eligible for an internship if they have completed half of the academic credits towards graduation at their home university.

A list of sponsors and a description of internship offerings are available on the Vesalius College website. Updated internship catalogues are typically issued according to the following schedule:

- Fall Catalogue – issued late June
- Spring Catalogue – issued late October
- Summer Catalogue – issued late March.

Internship profiles have three sections: one describes the organisation; the second the nature of the work, and the third the sort of candidate the organisation is seeking. The internship profile serves to clarify the nature of the internship for the student and the supervisor. Students may find their own internships, but need to request approval from the Study Abroad Office if they want to receive academic credit for the internship.

Students must apply for internships and there is no guarantee that they will be selected. Internship applications take place in the semester preceding the one in which the student wishes to do the internship. Students must be very vigilant to monitor the internship page of the website so that they are aware of the strict application deadlines each term. Once the catalogue is issued, students have a
maximum of 3 weeks in which to submit their application to the Study Abroad Office. Students should select a maximum of three sponsors, and prepare a CV and cover letter for each.

The selection procedure can take time. At registration students should register for a regular course, then drop that course and add the internship when selected for a position. Note, too, that delays in securing an internship can mean that the student will need to work more hours per week during the remainder of the semester in order to complete the total number of hours required to receive full credit.

Requirements and Assessment

For the “single” internship, students work for a minimum of 150 hours (approximately 12-15 hours per week during fall or spring semesters, and 30 hour per week during the summer session). For the “double” internship, students work for a minimum of 280 hours (approximately 25-30 hours per week in fall and spring semesters). The intern must keep track of the hours spent at the internship in a log that is countersigned by a supervisor in the organisation. The internship will always be unpaid and the student will be responsible for transportation costs to and from the internship site.

The internship is given a letter grade by a Vesalius faculty member. This grade is based primarily on the internship sponsor’s evaluation of the student’s work and on a 3000-word final report by the student on the internship experience. Other minor requirements (meeting with a faculty adviser, expected behaviour, etc.) are outlined in a contract drawn up between the student and Vesalius College. Students enrolled in the double internship programme are also required to complete a research project during the semester in addition to completing the above requirements.

It should be noted that, once an internship is accepted by the student and the contract signed, it is not possible to drop the internship course without documented proof of extraordinary circumstances preventing the student from completing the course.

Study Abroad students who apply for the internship course with the intention of receiving transfer grades and credit for their home university transcript must have obtained prior approval from their home university for this credit transfer. Students who find out after obtaining an internship that the credits will not transfer back to their home university will not be considered eligible for dropping the course.

More complete information on application procedures and regulations can be obtained from the administration. The list of the internships on offer is available during the preceding semester.

Internships Abroad

Vesalius Students may request to take an internship as part of their study abroad programme. As with any other course taken abroad, an internship course
abroad must be pre-approved by the student’s Vesalius College academic adviser. The internship abroad must follow the general requirements that are outlined in the Vesalius Internship Programme catalogue, especially with respect to number of hours worked and number of credits earned, and must be supervised and evaluated by an academic supervisor at the host university.

Study Abroad

Vesalius College strongly encourages its students to study abroad as an important component of an international, multicultural education. Each semester, the College welcomes a growing number of independent students and students from partner institutions from around the globe, who have chosen to study and live in Brussels. The College also sends some of its own students off to experience the challenges, opportunities and satisfactions of living and working in a different language and culture.

Vesalius students may study abroad either at an institution with which the College has an agreement (Partner Universities - see list on page 61) or at an approved college or university of their choice (Non-Partner Universities).

Study Abroad at Partner Universities:

When studying at a partner university, both the grades (including an F grade) and credits earned at the host university are eligible for transfer to the Vesalius College transcript.

