

## MSc 4Cities / Internship Procedure

---

### ***Content***

The objective of the internship is to gain experience in a working environment that is relevant to urban studies, such as an NGO, local government administration, consultancy firm or European network or institution. You can also choose to do a research-oriented internship by working in a university department or another research institution. You are expected to develop and/or work on a concrete and clearly defined project within the organisation. Performing a limited amount of daily operational tasks can be part of the internship, but this cannot constitute the core of the internship. Two supervisors will monitor and evaluate the internship process: one university supervisor and one supervisor at the internship organisation.

### ***Learning outcomes***

At the end of the internship, you should:

- be able to effectively use your academic skills in a work environment;
- have developed the right social skills to function effectively and collegially;
- be able to report in a professional manner.

### ***Study period***

You can choose to do an internship in the second year of your MSc 4Cities programme (in the first and/or second semester).

### ***ECTS workload***

The internship counts for 15 ECTS, which represents between 375 and 450 study hours. Practically speaking, this equals an internship of 10-12 full-time working weeks. Naturally, you can also choose to do a part-time internship and distribute the 375-450 study hours over a longer period of time.

### ***Registration***

- Students need to register for the course unit titled 'Internship' (course code: 4021214ENR), course coordinator Bas van Heur.

### ***Internship contract***

Before the start of the internship: students need to submit the signed VUB Internship Agreement to Bas van Heur (bas.van.heur@vub.be).

### ***Evaluation***

After the completion of the internship, you are expected to write an internship report (50 % of the total grade). This report will be evaluated by the university supervisor.

The supervisor at the internship organisation is expected to fill in an evaluation form on the internship process and the quality of the work conducted by you (50 % of the total grade). The evaluation form will be provided to facilitate assessment and standardize the assessment process. This form will be jointly evaluated by both supervisors (internship organization and university).

### ***Erasmus+ Traineeships***

If you would like to do your internship outside of Belgium, you (if not already funded through a full EACEA bursary for 4Cities) can apply for an Erasmus+ Traineeship grant to support your stay abroad. You can apply for a grant if your internship organisation is located in one of the EU member states, Norway, Iceland, Macedonia, Liechtenstein or Turkey.

For more information, please see the following webpage of the European Commission: [https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students\\_en](https://ec.europa.eu/programmes/erasmus-plus/opportunities/traineeships-students_en).

You can also choose to do an internship outside of the EU, but funding options are much more limited. If you are considering a non-EU internship and are looking for funding, please contact Marjan Maes (marjan.maes@vub.be), internationalisation coordinator of the Faculty of Sciences at the VUB for possible funding options.

### ***How to choose your internship organisation?***

You are responsible for finding and contacting your own internship organisation and negotiating with them the internship modalities. To the extent possible, the urban studies teaching team will support you in this process:

- The team relies on a European-wide network of academic and professional partners for study exchanges and internships. Throughout the year, the internship coordinator invites these partners to communicate their internship opportunities to us. These opportunities will be published on the Canvas 'Internship' course environment;
- Individual teachers on the Msc 4Cities programme have their own professional networks, both local and international and might be able to establish contact with relevant organisations for you;

- In the case of research internships, professors involved in the MSc 4Cities are usually involved in various research projects and will sometimes be interested in hosting research interns.

### ***Can I combine my internship with my Master thesis?***

Yes, this is possible and is even encouraged. Doing a professional or research internship is often a great opportunity to gain hands-on knowledge on particular organisations in urban environments. You can put this expertise to use in your Master thesis, for example by taking your internship organisation as an empirical case for your analysis. Similarly, doing a research internship will allow you to become acquainted with particular research skills and/or bodies of academic literature. You can build on this acquired knowledge to develop your Master thesis.

The only requirement is that the Master thesis is substantively new: it cannot reproduce major elements of your internship report and/or other types of output produced during your internship.

### ***Timeline: what to do when?***

#### Procedure for Erasmus+ Traineeships (only relevant for students without a full EACEA 4Cities bursary)

- Before 15 February: Contact your internship coordinator Bas van Heur (bas.van.heur@vub.be) to inform him of and discuss with him your potential internship plans. Send an e-mail that contains at least the following information: internship semester; destination; 1-page motivation letter.
- Bas van Heur will forward all documents to the Faculty of Sciences of the VUB.
- The internationalization coordinator or department of the VUB will contact all nominated students with the request to start the registration procedure. This procedure also involves the development and signing of a Traineeship Agreement by all three partners (student, VUB/ULB supervisor, supervisor of the hosting organisation). In exceptional cases, ranking of students will take place. In normal circumstances, all students for whom the internship is part of their study curriculum can expect to receive an Erasmus+ Traineeship.
- The agreements signed by all parties and all forms must be submitted at least one month before the beginning of the internship or by 01 July at the latest if the internship starts in August.

Procedure for non-funded internships (i.e. for those students who already have a full EACEA  
4Cities bursary)

- The timeline for internships without funding (in- or outside of Belgium) is simpler. The only deadline and requirement is that you submit to your VUB internship coordinator a signed internship agreement before the start of the internship. Of course, you do need to register for the VUB 'Internship' course unit on time (during the regular course registration period at the beginning of the academic year).