

# Information session 2024-2025

Professional Internship

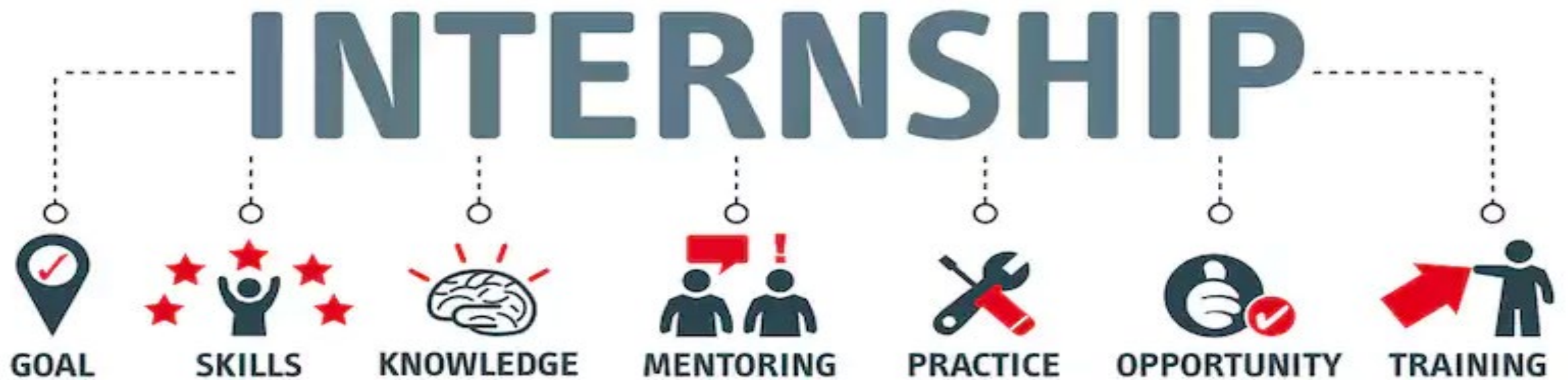
Master's Thesis, including research internship

Master of Bioscience Engineering: Sustainable Urban Bioscience Engineering

# Overview

1. Information on Professional Internship
2. Information on Master's Thesis
3. Professional communication
4. Introduction of CityLab 2 and CityLab 3

# 1. Professional Internship



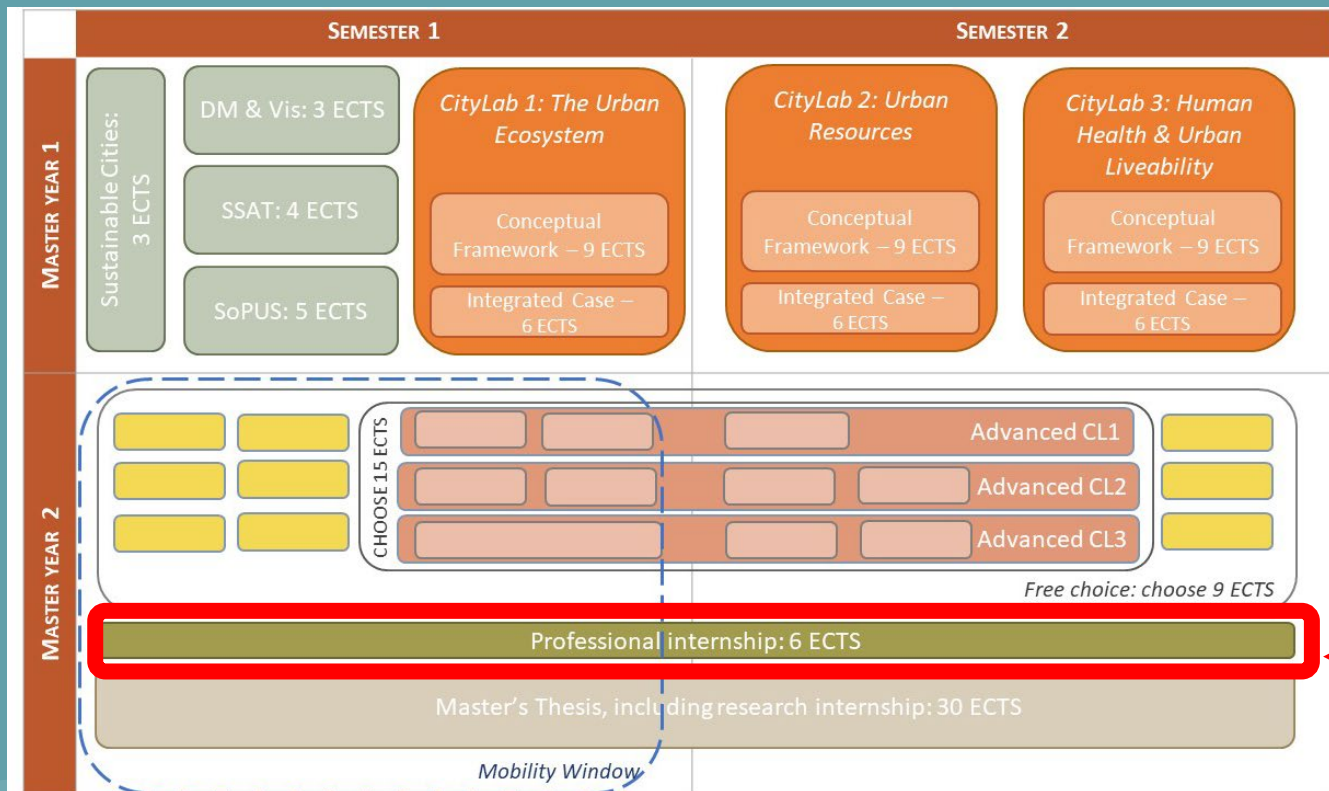
# A. What?