To be eligible for study abroad with a partner university (for a semester or summer semester), students must meet the following requirements:

- Must be in the fourth or fifth semester of their Vesalius degree programme
- Must be in good academic standing with a cumulative grade point average (GPA) of 2.7 or better (a 3.0 minimum is required for Kansai Gaidai in Japan) at the time of application.
- Must have completed at least one full year studying at Vesalius on the Brussels campus (this also applies to transfer students who might already have second or third-year standing upon entry at Vesalius)
- Must submit their request to study abroad (via the “Study Abroad Request Form”) to Vesalius College administration no later than the Friday of Week 11 of the fall term (for study abroad in the spring) or of Week 11 of the spring term (for study abroad in the summer or fall).

Interested students should plan their study abroad one full year in advance of the desired study abroad term. The following time-sensitive issues must be considered:

1. Time to obtain course syllabi from the host university: If a student is interested in studying abroad during the fall semester, for example, then he or she would need to consult the course offering at the host university for the fall term that precedes the one in which he or she wishes to study abroad (i.e. consult fall 2013 course offerings when looking for courses to take in the fall of 2014).
2. Time for academic adviser approval of the desired host university course syllabi. Some syllabi might have to be forwarded to professors with more expertise in certain domains and, thus, this process can be quite time-consuming.

3. Time to apply to the host university and receive the acceptance documents required for visa application – the visa application procedure can also be quite lengthy depending on the country of destination.

4. The deadline submitting the “Study Abroad Request Form” is the Friday of Week 11.

Interested students must consult with the Director of International Programmes, the Head of Academic Administration and with their academic adviser during the preparatory stages. Courses taken abroad may count toward the Vesalius degree; but to ensure that credits and grades do transfer, students must complete and submit, in advance (deadline is the Friday of Week 11 of the semester in which the request is made), a “Study Abroad Request Form”. This form requires approval of the study abroad by the Director of International Programmes and of the host university course syllabi by the student’s academic adviser. It also requires the approval and signature of the Head of Academic Administration.

The following steps must be completed by the study abroad candidate:
1. Obtain a “Study Abroad Request Form” from reception
2. Fill out the electronic form and print out
3. Obtain the signature of the Director of International Programmes to approve the study abroad semester/term, who will check to be sure you are academically eligible to study abroad
4. Obtain syllabi from the host university for the desired courses
5. Consult with the Head of Academic Administration to see if Vesalius has previously approved the desired courses. If so, then there will be automatic approval for those courses
6. Consult the academic adviser, with syllabi in hand, for approval of the remaining courses for credit transfer. Please keep in mind that, if the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field.
7. Obtain the signature of the academic adviser regarding approval of the selected courses.
8. The student must then check all of the boxes that pertain to the student’s responsibilities and then sign the form.
9. See the Head of Academic Administration, who will give final approval and will determine how your study abroad courses will fit into your overall curriculum worksheet. Obtain the signature of the Head of Academic Administration.

NB: If the student fails to submit the completed “Study Abroad Request Form” on time (prior to the Friday of Week 11), Vesalius College cannot guarantee that your request to study abroad will be approved.

NB: It is the responsibility of the student to ensure that all Vesalius College and partner university fees are paid in full or Vesalius College can reserve the right to prevent the student from receiving transfer credits.
NB: It is the responsibility of the student to arrange with the host university to send an official transcript to the Head of Academic Administration of the Vesalius College.

NB: All students approved for study abroad with a partner university are expected to write a 250-word experience report (with attached photo if possible) and to submit the report to the Study Abroad Office by the end of the semester following the semester abroad.

**Types of Partnership Agreements:**

**Fee-Paying Study Abroad Agreements:**

With this type of agreement, the partner university bills Vesalius College for the student’s tuition and fees. The student then pays Vesalius College the fees for the study abroad semester. In some instances, the student will be required to pay tuition and fees directly to the partner university. Students going abroad with this type of agreement are not required to pay Vesalius tuition for the semester they are abroad. They are, however, required to pay the Study Abroad administrative fee to Vesalius College. Details of the arrangements should be obtained from the Study Abroad Director. Grades (including an F grade) and credits earned with study abroad partners transfer directly to the student’s Vesalius transcript.

