Information Session for Internships

Aerospace and Mechanical Engineering
March 2020
Faculty of Applied Sciences
Scope of internship
What is the scope of the internship?

Modification in the program
For the students of the masters in mechanical, aerospace and electromechanical engineering the realisation of is now integrated in the master thesis course from academic year 2019-2020 (25ECTS for the master thesis and 5 ECTS for the internship).
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- To develop new scientific/technical knowledge or practice the existing ones for the resolution of actual problems.
- To develop new non-technical skills (relationship management, team working, initiative,...)
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2. A **research internship** must be done within a research center or a University (including ULiège).
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1. An **industrial internship** must be done within a private company.
2. A **research internship** must be done within a research center or a University (including ULiège).

For the internship to be validated, you must **ensure** a physical presence for at least 80 days in the host institution (University or private company)
What is the procedure to setup an internship?

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5. Realize your internship !
6. Before the master thesis defence, submit the assessment form filled by the academic advisor and the host institution supervisor.
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**Internship Coordinator**: he is responsible for the coordination of the internship. You can contact him if you have issues finding an internship or if you have any question concerning the procedure.
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**Academic advisor**: he is responsible for the definition of your specific internship. You may contact him to define the subject of your internship or if you have specific (technical) question in the realisation of your internship.
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**Host institution supervisor** : he is your immediate point of contact when you realise your internship. He defines the need of the institution and provides the necessary support for the daily work.
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**Important !!!**
Before the beginning of the internship, these three persons must be clearly identified!
How to obtain information?

The Faculty of Applied Sciences put in place a website where all of the information is gathered (https://www.facsa.uliege.be/cms/c_3178752/fr/facsa-stages)

Administrative issues

⚠️ These steps take time. It is strongly advised to complete them at least one month before the beginning of the internship.

Internship in Belgium

Before the beginning of the internship, an agreement must be signed by the trainee, the institution / host company and the coordinator of the academic internship. This agreement will clarify the duties and responsibilities of the various stakeholders.

If a specific risk is anticipated, a detailed risk analysis and medical examination must be performed. The form must be completed by the host organization and sent back to the Faculty. The model agreement and the risk analysis sheet are available on the website of the University of Liège.

Internship abroad

In case of an internship happening abroad, it is obligatory to ask the authorization of the Rector in order to make your trip official and to be covered by the insurances of the ULiège.

Before the beginning of the internship, an agreement must be signed by the trainee, the institution / host company and the coordinator of the academic internship. This agreement will clarify the duties and responsibilities of the various stakeholders.

If a specific risk is anticipated, a detailed risk analysis and medical examination must be performed. The form must be completed by the host organization and sent back to the Faculty.

If you are doing an internship abroad, you can benefit from an Erasmus internship grant. In this case, the risk analysis form is useless.

Administrative procedure - Step by step
Do you propose internships?

Yes, a list is proposed at the address
http://www.fsasurvey.ulg.ac.be/tfe/list.php
In which cases an internship agreement is required?

An agreement is required as long you do your internship in an institution different from ULiège. A template for the agreement is available at https://www.uliege.be/cms/c_9269517/fr/services-administratifs-modeles-de-conventions-et-reglements-saj:

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Modèles de contrats complétés et non modifiés pour lesquels le Recteur donne délégation de signature aux membres du personnel académique, scientifique définitif ou FNRS définitif

• Contrat de stage pour étudiant accueilli à l’ULiège
  Ce document est destiné à modéliser l’accueil de tout étudiant extérieur au sein de l’ULiège pour y effectuer un stage inscrit dans son cursus au sein de son institution d’origine.

• Internship contract for student hosted at ULiège
  This document is intended to set the hosting of any external student within ULiège to perform an internship enrolled in his school curriculum within his home institution.

• Contrat de stage en hôpitaux
  Ce document est destiné à modéliser l’accueil de tout étudiant extérieur au sein d’un hôpital, sous la supervision d’un Professeur de l’ULiège, pour y effectuer un stage inscrit dans son cursus au sein de son institution d’origine.