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.	<b>Find an appropriate internship organisation</b>
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through the list of potential internship providers or on your own



# E. How to secure an internship position

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

2.	<b>Apply</b> with the internship organisation(s) of your choice
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Don't wait too long!

# E. How to secure an internship position

## Step   Action

### 1. Find an appropriate internship organisation

through the list of potential 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: 30 March 2025
- Internships second semester: 12 October 2025

# E. How to secure an internship position

## Step   Action

### 1. Find an appropriate internship organisation

through the list of potential 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: 30 March 2025
- Internships second semester: 12 October 2025

#### Deadline

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

# 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

<b>Evaluation part</b>	<b>By</b>	<b>Weight</b>
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. SUBE-website

Internships -> Information for students and supervisors

## 2. Internship coordinator

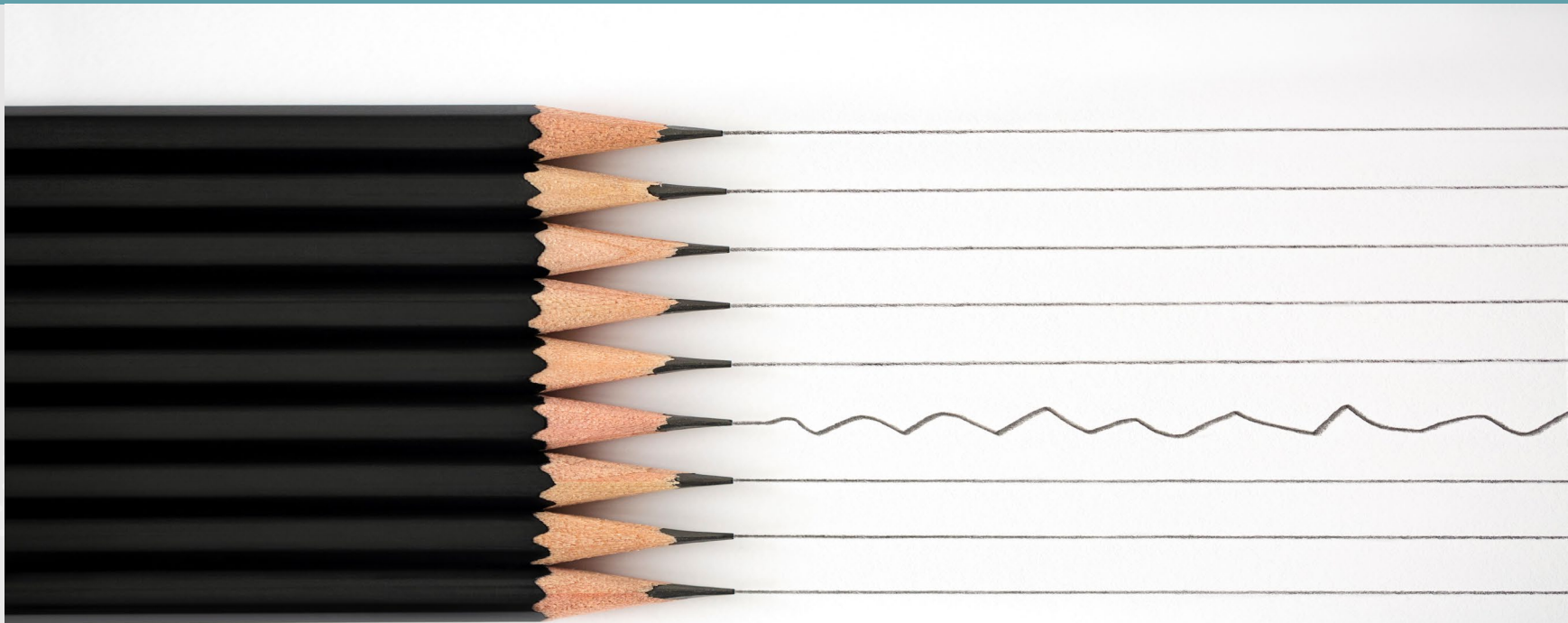
[Internship.sub@uantwerpen.be](mailto:Internship.sub@uantwerpen.be)