**Exchange and Limited Exchange Agreements**

Under this kind of arrangement, students pay Vesalius College’s tuition and fees but take courses at the partner institution. With certain exchange partners, Vesalius College has established a limited exchange agreement whereby, once a certain pre-determined number of students have been exchanged, any supplemental student wishing to enrol at the partner school may do so under the terms of a fee-paying study abroad agreement. If a student wishes to study at a university represented by one of our consortium partners, fees and programme details will vary depending on the host school. Details of these agreements should be obtained from the Study Abroad Director. Grades (including an F grade) and credits earned with exchange partners transfer directly to the student’s Vesalius transcript.

Vesalius currently has agreements with the following institutions and consortia:

**In North America:**
- The Washington Semester at American University, Washington, D.C., USA
- Beloit College, Beloit, Wisconsin, USA
- Bentley College, Waltham, Massachusetts, USA
- Birmingham Southern College, Birmingham, Alabama, USA
- Brethren Colleges Abroad (BCA - consortium)
- Chatham University, Pittsburgh, Pennsylvania, USA
- City University of New York – College of Staten Island, New York, USA
- Covenant College, Lookout Mountain, Georgia, USA
- Council for International Educational Exchange (CIEE - consortium)
- Doane College, Crete, Nebraska, USA
Academic Opportunities

Educational Programmes Abroad (EPA - consortium)
Hawai‘i Pacific University, Honolulu, Hawai‘i, USA
Hobart and William Smith Colleges, Geneva, New York, USA
Huron University College, London, Ontario, Canada
International Student Exchange Programmes (ISEP - consortium)
International Studies Abroad (ISA - consortium)
Marymount University, Arlington, Virginia, USA
Oglethorpe University, Atlanta, Georgia, USA
Rutgers University, New Jersey, USA
State University of New York (SUNY, all New York campuses), New York, USA
St. Louis University, St. Louis, Missouri, USA
University of Denver, Denver, Colorado, USA
University of Florida, Gainesville, Florida, USA (Summer Incoming Only)
University of Hawaii at Hilo, Hilo, Hawai‘i, USA
University of Illinois, Springfield, Illinois, USA
University of Mississippi, Oxford, Mississippi, USA
University of Missouri, Columbia, Missouri, USA

In Europe:
The American University of Rome, Rome, Italy
Césine Centro Universitario, Santander, Spain
Dublin Business School, Dublin, Ireland
IE University, Segovia/Madrid, Spain
International University of Monaco, Monte-Carlo, Principality of Monaco
Koç University, Istanbul, Turkey
London Metropolitan University, London, UK
Middle East Technical University, Çankaya Ankara, Turkey
New Anglo-American College, Prague, Czech Republic
Richmond, The American University of London, London, United Kingdom
St. Louis University Madrid, Madrid, Spain
University American College Skopje, Skopje, Macedonia
University of Derby, UK
University of Ljubljana - Faculty of Social Sciences, Ljubljana, Slovenia
University of Lower Silesia, Wroclaw, Poland

In Latin America:
CESA Business School, Bogotá, Columbia
Instituto Tecnológico y de Estudios Superiores de Monterrey (All Mexican campuses), Mexico
ITESO Universidad Jesuita de Guadalajara, Guadalajara Mexico
Universidad de Especialidades Espíritu Santo, Guayaquil, Ecuador
Universidad de las Americas, Puebla, Mexico
Universidad de Ciencias Empresariales y Sociales, Buenos Aires, Argentina
Universidad de Viña del Mar, Viña del Mar, Chile
Universidad San Ignacio de Loyola, Lima, Pérú

In Asia:
Akita International University, Akita, Japan
Chonbuk National University, Jeonbuk, South Korea
Hallym University, Chuncheon, South Korea
As the Study Abroad Office regularly signs new partnership agreements, please consult the website for the most up-to-date partner list.

