

Internship guidelines International Business and Trade

Every student is expected to be aware of these regulations and is fully responsible for the consequences that his possible negligence would cause.

1. The programme Business Management International Business & Trade, campus Mechelen of Thomas More University of Applied Sciences has included an internship in its study programme as a compulsory curriculum component for all final-year students.
2. The internship will take place in the first or second semester and lasts 12 weeks during the third phase of the programme.
The internship period starts in the first semester (minority of students) **mid September** and ends **mid December**, the second semester (majority of students) starts **mid February** and ends **mid May**. If holidays are taken during this period, the internship period must be extended accordingly.
3. The bachelor's project is an obligatory part of the curriculum and consists of an assignment given by the internship place. When this is not possible, the student will make an own proposal to his Bachelor Project supervising teacher and the project will be approved by the teacher and the Bachelor Project coordinator. The student works on a concrete problem that is current in the company and can be solved by a student at the level of a bachelor. The Bachelor Project subject matches one or more of the competencies of the course. The bachelor's project will be further concretized in consultation with the Bachelor Project teacher and the student.
In every bachelor's project there is always a mandatory research component:

- The problem is given by the internship place or is an own proposal of the student
- The student formulates the central research question and elaborates it into subquestions
- The result always ends in something tangible, a concrete output and answers the central research question.

The bachelor's project has a different objective than the internship and will be assessed separately. They can be interconnected if they are in line with each other and reinforce each other. It is permitted to spend a limited amount of time on the creation of the bachelor's project in consultation with the internship company.

4. These regulations contain important information for all parties involved: the students, the internship companies and the university of applied sciences.

General provisions of the internship

5. The student personally carries out an internship assignment at the internship placement. During his internship the student makes use of the technical possibilities of the internship company and is supported by a supervisor of the company, further called 'internship mentor'
6. The internship is basically unpaid. There are companies that pay out an expense or travel allowance, but they are not obliged to do so. The internship company does, however, assume the obligation to compensate the student for costs resulting from internship activities such as telephone calls, trips to customers, suppliers and the like. He makes clear agreements with the student about this in advance.
7. During the internship, the student remains legally dependent on the University College and retains the status of regular student. There is no employment contract between student and internship company. However, internship companies, universities of applied sciences and students do enter into an internship agreement.
8. During the internship period, the student will be present at the internship place five days a week for 12 weeks. The student complies with the company's timetable.
9. If the student is absent due to circumstances (e.g. illness), he must inform the supervisor as soon as possible and provide him with valid proof. The student also provides the internship tutor with a valid proof within 7 days. A valid absence does not have to be retaken.
10. If, due to force majeure, the internship can no longer take place at the location of the trainee drive, the internship will continue online. Only when online activities are not possible, the student performs an internship assignment. The internship assignment must be in accordance with the list of tasks of the project direction or trajectory. The internship coordinator approves the internship assignment.

Objectives of the internship

11. The internship offers the student opportunities for experiential learning through an active presence in a real

professional and social working environment. During the internship, students can apply their theoretical knowledge in real-life practical situations that are difficult or impossible to offer within the university of applied sciences, and that match the nature and level of the study programme.

12. The internship offers the opportunity to develop various professional, technical, communicative and social skills.
13. The student becomes acquainted with the internal functioning of an organization, its structure, working climate, working methods, expectations, work pace, company culture. Moreover, the student learns to situate himself within a certain organisation.
14. The student gets a sharper picture of his future profession and a better view of the functions that someone with his specific education can perform.
15. The internship promotes the development of a learning attitude within a working environment.
16. The traineeship provides an important reference point when applying for and finding a job.
17. Preferably both the internship company and the student benefit from the internship.
18. For the University of Applied Sciences, the organisation of work placements creates opportunities to develop good and lasting relationships with the professional field.

Internship work place

19. The choice of internship company is made under strict conditions. Or the student can choose an internship from the offer of internships on the internship portal (internships.thomasmore.be). Or the student can choose to submit their "own proposal" on the internship portal (internships.thomasmore.be).
20. The student must ensure that a supervisor is assigned within the company who can invest sufficient time in the supervision. The supervisor discusses the goal, subject and expectations of the internship in advance. This gives the student a good picture of the internship and allows the student to feel if it clicks with the supervisor and company.