• Contrat de stage pour étudiant de l’ULiège accueilli dans un organisme extérieur
  Ce document est destiné à modéliser le stage, tel qu’inscrit dans son cursus, effectué par tout étudiant de l’ULiège au sein d’un organisme extérieur.

• Internship contract for ULiège’s student hosted by an outside organism
  This document is intended to set the internship, as enrolled in its curriculum, performed by an international student in an external organization.
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Traineeship Agreement (Out Internship)

Between:

1) The University of Liège
   Promoter’s department and sector:
   Based at: Place du 20 Août 7, 4000 Liège - Belgium
   Represented by Ms. Mr.
   Academic position:
   (hereafter referred to as the ‘academic supervisor’)

   Hereafter referred to as ‘the University’;

   Ms. Mr.
   Domiciled at
   Registered at the University in

   Hereafter referred to as the ‘student trainee’;

And:

2) (Company)
   Headquartered at

   Represented by Ms. Mr.
   Title:
   Tel.: Email:

   Hereafter referred to as the ‘Host Institution’
Main points concerning the agreement

- Contact persons
- Article 1: time frame

Article 1 - Aim

The main aim of this traineeship is to ensure the practical application of teaching given as training to the student trainees as part of his or her studies in .

The description of the traineeship is provided in the Appendix to this Agreement (Appendix A).

The traineeship will start on and end on , i.e. a total of days. This period may be revised by agreement of both the parties.

Note: to be kept or deleted: it has been previously agreed between the parties that the student trainee will be granted days of leave in each month of the traineeship, as long as the host institution has been informed and agreed to this in advance, in line with provisions to be agreed between the parties.
Main points concerning the agreement

- Contact persons
- Article 1: time frame
- Article 2: host institution’s obligation

Article 2 - Obligations of the Host Institution and the University

The Host Institution:

- will take into consideration the student trainee’s training requirements when selecting the work which they are allocated and will support the Institution in ensuring that student traineeships are managed by competent specialists;
- will strive to make available to the student trainee all resources necessary for them to complete their traineeship, from the point at which this agreement is signed;
- will not, under any circumstances, impose upon student trainees any tasks which are outside their training.

Unless specified otherwise, all costs which are directly or indirectly linked to completion of the traineeship, such as costs of travel carried out within the context and previously approved by the traineeship supervisor in the Host Institution, bibliographical research, material and analysis will be covered by the Host Institution.

All other practical modalities will be agreed between the traineeship supervisor within the Host Institution and the academic supervisor within the University, who is responsible for ensuring that the student trainee complies with them.
Main points concerning the agreement

- Contact persons
- Article 1: time frame
- Article 2: host institution’s obligation
- Article 3: student’s obligations and status

Article 3 – Status and obligations of the student trainee

The student trainee, for the duration of the traineeship within the Host Institution, will retain the status of student of the University and will remain under its responsibility. As such, the tasks carried out during the traineeship will be monitored by the academic supervisor within the University, under the conditions to be agreed with the Host Institution.

This situation gives rise to the following consequences:

The student trainee will not be remunerated and, as such, will not be subject to Belgian social security legislation; no contributions are, therefore, due from the University.

Notwithstanding Article 3 below, insofar as is possible and in line with the student’s status, the Host Institution may provide a bonus, notably in the form of a prize, aiming to encourage and reward student trainees for work which has been particularly valuable.

During the traineeship, the student trainee is subject to the regulations of the Host Institution, particularly in terms of hours, health and safety, and medical visits.
Main points concerning the agreement

- Contact persons
- Article 1: time frame
- Article 2: host institution’s obligation
- Article 3: student’s obligations and status
- Article 4: confidentiality

**Article 4 - Confidentiality** (Tick the appropriate option)

**Option 1: Unilateral confidentiality commitment from the student trainee**

The student trainee agrees to complete the tasks falling within the traineeship as best possible, respecting the code of ethics in place within the Host Institution, particularly in terms of obligations relating to professional confidentiality.

