

Information session 2023-2024

Professional Internship

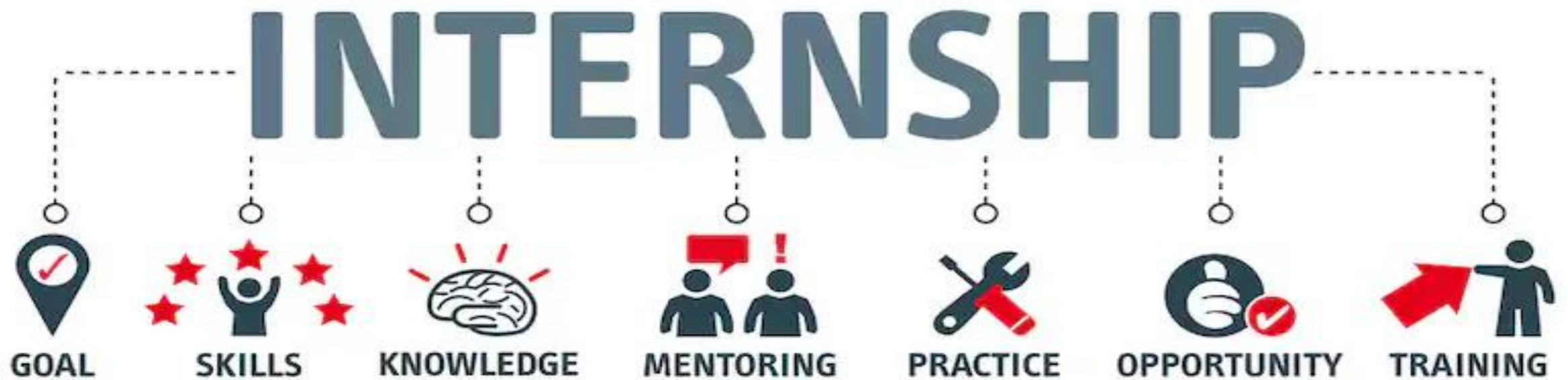
Master's Thesis, including research internship

Master of Bioscience Engineering: Sustainable Urban Bioscience Engineering

Overview

1. Information on Professional Internship
2. Information on Master's Thesis
3. Tips & tricks CV & motivation letters
4. Introduction of CityLab 2 and CityLab 3

