



Hive Internship Project

Process guide

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Summary: This document contains the information on how to upload the Hive Internship documents.

Chapter 1

Step 1

1.1 Filling in the form on the Companies page

Go to the Companies section of the intranet and create a new contract. On the left side, under Administration, select **Hive Internship**.

1.2 The Company

The *Tutor* section corresponds to your **mentor**. Be careful when filling the email field as this will be used to send the evaluations later.

The *Administrator* section is not as strict or relevant and you can choose what you fill out here, e.g. your supervisor's information again.

For the weekly hours you can round them to the next even numbers if necessary.

1.3 The Contract

The Hive Internship project must have a duration between **4** and **6 months** precisely: no more, no less [minimum **600h of work** or **80 full-time workdays**]. Whatever the kind of contract you have with your company and even if the actual contract duration exceeds 6 months, you must enter beginning and end dates that will reflect the required duration. If your contract exceeds the required duration, we recommend that you select a duration of 6 months that is the maximum.

What does it mean in practice?

Let's say your contract starts on 01/07/2020 and ends on 01/02/2020.

- On the intranet, you enter the dates for the maximum duration possible [6 months]: from 01/07/2020 to 31/12/2020.
- You will start your internship when your official contract starts and the intranet will start your project at the date you stipulated.
- At the halfway point, your mentor will receive the mid-evaluation form.
- On the 31/12/2020, your contract is considered finished from the intranet point of view. Your mentor will receive your final evaluation form and you will be able to access the Peer-Video sub-project and officially finish your internship project.
- In the meantime, you continue working as usual, but it won't be counted as a part of the Hive Internship project any longer.

1.4 The Validation

Lastly, after you're done filling the information on the Companies section, we will check on our side that it meets our requirements and if everything is okay, we will then validate it.

Chapter 2

Step 2

The internship agreement

Once we validate your virtual contract, on the page **My Internships** you will find a new link to the internship agreement. You can find the link in the "**You need to get your contract signed and uploaded**" section. You will find an internship agreement that needs to be **signed by both you and the company**.

Once it's done, you will have to upload the following documents zipped together in one folder:

- Your internship contract, signed
- Your internship agreement, signed



You can use virtual signature tools if you like.

Chapter 3

Step 3

After you have uploaded the documents in a zipped folder, please send a message to the member of **Hive staff** that you have been communicating with during this process. We will check that the documents you provided are correct and will manually validate them if they are.

And **that's it!** Everything will start automatically when the begin date you entered arrives.