As such, the student trainee will be obliged during the traineeship and subsequently, to observe confidentiality to third parties in relation to all matters to do with his or her activity during the traineeship and, more generally, anything which he or she gained direct or indirect knowledge of during the traineeship, as well as the content of documents which he or she drafted, including traineeship reports, notwithstanding Article 6 below.

The preceding provisions may not, however, under any circumstances be to the detriment of the drafting, printing and defence of the traineeship report or final dissertation.

The parties will nonetheless agree, where necessary, upon measures to protect information to be taken during drafting the traineeship report.

The University agrees, upon written request from the Host Institution, not to publish nor make accessible the traineeship report.

**OR**

**Option 2: Multilateral confidentiality commitment**

The student trainee, the Host Institution and the University agree, for the duration of this agreement and for a period of five years following its termination, to respect the confidentiality of and not disclose to third parties without the formal and prior agreement of the other parties, any confidential information which they obtained as part of the student traineeship.

The preceding provisions may not, however, under any circumstances be to the detriment of the drafting, printing and defence of the traineeship report or final dissertation.

The parties will nonetheless agree, where necessary, upon measures to protect information to be taken during drafting the traineeship report.

The University agrees, upon written request from the Host Institution, not to publish nor make accessible the traineeship report.

The Host Institution and the University agree that all members of their staff as well as sub-contractors and other third parties (particularly subsidiaries and other related companies) will respect this confidentiality commitment.
Main points concerning the agreement

- Contact persons
- Article 1: time frame
- Article 2: host institution’s obligation
- Article 3: student’s obligations and status
- Article 4: confidentiality
- Article 5: Intellectual Ownership

Article 5 - Intellectual ownership (Tick the appropriate option and particular conditions)

Option 1: Host Institution’s ownership of results
The results which are obtained by the student trainee during their traineeship within the Host Institution will belong to the Host Institution, which will have exclusive rights to use them. Notwithstanding the provisions of Article 4, however, the University will retain the right to use these results for scientific or teaching purposes, and will retain under all circumstances, exclusive ownership of the knowledge previously acquired in the area in question.

Notwithstanding the above, the University will retain ownership of the methods and know-how developed by the academic supervisor at the University and/or the student trainee at the time of this agreement.

The statement of prior knowledge of each Party in the area in question is given in Appendix B to this agreement:
Yes No

Should results or data be generated entirely or partly during the student trainee’s traineeship, the Host Institution agrees to acknowledge the University’s contribution towards obtaining them.

Note to be kept or deleted: in the event of industrial use and/or commercialisation of such results, the University may receive a percentage of royalties calculated based on the net sales of these results or products including them, to be determined at a later stage by joint agreement between the Host Institution and the University. The University will allocate these sums in line with its internal regulations.

In the event that the work develops inventions which are likely to be patented, the patents will be taken out by the Host Institution in their own name and in agreement with the University, and will mention the names of the University inventors.

Option 2: University’s ownership of results
The results which are obtained by the student trainee during their traineeship within the Host Institution will belong to the University which will have exclusive rights to use them.

Option 3: Joint ownership between the Host Institution and the University
The results which are obtained by the student trainee during their traineeship within the Host Institution will be jointly owned by the Host Institution and the University, which will have the right to use them.

Notwithstanding the above, the University will retain ownership of the methods and know-how developed by the academic supervisor at the University and/or the student trainee at the time of this agreement.

The statement of prior knowledge of each Party in the area in question is given in Appendix B to this agreement:
Yes No
Main points concerning the agreement

- Contact persons
- Article 1: time frame
- Article 2: host institution’s obligation
- Article 3: student’s obligations and status
- Article 4: confidentiality
- Article 5: Intellectual Ownership

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Main points concerning the agreement

- Contact persons
- Article 1: time frame
- Article 2: host institution’s obligation
- Article 3: student’s obligations and status
- Article 4: confidentiality
- Article 5: Intellectual Ownership
- Article 6 and 7: insurance and liabilities

Article 6 - Responsibility

The University provides no guarantees of any sort and declines all responsibility in terms of the use and exploitation by the Host Institution or third parties of the results obtained by the student trainee during the course of their traineeship.