Studying at non-partner institutions:

If a student wishes to study abroad at a university with which Vesalius College has no exchange or study abroad agreement, he or she should apply directly to that institution, paying its tuition and other fees. During this semester abroad, the student will be considered as a temporary withdrawn student and has no financial obligation to Vesalius College, with the exception of the Courses Abroad administrative fee.

It is imperative that students consult with their academic adviser concerning their study plans. Student wishing to have credits transferred for taking courses elsewhere must obtain prior approval of the external courses from their academic adviser. If the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field. Above all, they must secure prior approval of the host university from the adviser if they wish to receive transfer credit for the courses taken while abroad.

Students must fill out and have their academic adviser / course professor(s) and the Head of Academic Administration sign the “External Course Approval Request Form.”

Upon return to the College, they will receive transfer credit for approved courses in which they earned a grade of C or above. However, the grades earned at non-partner institutions will not be transferred (and hence will not be included in a student’s cumulative GPA).

The following steps must be completed by the study abroad candidate:

1. Obtain an “External Course Approval Request Form” from the Receptionist
2. Fill out the form and list the courses to be taken at the host university
3. Obtain syllabi from the host university for the desired courses
4. Consult with the Head of Academic Administration to see if Vesalius has previously approved the desired partner university courses. If so, then there will be automatic approval for those courses

In Oceania:
Bond University, Queensland, Australia

Academic Opportunities

Jiangxi University of Finance and Economics, Nanchang, China
Kansai Gaidai University, Osaka, Japan
Konkuk University, Seoul, South Korea
Kyung Hee University, Seoul, South Korea
Shanghai Lixin University of Commerce, Shanghai, China
Peking University HSBC, Beijing, China
Ritsumeikan Asia Pacific University, Beppu, Japan
University of Nottingham, Ningbo, China
5. Consult the academic adviser, with syllabi in hand, for approval of the remaining courses for credit transfer. Please keep in mind that, if the courses for which you need approval are not in the domain in which your adviser specialises, you may need to obtain approval from another faculty member with more knowledge of the field.

6. Obtain the signature of the academic adviser regarding approval of university and of the selected courses.

7. The student must then check all of the boxes that pertain to the student’s responsibilities and then sign the form.

8. See the Head of Academic Administration, who will give final approval and will determine how your study abroad courses will fit into your overall curriculum worksheet. Obtain the signature of the Head of Academic Administration.

NB: It is the responsibility of the student to ensure that all Vesalius College and partner university fees are paid in full or Vesalius College can reserve the right to prevent the student from receiving transfer credits.

**Studying abroad during the summer term**

Students wishing to study abroad during the summer term must follow the same guidelines as those above for study at partner or at non-partner universities, depending on the case.

**Grade transfers for Vesalius Students Studying Abroad**

Study abroad students are subject to the grading policies and guidelines of the host institution. In the case of study with a partner institution, letter grades received will be transferred directly from the host university transcript to the student’s Vesalius College transcript. Grades will not be modified upon transfer, even if the grading scale differs between the host university and Vesalius College.

**Summer Programmes**

**Vesalius College Summer Programme**

The Vesalius College summer programme provides courses for college credit, for personal enrichment and for the enhancement of professional skills. The programme consists of six weeks of classes and one week of exams. Classes are scheduled for eight hours per week. Transcripts are issued at the end of the summer programme for the home institution of visiting students. Course offerings for the summer programme are posted on the website (www.vesalius.edu) in February. Vesalius College reserves the right to cancel courses that do not meet the minimum enrolment numbers.

For admission to the summer programme, a secondary school education and a command of the English language are required and should be demonstrated by appropriate documentation. Admission is decided on a case-by-case basis.
In the case of EU nationals, while a student visa is not required to attend the summer programme, a student must hold a valid passport or identity card. It should be noted that admission to the summer programme does not constitute admission to Vesalius College as a regular student for either the fall or the spring semester.

**Summer Programmes Elsewhere**

Vesalius College students may take courses during the summer at other universities.

Administrative procedures for application to external summer programmes (partner programmes as well as non-partner programmes) are identical to those for application to study abroad programmes in the fall or spring.