Internship application and internship agreement

21. The student submits his or her preference no later than 1st of June (for first semester internship) and 1st of December (for second semester internship). Either by submitting your own proposal on the internship portal or by indicating a preference for one of the offered internship positions in the internship portal.
22. The internship coordinator checks the preference and gives the student permission to apply. This allows the student to download his internship contract and the list of tasks and take them with him on the interview.
23. The student ensures that the internship agreement is signed in 2 copies, 1 copy for the internship placement, 1 copy for the student. By 2nd September (for first semester internship) and 1st February (for second semester internship) at the latest, the scanned, signed internship agreement and the completed list of tasks will be uploaded to the internship portal.

Engagement of the University College

24. The internship coordinator is responsible for the practical organisation of the internship.
25. Before the start of the internship, each student receives extensive information about the organization and objectives of the internship, and the nature of the internship activities.
26. When organizing the internships, the internship coordinator takes into account the individual wishes and suggestions of the student as much as possible.
27. The University organises the internships in cooperation with companies and institutions in Belgium or abroad. The final allocation of the internship placement is done by the internship coordinator.
28. The University is responsible for the internship administration.
29. Every student who is doing an internship will be assigned an internship teacher by the University.
30. The University insures the student against accidents (see the internship agreement). Any accident must be reported to the university immediately.
31. The student undertakes to behave in a deontological manner, and in particular not to divulge business secrets and other confidential information of which he would become aware. If necessary, the internship company can draw up a confidentiality statement in which is determined how the student should deal with the information made available to him within the framework of his internship/bachelor's project.

Engagement of the programme's internship coordinator

32. The internship coordinator is Saskia Verswijvel (saskia.verswijvel@thomasmore.be).
33. The task of the internship coordinator includes assigning internships and internship teachers to the student, providing the necessary documents and composing the juries for the presentation and defence of the bachelor's project.

Engagement of the internship teacher

34. Each student is assigned an internship teacher. This is a teacher from the University who will supervise and coach the student during his or her internship. He is also the first point of contact within the University for the supervisor.
35. The internship teacher makes the necessary practical arrangements with the student before the start of the internship. He keeps in touch with the student during the internship through internship diaries. The internship teacher follows up the student via the internship diary and gives feedback to the student every fortnight.
36. At the start of the internship, the internship teacher contacts the internship company and informs the internship company about the evaluation procedure.
37. The committee "Bachelor's project" approves the subject of the bachelor's project. The internship teacher is not necessarily the subject specialist for the bachelor's project. For substantive guidance we count on the supervisor. If necessary, the student can counsel other subject teachers within the study programme.
38. The committee "Bachelor project" organizes a number of online feedback moments at which the internship student is expected to be present. These moments are announced through Canvas.
39. The internship teacher contacts the supervisor at least once (during the second half of the internship) for an online maintenance. At the request of the supervisor or the student, additional feedback moments can follow.
40. The internship teacher reads both the final evaluation of the supervisor and that of the student.
41. At the end of the internship, the internship teacher has an individual conversation with the student. Both the mid-term evaluation and the final evaluation will be discussed during this meeting.
42. The internship teacher evaluates the student's performance during the internship.

Engagement of the student

43. The student complies with the contractual and other agreements.
44. The student makes every effort to bring the internship assignment to a successful conclusion.
45. The student shows eagerness to learn and provides the appropriate motivation.
46. In carrying out his internship assignment, the student applies the acquired general and profession-specific competencies to the best of his ability and makes every effort to develop them further.
47. The student shows respect for the internship company in general and for the supervisor in particular.
48. The student complies with the hour and holiday regulations of the internship company and makes an effort to integrate himself in the internship environment (general attitude, clothing, use of language, punctuality, commitment, politeness, ...).
49. Before the start of the internship, the student makes an appointment for a personal interview with the representatives of the internship company. During that maintenance, the supervisor receives an internship folder with the internship documents: the internship agreement and the list of tasks. The student and a representative of the internship company sign the internship agreement. The student immediately returns one copy of the internship agreement and the completed list of tasks to the internship coordinator.
50. The student reports regularly about the course of the internship to the supervisor. He reports to the internship teacher by means of a fortnightly internship diary (cf. Appointments canvas) which he fills out on the internship portal. The student works according to the same fixed pattern in which the following questions must be answered concisely, forcefully and clearly:
 - a. What have I learned in the past week?
 - b. What tasks have I performed in the past week?
 - c. What difficulties (both substantive and social) have I encountered during the past week?
 - d. How did I solve these difficulties?
 - e. Describe in 3 words the feeling you have about the past week.
51. The student fills in the following forms: company and expectations, self-reflection and self-evaluation. He/she provides these to the internship teacher via the internship portal (see Appointments Canvas).
52. The student will work on the bachelor's project during the internship period. The student will ask permission concerning the subject. The student will delve into a certain problem that occurs in the sector, the internship company or in a concrete file of the internship company. The student defends his bachelor's project which the supervisor has read and assessed. If possible, the supervisor will be invited as a member of the jury. (see appointments on Canvas)