1. Professional Internship



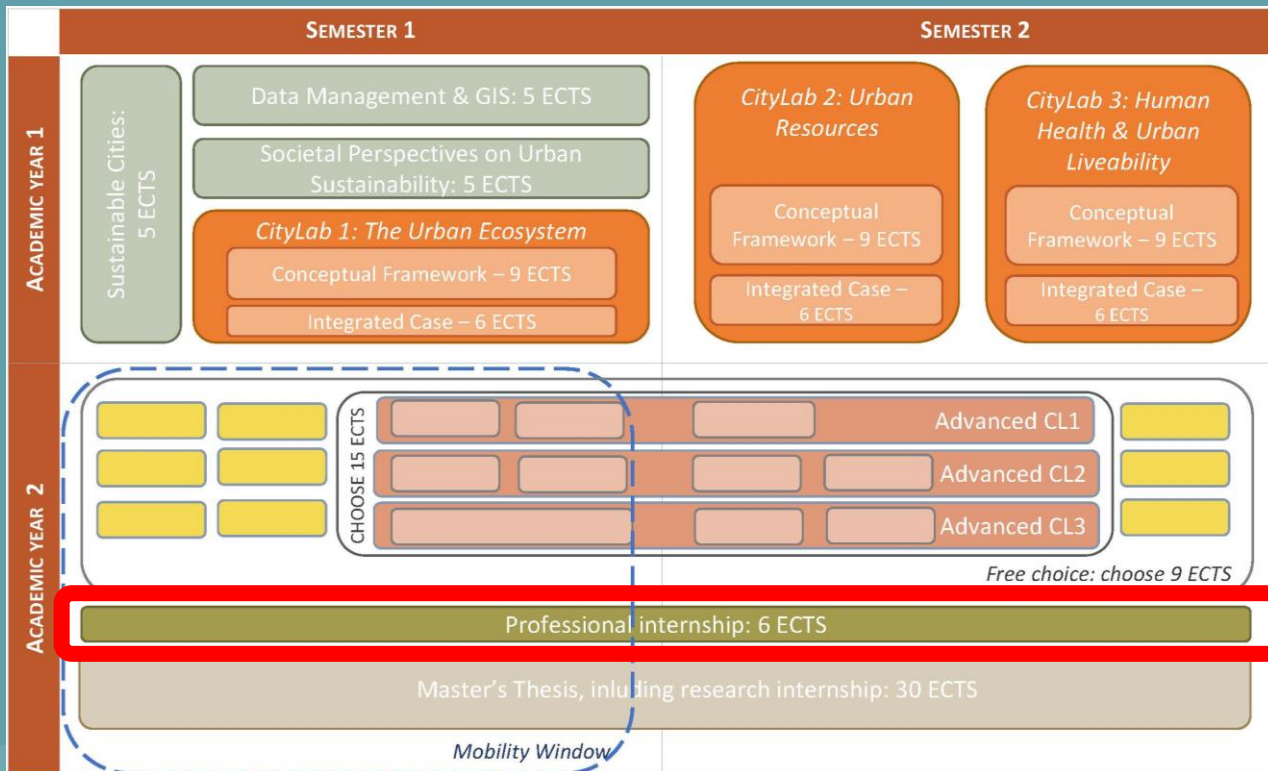
A. What?

Under supervision, the student carries out a well-defined assignment in a company, (non-governmental) organisation, institution, administration, etc., that belongs to the work field of the Master's programme.

B. Objective

- Gaining practical experience
- Gaining insight into the workings and operations of a company / organisation
- Experience how projects run in a business context
- Executing / supporting a real project
- Developing and applying soft skills (co-operation, communication, reporting, planning, ...)
- Creating own professional network & increasing the student's employability

C. Position & duration



- 6 ECTS – second master year
- 25 working days (minimal)
- Whole year
 - Summer holidays (July – September)
 - 1st semester (September – December)
 - 2nd semester (February – June)
- Fulltime / part time

D. Guidance

Internship coordinator

- General
- Practical organisation
- Quality of submitted reports
- Contact with internship organisations

Internship supervisor

- Per internship
- Pedagogical guidance and feedback on site
- Daily & final evaluation
- (+ mentors)

Academic supervisor

- Per internship
- Supervising the internship
- Final evaluation

First and foremost: student's own responsibility

E. How to secure an internship position

<u>Step</u>	<u>Action</u>
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1.	Find an appropriate internship organisation
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through the list of internship providers or on your own

E. How to secure an internship position

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1.	Find an appropriate internship organisation
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2.	Apply with the internship organisation(s) of your choice
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Don't wait too long!

E. How to secure an internship position

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1. Find an appropriate internship organisation

through the list of internship providers or on your own

2. Apply with the internship organisation(s) of your choice

Don't wait too long!

3. Work out an internship assignment with the internship supervisor

Deadline

- Internships summer holiday / first semester: March 30, 2024
- Internships second semester: October 13, 2024

E. How to secure an internship position

Step Action

1. Find an appropriate internship organisation

through the list of internship providers or on your own

2. Apply with the internship organisation(s) of your choice

Don't wait too long!

