

Internship description for students Agro- and Biotechnology

Thank you for your interest in hosting one of our students for their internship. Please find some general information and guidelines about the internship below.

Context and modalities

In their 3rd and final Bachelor year students Agro- and Biotechnology of the University of Applied Sciences of HOGENT carry out an internship. For the students the internship represents the closure part of their studies. The internship is evaluated on a permanent base. This internship generally takes place during their last semester at our institution and normally takes place from the first half of February – until mid-May or, in some cases from the second half of September – until the end of December. Upon agreement between the training company, the student and University of Applied Sciences HOGENT a working schedule of 10 weeks, with 5 working days/week (=standard) or a working schedule of 8 weeks, 6 working days/week, with a minimum of 48 days. In exceptional cases students can work more than the regular 48 days, but never more than 60 days (i.e. the maximum number of days for unpaid interns as stipulated by the labour regulations in Belgium). In case a student is asked to work more than 48 days, the working schedule needs to foresee enough time for the student to work on his/her bachelor paper and needs to be approved by University of Applied Sciences HOGENT at the start of the internship.

In close link to their internship, a bachelor paper needs to be developed. The bachelor paper consists of a literature study on a topic related to the internship and a small research item relevant to this internship. The training institution is allowed, but not obliged, to ask the student to participate in a small experimental study.

Objectives

- Students gain a first experience in a work context related to their personal study programme. They gain practical experience in a company, institution, laboratory, ...
- The internship helps students to apply their knowledge and skills into real working conditions and gives them a hands-on experience in a professional context.

They learn e.g.:

- to work in a team
- to be flexible and adapt to the working environment
- to be competent in specific technical skills related to their study field
- to be able to solve problems
- to be able to work independently
- to work in a responsible way (also from a commercial point of view)
- to use the best suited communication skills (oral and written) to share information, ideas, solutions for problems
- to understand their social responsibility

Support by University of Applied Sciences of HOGENT

- Organisation of the internships
- Supervision by the internship supervisor of University of Applied Sciences of HOGENT : responsible for the preparation of the internship and the supervision, pedagogical counselling/tutoring and the assessment of the student. He/she keeps in touch with the internship mentor of the training institution/company, mainly by e-mail.
- The student is insured by University of Applied Sciences of HOGENT for following cases:
 - Accidents occurring while the intern is working and while he/she is travelling to and from work
 - Student's liability under civil law
 - Travel assistance and insurance (during the entire period abroad, from departure till return)

Support by the hosting company/training institution

- The training institution/company elaborates an internship proposal which has to be approved by University of Applied Sciences of HOGENT .
- The training institution/company appoints an internship mentor who supports the student in the execution of the internship by means of instructions, guidelines and feedback. He/she monitors the student's performance and reports on this subject to the internship supervisor of University of Applied Sciences of HOGENT . The internship mentor will be asked to fill out 2 – 3 evaluation forms during the internship period of the student.
- The training institution encloses the relevant information about the nature of the internship, the attendant risks and the preventive measurements to be taken.
- The training institution shall also ensure the correct application of the occupational health, safety and welfare legislation relating to the student.

Student's duties

- The student will show commitment, proper behaviour and will contribute to the work of the training institution/company.
- The student agrees to act in accordance with the provisions of the labour regulations and the regulations regarding to safety, hygiene and internal procedure at the training institution.
- The student agrees not to divulge any personal, confidential or secret information that he/she has become during the course of his/her practical training, and this both during and after the internship.

Prerequisites for the internship

- It is not allowed that students carry out night work (between 8 p.m. and 6 a.m.).
- The student remains subject to the statute of the educational home institution and carries out an unpaid internship. No contract or employment relation exists between the student and the training institution.
- The student cannot claim any remuneration or allowance from the training institution.