53. In case of absence, the student immediately informs his supervisor and the internship teacher. The necessary evidence, such as medical certificates are provided to the internship teacher and to the internship company. Students who are unlawfully absent may lose the status of regular student. In case of prolonged absence, the internship period will be extended.
54. The student contributes to maintaining and promoting the good relationship between the internship company and the university of applied sciences.
55. In case of problems, the student informs the internship teacher immediately.

Engagement of the internship company

56. The internship company offers an internship that makes it possible for the student to achieve the objectives mentioned above.
57. The internship company provides a formal internship assignment when applying for the internship, on the basis of which the internship application can be approved. These assignments must be in line with the specific competencies of the graduation department. This list is not exhaustive and has been included at the bottom of these guidelines.
58. The internship company provides the necessary material facilities to complete the internship assignment at the internship site.
59. The internship company appoints a "supervisor": an employee who acts as a primary point of contact for the student.
60. The supervisor offers the student the necessary support and ensures regular follow-up of the course of the internship. He makes concrete agreements about this with the student.
61. The supervisor informs the internship teacher immediately in case of irregularities or problems.
62. After about 6 weeks, the supervisor holds a feedback moment with the student and at the end of the internship makes a final evaluation (see further 'The evaluation of the internship').
63. The supervisor or a colleague at the internship company offer the student substantive support for the elaboration of the Bachelor's project.
64. The supervisor or a colleague at the internship company will - if possible - take part in the jury that assesses the bachelor's theses.

The evaluation of the internship

65. The internship teacher informs the supervisor about the evaluation procedure. The necessary forms and documents are available on the online internship portal.
66. The supervisor does an interim evaluation after six weeks on the basis of the interim internship evaluation form. The supervisor discusses this evaluation with the student so that the student knows his level and where he can/must improve. The evaluation is done via the internship portal.
67. At the end of the internship, the supervisor will fill out the evaluation form via the internship portal. The supervisor assesses on the basis of the general and profession-specific competencies and the corresponding behavioural indicators of the Business Management Studies. It is very important that the supervisor also verbally explains this assessment to the student in order to increase the learning effect of the internship.
68. The internship teacher assesses the professional development and reflective capacity of the student on the basis of the internship visit, the final reflection, the internship diaries and the communication between internship teacher and student (professional, on time, relevant,...).
69. The final grade for the internship is determined by an internship evaluation committee consisting of all the internship teachers under the supervision of the internship coordinator.

The internship assignments within the domain-specific learning outcomes International Business and Trade (profession- specific competences)

Please tick which tasks students can perform in your company during the internship. The ticked assignments will have to be assessed by the internship supervisor later on.

The domain-specific learning outcomes give substance to a common set of competencies that all students are expected to acquire within the International Entrepreneurship programme.

Name Student	
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Internship Company	
Address	
Postal Code and Municipality	
Name internship supervisor	
Telephone internship supervisor	
Email internship supervisor	

Oral and written communication

The Bachelor International Business communicates in writing and orally in a professional manner in the instruction language of the course and in at least two common company languages.

	<p>Oral communication: face to face, telephone and digital communication channels.</p> <p>The students requests information from customers, supplier colleagues, he solves problems, arranges appointments, keeps in touch with various stakeholders of the company.</p>
	The student (actively) participates in a meeting or a discussion and expresses his own ideas clearly and professionally
	Written communication: The student helps to write reports (graphical reporting) and prepares presentations.
	<p>Oral and written communication in other languages: French, English...</p> <p>Please specify</p>
	Other:

International Business

The Bachelor in International Business & Trade is able to map and assess the rules and trends in international entrepreneurship, as well as different approaches to international entrepreneurship, the influence of growing globalization, international trading systems and financial relations and the role of different trade organizations in international business. He/she is able to assess the impact of those trends both on his/her own activities and on the company's policy.