3. Work out an internship assignment with the internship supervisor

4. Register professional internship in SisA & Mobility Online, after approval of Education Committee

Deadline

- Internships summer holiday / first semester: March 30, 2024
- Internships second semester: October 13, 2024

Deadline

4 weeks before start internship!
→ Internships summer holiday:
before May 31

F. What's a good internship assignment?

- Relevant & representative
 - Linked to urban environmental/sustainability challenge(s) – CityLabs !
 - Engineering / technology aspects
- Full involvement in organisation
 - Can be daily work or project based
 - Not too much administration !
- Independent and with own responsibility

G. During internship

- Intermediate account → 3 weeks after start internship
- Problems?
 1. Internship supervisor
 2. Internship coordinator and/or academic supervisor

H. Assessment

Evaluation part	By	Weight
1. Internship report	30 % internship supervisor 25 % academic supervisor	55 %
2. Daily work	Internship supervisor	25 %
3. Oral presentation and discussion	Jury, consisting of the internship supervisor, academic supervisor and internship coordinator	20 %

+ Personal assessment of internship (not evaluated)

Questions?

1. Student Portal

My Education -> Practice and internship (deadline, forms, guidelines, ...)

2. Internship coordinator

Geraldine.Godts@uantwerpen.be

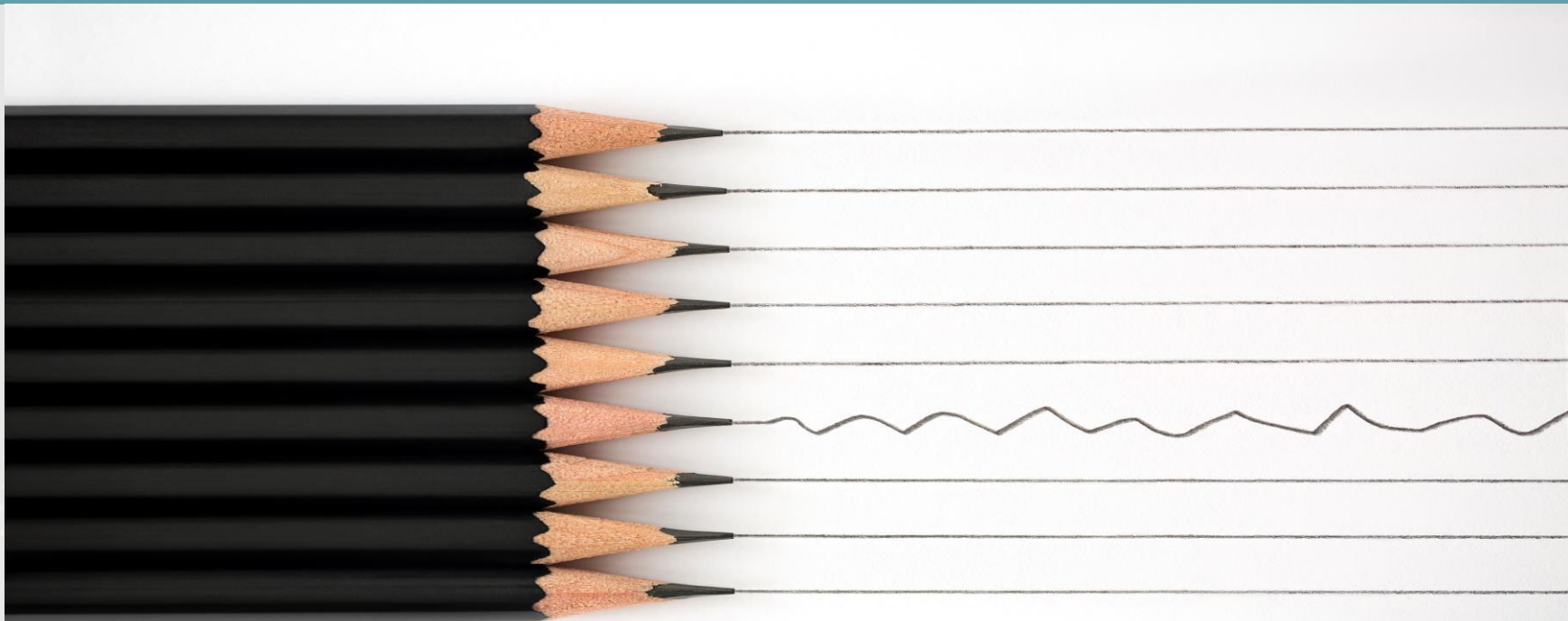
sube@uantwerpen.be

Campus Groenenborger

G.V.406



2. Master's thesis, including research internship

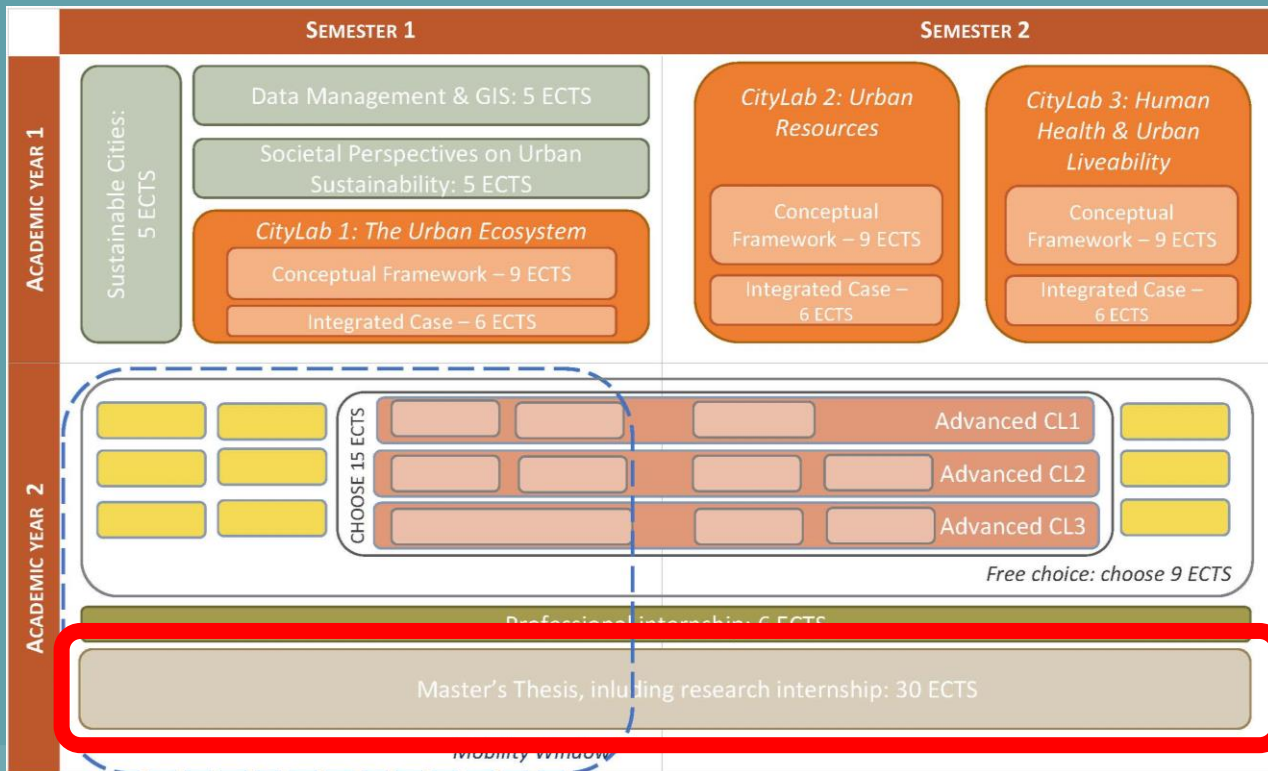


A. What?

As the final part of the Master's programme, the student examines an urban environmental challenge during an individual research project, conducted within a research group in the field of bioscience engineering at the University of Antwerp, Ghent University and/or KU Leuven.

During this research internship, the student demonstrates being able to approach a complex engineering problem - relevant within the academic and/or professional context - from a scientific point of view. Moreover, the student shows that the ability to summarise the acquired insights and proposed solutions in a coherent report. The argumentation is based on literature research and complemented with own empirical data.