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## 2. Master's thesis, including research internship



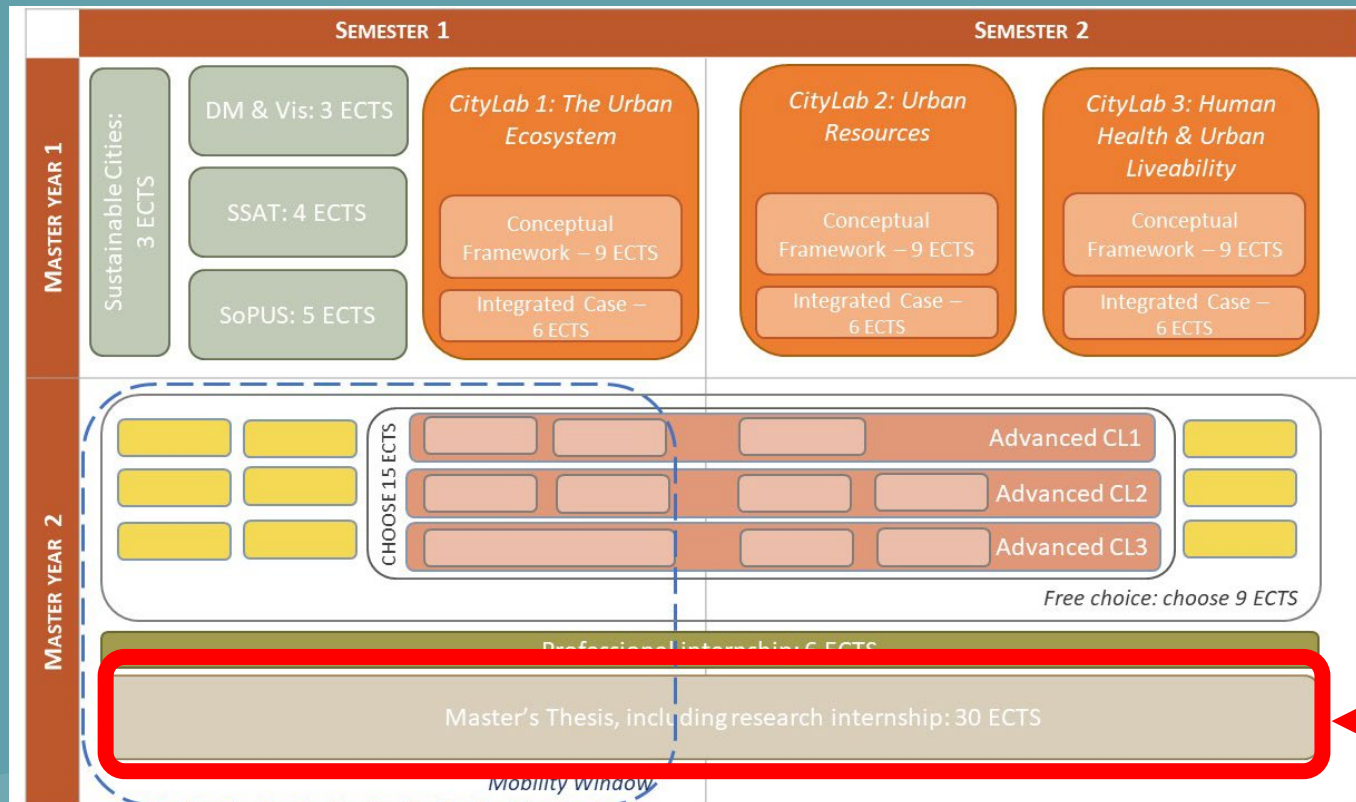


# A. What?

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:  
15 February 2025
- Research project not abroad:  
15 March 2025

## 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

15 February 2025

# 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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	<b>Register</b> research topic & promotor(s) in SisA
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<u>Deadline</u>
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Last week of classes of SEM2
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# 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 31 May

# E. Assessment

<b>Evaluation part</b>	<b>By</b>	<b>Weight</b>
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. SUBE-website

Master's Thesis

2. Promoter

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

[sube@uantwerpen.be](mailto:sube@uantwerpen.be)

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# 3. Professional communication



# 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 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.

# C. Contacting externals / promoters

- Attention to correct and polite communication
- Respect for deadlines
- Honoring commitments

# 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)
- ....

# 4. Introduction to CityLab 2 and CityLab3



**URBAN ECOSYSTEM**



**URBAN RESOURCES**



**URBAN HEALTH &  
LIVEABILITY**