	The student translates environmental trends into opportunities and threats for the organization.
	The students assesses the strategic policy of a company or organisation, more specifically the student defines its strategic boundaries.
	The student contributes to a market entry strategy.
	In collaboration with others, the student contributes to an optimal exploration for the company of the opportunities for new and existing products/services on the market and the necessary risks associated with this.
	The student analyses, structures, synthesizes, interprets and presents the business information with the appropriate software. The student converts the data into useful business information.
	The students collects, analyses and evaluates scientific and contextual quantitative and qualitative data and can report on these in a professional way and formulate recommendations, he/she hereby shows a critical, inquisitive attitude.
	The student will conduct an extensive international study and summarises the findings in a transparent synopsis. Based on this, the students advises the management about the possibilities and threats in the international legal and business environment.
	The students brings the activities of the company or organisation in line with international trends.
	The student develops and maintains an international network that is essential for your tasks and for the company.
	Other:

International Marketing

The Bachelor in International Business conducts a country analysis on macro, industrial and micro level. He/she produces international market surveys aimed at examining the opportunities and competition on the international market. Based on this intelligence he/she formulates market entry strategies, he/she develops an international marketing plan and implements, coordinates and controls the international marketing programme and sales programme.

	The students helps to create, change and implement a strategic international marketing plan.
	The students helps with strategies for product development, pricing, distribution and international advertising and promotion.
	The student helps with the development of communication tools: leaflets, brochures, website, social media, mailings,...
	Other:

Commercial policy

The Bachelor in International Business conducts a country analysis on macro, industrial and micro level. He/she produces international market surveys aimed at examining the opportunities and competition on the international market. Based on this intelligence he/she formulates market entry strategies, he/she develops an international marketing plan and implements, coordinates and controls the international marketing programme and sales programme.

The Bachelor of International Business & Trade develops and maintains business relationships for the benefit of sales and services. He knows the necessary sales techniques and (ICT) systems for prospecting, sales, and customer relation management.

	The student performs administrative work related to commercial activities or within the international work organisation
	The student is responsible for setting up and maintaining his/her own network for the purpose of purchasing and sales and/or service provision (possibly with the help of a CRM system).
	The student conducts effective sales negotiations within the framework of sustainable customer relations in business-to-business and business-to-consumer environments.
	The student makes contact with potential customers. This includes: searching for addresses, preparing the conversation, preparing sales material and telephoning or paying a visit
	The student drafts international sales agreements
	The student provides information about products (services), the company and its organisation, service and delivery
	Other:

International finance & accounting

The Bachelor in International Business makes a variety of cost and revenue calculations and integrates this information to support decision making and budget planning. He/she makes a contribution to and gives an assessment of the annual reports. He/she outlines the differences between various external reporting standards. He/she judges investment opportunities, contributes to the assessment of long-term and short-term debts and active capital, and offers assistance in the management of financial risks.

	The student makes cost and income calculations.
	The student describes and understands the consequences of various risks inherent in international entrepreneurship.
	The student contributes to the management of a multinational organisation through the integrated application of business accounting, management accounting, financial management and other relevant aspects.
	The student evaluates investment opportunities.
	The student investigates commercial and financial risks.
	The student assesses long and short term debts, equity
	Other:

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International Supply Chain Management

The Bachelor in International Business judges processes and decisions concerning the development of export and import operations, focusing on supply chain management. He/she knows the meaning of key concepts in logistics and is able to apply them.

	The student works out and defines distribution issues.
	The student assesses international business operations and advises the management on core elements of supply chain management
	The student contributes to: collecting, processing, managing, and passing on data in connection with flow of goods, the invoice, the insurance of the goods, the customs formalities, the documents for VAT regulations, the documents for excise regulations, the costs, including document preparation (such as bills of lading, invoices and customs documents)
	The student provides advice on developing an integrated distribution policy, determining the most economical routing
	The student uses appropriate (international) payment techniques.
	Other:

General

	The student attends team briefings and meetings
	The student performs administrative work related to internationalization, commercial activities or the internal work organization
	The student reports to the managers and to other employees
	The student maintains communication and relationships with other functions within the organization (ICT, production, finance, ...)
	The student works together constructively as member of a diverse team and takes responsibility for various roles and tasks within a company or organisation.
	Other:

Possible remarks of supervisor

Signature supervisor