B. Position & duration



- 30 ECTS – second master year
- Research group bioscience engineering (University of Antwerp, Ghent University, KU Leuven)

C. Guidance

Promotor

- Academic with doctoral degree, affiliated with Dept. BIR (UA), Faculty BIW (Ghent University), Faculty BIW (KU Leuven)
- Supervising master's thesis
- Daily & final evaluation

(Co-promotor)

- Academic with doctoral degree, can be from a different discipline
- Supervising master's thesis
- Daily & final evaluation

(Supervisor)

- Any member from AAP or BAP (doctoral student or postdoc)
- Daily follow-up / practical guidance
- Final evaluation

First and foremost: student's own responsibility

D. How to secure a research topic (i)

Step Action

1. Choose a research topic

A. List of potential topics

- Contact promoter(s) of at least 2 topics
- Submit first and second choice through online form

Deadline

- Research project abroad:
February 1, 2024
- Research project not abroad:
April 15, 2024

B. Own topic

- Topic related to an urban environmental challenge & framed within one or more CityLabs
- Embedded in current research → provide own promotor
- Contribute to realisation of learning outcomes

Deadline

February 1, 2024

D. How to choose a research topic (ii)

<u>Step</u>	<u>Action</u>
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2.	<i>After approval of Education Committee</i>
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	Register research topic & promotor(s) in SisA
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<u>Deadline</u>

Last week of classes of SEM2

D. How to choose a research topic (ii)

Step Action

2. *After approval of Education Committee*

Register research topic & promotor(s) in SisA



Deadline

Last week of classes of SEM2

3. **Register** research internship in SisA & Mobility Online →

Deadline

4 weeks before start research internship!

→ Internships summer holiday : before May 31

E. Assessment

Evaluation part	By	Weight
1. Written report	30 % promotor(s) 15 % per assessor	60 %
2. The student's performance and growth process during the execution of the Master's thesis	Promoter(s)	20 %
3. Oral presentation and defence	Jury, consisting of the chair, the promotor(s) and the assessors	20 %

Questions?

1. Student Portal

My Education -> Bachelor or master dissertation (deadline, forms, guidelines, ...)

2. Promotor

3. Academic coordinator prof. dr. ir. Tom Tytgat

sube@uantwerpen.be
Campus Groenenborger
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3. Tips & tricks when applying



A. Tips for a successful CV

1. A personalized CV
2. Use a lay-out that suits you
3. KISS – Keep it Short and Simple
4. Pitch your personality
5. Make your CV competence-oriented
6. Don't forget the essentials!

- 
- Personal information & contact details
 - Education
 - Experience
 - Language skills
 - Other competences
 - Hobbies
 - References

B. How to write a successful motivation letter?

1. Keep in mind the essential questions

- What appealed to you in the vacancy ?
- Why are you who you are?
- What makes you fit with the company?

2. Take the general principles into account

- Customization !!
- Be open and honest
- If applying by e-mail: motivation letter = e-mail (don't add it as an attachment)

B. How to write a successful motivation letter?

3. Provide a clear beginning, middle and end of your letter

- **Preface:** what function are you responding to? How did you find the position?
- **Middle:** why this company and why this position? Here you can explain relevant work experience and skills. Then you tell more about who you are. Why you? What can / do you want to do.
- **End:** finish in a nice way, but not too jovial.

Need more tips?

- My Career Companion (self tests, e-learning modules, video courses, ...)
- Career Center UAntwerpen
- Screening of resumé by STIP

Student Portal: Support and coaching -> Support after my studies -> Career coaching -> Tips & tools

- Workshops and group session (Dutch only)
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4. Introduction to CityLab 2 and CityLab3



URBAN ECOSYSTEM



URBAN RESOURCES



**URBAN HEALTH &
LIVEABILITY**