

EMBC+ INTERNSHIP

This document provides an overview of practicalities related to the organisation of the internships. This document is valid for academic year 2016-2017

*Guidelines
Evaluation*

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INTERNSHIP – AN INTRODUCTION

At the end of the second semester, students have the possibility to do an internship at a number of members of the EMBC+ network. The internship takes place during the first academic year of the EMBC+ programme in the period between 24 April and 16 June (unless agreed otherwise). An internship worth 12 credits should not exceed 2 months and should contain a workload of at least 240 hours. An internship worth 6 credits should not exceed 1 month and should contain a workload of at least 120 hours.

The internship is a period of observation and practical training. It is part of the university experience and is intended to complement coursework. The main objective is to become familiar with different workplace functions and roles expected for a particular profession. The internship project should allow the student to understand how knowledge acquired during schooling may be applied to solving problems in real world situations.

INTERNSHIP GUIDELINES

1. Objectives

The internship is a period of observation and practical training. It is part of the university experience and is intended to complement coursework. The main objective is to become familiar with different workplace functions and roles expected for a particular profession. The internship project should allow the student to understand how knowledge acquired during schooling may be applied to solving problems in real world situations.

2. Roles

a. Intern

Once the internship is approved and the agreements are signed, it is the responsibility of the intern to discuss the practical aspects of the internship as well as the coherence of the project with the educational objectives of the internship experience with the supervisor.

b. Supervisor or tutor

The supervisor also commits himself to make sure that the rules of the internship are respected within the host organisation, including providing adequate supervision for guarding the intern and the coherence of the work with the educational objectives. The supervisor acts as both resource and guide for the intern within the host organisation.

c. Academic contact or correspondent

This is the person who is the responsible professor for the internship module of the EMBC+ programme. The student should stay in regular contact with the academic correspondent. They are required to send both a mid-term (12 credits) and final report (6 and 12 credits) to the academic correspondent. The academic correspondent should also serve as a resource to resolve both technical and practical problems that may occur during the internship.

This person is also responsible for the management of the internships and the development and application of any regulations and rules applicable. This coordinator is also the primary contact between the host institutions and the University of Ghent.

d. Coordinator of the EMBC+ program

The signature of this person is mandatory for establishing a legally binding internship contract. He or she may also make any final decisions related to conflicts which may arise during the internship that cannot be resolved through mediation.

3. Rules governing internships

a. Organisation

The internship takes place during the first academic year of the EMBC+ programme in the period between 24 April 2017 and 16 June 2017 (unless agreed otherwise). An internship worth 12 credits should not exceed 2 months and should contain a workload of at least 240 hours. An internship worth 6 credits should not exceed 1 month and should contain a workload of at least 120 hours.

During the internship, the student remains registered as a student at the first year university. The student must be able to comply with the schedules of the host university and the EMBC+ programme. The student's work schedules are went over and agreed on by the project tutor or supervisor on the first day. The intern may return to the university during the internship as part of prior obligations (courses, exams) required by the university.

b. Compensation

There is no obligation to offer the intern a financial compensation for the period that the student is present at the institution. In case local internship institution regulations calculate in a compensation for the intern, this should be made clear upon publication of the topic.

The EMBC+ programme factors in a small contribution for the organisation hosting the intern to cover possible administrative or organisational costs. The contribution is set at € 200 in case of a 12 credits internship and € 100 in case of a 6 credits internship.

c. Medical Insurance, Worker's compensation

In case of on-the-job injury or illness, the intern is covered by the public healthcare system. The intern is also covered by the global Ghent University insurance as each intern is officially enrolled at the University of Ghent.

In case of an accident (at work or on a excursion/trip associated with work) involving the intern, the host organisation agrees to send within 48 hours all relevant information to Ghent University (EMBC+ Coordination Office) in order to establish the accident report.

d. Liability insurance

When the host organisation lends out a vehicle to the intern, the host organisation is responsible for checking that the insurance policy covers the vehicle when used by an intern and that the student holds a valid driver's license.

When in the course of the internship, the student uses his own vehicle or a vehicle loaned by a third-party, this must be clearly passed on to the vehicle insurer stating that such use is a prerequisite for work and, if necessary, any additional premium must be paid.

e. Workplace conduct

During the internship, the student is subject to the discipline and internal regulations of the host organisation, particularly with regard to schedules and the safety and hygiene regulations.

Any disciplinary action can be decided on by the EMBC+ programme. In this case, the host institution informs the University of Ghent of any breaches of conduct and provides the necessary proof.

In the case of a particularly serious breach of discipline, the host organisation reserves the right to terminate the internship of the student.

f. Evaluation of the internship

At the end of the internship, the host organisation provides an internship completion certificate. This certificate shall only be awarded if the host organisation (through the Tutor) and the academic contact agree on the quality of the work accomplished by the intern. The tutor and the academic contact will jointly decide on the grade.

g. What if the internship duration changes?

- Leave
 - The student can take a leave of absence, provided that the residence time in the host institution meets the minimum training period specified in the certificate. For any temporary interruption of the course (illness, maternity, unjustified absence,...) the host organisation notifies the University of Ghent.
- Termination
 - In case one party wishes to terminate the internship, the other parties must be immediately informed in writing. The reasons will be examined closely during a consultation round. The final decision about the termination of the internship is taken at the end of this consultation phase.
- Extension
 - Any extension of the placement agreement will require an amendment to the contract. If extended, the internship end date may not exceed the current academic year.

h. Confidentiality

Interns agree to not use any information collected or obtained by them, including the internship report, for publication or disclosure to third parties during and after the internship without prior agreement from the institution.

The host institution may request a restriction of the dissemination of the report, or removal of certain confidential elements. The student agrees not to hold, carry, or make copies of any documents or software, of any nature whatsoever, belonging to the host organisation, unless approved by the latter.

i. Intellectual property

When the intern's work results in the creation of a work protected by copyright or industrial property (including software), the host organisation can use it when the intern agrees and a contract is signed between the intern (author) and the host organisation.

This contract must include the scope of the rights, the possible exclusivity, destination, media used and the duration of the assignment, and, when applicable, the remuneration due to the student.

j. Jurisdiction in case of dispute

The internship agreement is governed exclusively by local law. Any conflict unresolved by amicable means shall be subject to the jurisdiction of the local courts.

4. Evaluation

The intern is evaluated based on the daily actions and a written activity report. The evaluations indicate to what extent the objectives of the internship were achieved in general and to what extent any specific objectives or tasks were accomplished. The evaluation should also reflect the concrete demonstration of certain qualities and aptitudes by the intern.

5. Report formats

A template for the final activity report will be provided by the EMBC+ Coordination office.

6. Overview of the organisation of an internship:

Step	Description
Find an internship project	The student starts contacting internship providers for which he has interest during the first semester of year one.
Contract signature	The internship contract has to be signed by the student, the host organisation and the director of the master programme. This contract will be sent to the supervisor and the student at the beginning of the internship.
Arrival and installation	The student confirms that he/she is installed at the host organization by notifying the EMBC+ secretariat during the first week.
Mid-term report (in case of a 12 ECTS internship)	The report contains a description of tasks accomplished and objectives still to be achieved and time sheets.
Final report	This report contains a synthesis of the accomplished tasks and objectives during the internship and time sheets.