Article 7 - Insurances

For all accidents which occur on the premises where the traineeship takes place, the University’s accident at work policy will cover the student trainee, in line with the provisions of the Royal Decree of 13 June 2007.

In the event of an accident occurring during the journey to or from the traineeship, the student trainee will be covered by the same guarantees as if the accident had occurred during their journey to or from the University, within the terms and conditions of the contracts signed by the University.

The student trainee’s civil liabilities are covered by an insurance policy taken out by the University.

The responsibility of the traineeship supervisor arising from their activities towards third parties does not enter into the scope of the civil liability policy taken out by the University.

The Host Institution declares, as far as it is concerned, to be insured in terms of civil liability, in line with the regulatory provisions in force. When the Host Institution makes a vehicle available to the student trainee, it must check that the vehicle insurance policy covers its use by the aforementioned student trainee. In all circumstances, the University declines all responsibility in the event of damage caused to the vehicle.
Main points concerning the agreement

- Contact persons
- Article 1: time frame
- Article 2: host institution’s obligation
- Article 3: student’s obligations and status
- Article 4: confidentiality
- Article 5: Intellectual Ownership
- Article 6 and 7: insurance and liabilities
- Article 8: non-disclosure

Article 8

The traineeship covered by this agreement will involve the student trainee drafting a report which must be submitted to the academic supervisor of the University after having communicated it to the traineeship supervisor at the Host Institution. If the work carried out by the student trainee so requires, the University, in agreement with the Host Institution, will take all measures as set out in Article 4 to protect the confidential nature of this work.
Main points concerning the agreement

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- Article 1: time frame
- Article 2: host institution’s obligation
- Article 3: student’s obligations and status
- Article 4: confidentiality
- Article 5: Intellectual
- Article 6 and 7: insurance and liabilities
- Article 8: non-disclosure
- Article 9, 10: risk analysis and jurisdiction

Article 9
Pursuant to the Royal Decree of 21 September 2004 relating to the protection of trainees, a risk assessment form completed by the traineeship supervisor in the Host Institution is attached to this agreement.

Article 10
All aspects of this agreement are governed by the laws of Belgium. The Parties will strive to amicably resolve any disputes which occur between them in relation to execution of this agreement.

In the event of persistent disagreement, the complaint will be submitted to the Courts of Liège.
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- Article 3: student’s obligations and status
- Article 4: confidentiality
- Article 5: Intellectual
- Article 6 and 7: insurance and liabilities
- Article 8: non-disclosure
- Article 9, 10: risk analysis and jurisdiction
- Signatures
Is it possible to realise an internship in a foreign country?

Internships in foreign countries are possible but besides the internship agreement and the risk assessment form, an authorisation is now required (https://www.enseignement.uliege.be/cms/c_9404154/fr/sejour-a-l-etranger-demande-d-autorisation-du-recteur).

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- The internship agreement might not be accepted due to different legislation and/or language issues.
- Some countries include a remuneration during the internship.
- The insurance cover might be different according to the country of internship.
- Some companies will give you an agreement of their own instead of the one from ULiège.
Is there a salary for the internship?

- According to the agreement in place, the student is still insured by the University while doing the internship and therefore, **no salary is allowed**! Yet, an allowance can be given (a participation of the institution in the student’s expenses is allowed).
- For France, the agreement includes the possibility of a remuneration (but for UK, Germany and Austria, a case by case process is required)
- Other sources of finance can be found at: https://www.enseignement.uliege.be/cms/c_9211995/fr/aides-financieres-reserve-aux-etudiants

**Advice**
Request as soon as possible a copy of the agreement proposed by the host institution and/or submit them the one proposed by ULg to check for possible incompatibilities!