



University of Antwerp
Faculty of Applied
Engineering

Regulation / Procedure Master's Thesis including internship

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This procedure is based on the Education and Examination Regulation of the University of Antwerp (OER, article 7).

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1 Aim of the master's thesis including internship

The purpose of a Master's thesis is that a student, under the supervision of a supervisor, can independently explore a complex engineering problem in a scientific manner and write down the acquired insight in a coherent text. In doing so, the student demonstrates analytical and synthetic ability.

The master's thesis consists of a literature study, research and/or development, a written document and the public defence of this document. There is also always an internship linked to the master's thesis.

The purpose of the internship is to give the students (who are then considered trainees) the opportunity to get to know a real working environment and to apply their acquired competences in that context. The aim is to gain experience, but also new insights, knowledge and skills. The company or organisation where the internship takes place is called the 'internship provider'.

The internship consists of one or more well-defined assignments which are carried out during the internship in consultation with the internal supervisors of the faculty and the supervisors of the internship provider (the 'stagementor'). These assignments are of such nature that the presence of the student during normal working hours at the internship site is required for the duration of the internship.

The assignment of the internship is briefly but clearly described in the assignment description. This mission statement can only be changed during the internship in consultation between the student and all supervisors involved. The description of the assignment must enable the objectives mentioned above to be met.

In the execution of these assignments, the company activities of the internship provider (procedures, regulations, prevention and welfare policy, working agreements and methods) are an essential element. The student must fit in with this company way of working. The internship provider assures that the student is given the opportunity to do so.

A Master's thesis, including internship, can be done individually or in groups. However, the portfolio, the written paper and the public defence always reflect the personal work of the individual student, so that an assessment of the individual student can take place.

2 Enrollment

In general, only students who have obtained their Bachelor's degree or a certificate from the bridging or preparation programme can register for the course unit 'Master's thesis including internship' via SisA. The modalities that have been established for students who combine their Bachelor's, transitional, or preparatory programme with the Master's programme can be found on Blackboard.

3 Subjects of the thesis

Each degree programme has a Master's thesis coordinator who asks lecturers and companies to provide possible topics. In consultation with the institution, the Master's thesis coordinator monitors the scope of the topics and ensures that the list of topics sufficiently covers the subject areas. The Master's thesis coordinator supervises the matching of students to subjects.

4 Submitting and archiving the thesis

In the master's thesis course of the study programme on Blackboard, the planned period for performing the master's thesis is set, as well as the applicable time schedule for submitting the master's thesis.

According to article 7.1.2. of the OER, the master's thesis is stored in the library, taking into account the applicable NDA (see also point 5.4).

5 Documents master's thesis

5.1 Internship agreement including internship schedule

Prior to the start of the master's thesis, the student must sign an internship agreement.

This agreement outlines and regulates the legal and deontological framework

- the duration,
- the mutual obligations of the University, the trainee and the internship provider,
- the necessary aspects concerning prevention, welfare and insurance,
- the intellectual property rights necessary for or as a result of the internship,
- the evaluation modalities.

Students who complete their Master's thesis at the UAntwerpen, use the internal internship agreement. If the master's thesis takes place outside the UAntwerpen, an external internship agreement will be provided. In both cases, the internship agreement is accompanied by the internship roster. Student do their internship during the weekdays in the internship period mentioned in the internship agreement. In case of absence the student informs the supervisor and the internal supervisor. Unjustified absence will seriously jeopardize a favorable internship assessment (legal notice to be given to the internship provider). In case of legitimate absence a catch-up moment can be agreed upon in consultation with the mentor and the internship company.

The procedure concerning internship documents is made available to students on Blackboard (My Organisations > Faculty TI > internships). It is the student's responsibility to sign these documents before the start of the internship and to have them signed by the company/organisation in accordance with the faculty procedure and timetable.

5.2 Risk analysis and workplace sheet

For both internal and external master's thesis, a risk analysis must be provided by the internship provider. On the basis of this, a welcome to the workplace must be organised, which is reported in the work post sheet. The aim is to correctly inform the student about the risks of the tasks to be carried out and the necessary precautions to be taken. For this purpose, the standard forms of the Prevention and Protection at Work Department of the UAntwerpen can be used.

The procedure concerning internship documents is made available to students on Blackboard (My Organisations > Faculty TI > internships). It is the student's responsibility to sign these documents before the start of the internship and to have them signed by the company/organization in accordance with the faculty procedure and timetable.

5.3 Medical monitoring

If, according to the risk analysis, medical supervision is necessary, the student shall follow the faculty procedure. If the student has already undergone medical supervision within the framework of the Bachelor's thesis, this supervision does not have to be repeated. The medical certificate remains valid throughout the student's entire course of study.

5.4 Non-disclosure agreement (NDA)

The internship agreement contains a "confidentiality wording". If the company/organisation considers this formulation insufficient, the company/organisation draws up its own NDA which is submitted to the Legal Department (JD) for approval. The faculty's education administration takes care of the contact with the Legal Department.

IMPORTANT: The student may only sign the document once the JD has given its approval. This means that the student first hands over an unsigned document to the faculty's education administration, which then sends it to the JD.

5.5 Administrative questions

Students can contact the faculty administration office for administrative questions via the helpdesk (studhelp.uantwerpen.be/ti) or on +32 3 265 19 00.

6 Support

The student is assigned a supervisor before the start of the Master's thesis. The supervisor's main tasks are to monitor the feasibility of the objectives and to stimulate the research process. In addition, the supervisor provides the necessary feedback, both substantive and methodological, to promote the quality of the work.

The supervisor is usually a lecturer from a discipline or research group involved in the topic of the master's thesis and is the internal person responsible for the master's thesis. If the Master's thesis topic is provided by a company/organisation and the company/organisation contributes significantly to the content of the work, the person responsible for the Master's thesis within the company/organisation is usually appointed as external supervisor. In this case, an additional co-supervisor from the university is assigned to help monitor the progress of the Master's thesis.

The student undertakes to contact the supervisor on a regular basis so that agreements can be made regarding the progress of the process and so that adjustments can be made in time if necessary. The company/organisation may, on its own initiative, grant an expense allowance to the student, for example in the case of long-distance travel.

7 Formal requirements title page and disclaimer

The title page mentions at least correctly:

- The University of Antwerp
- The Faculty of Applied Engineering
- The academic year
- The title of the master's thesis
- The name of the student
- The name(s) of the promoter(s)
- The description of the thesis in function of the master's programme Master's thesis to obtain the diploma:

Master of Science in: XYZ'

In which XYZ is a graduation from the following list:

- Civil Engineering Technology
- Biochemical Engineering Technology
- Chemical Engineering Technology
- Electromechanical Engineering Technology
- Elektronics and ICT Engineering Technology

Following the title page, from the academic year 2021-2022 onwards, all Master's theses will include the following disclaimer:

This Master's thesis is an examination document that may not have been corrected for any errors in its final version. Reproduction and copying of this publication or parts thereof is prohibited without the prior written consent of both the supervisor(s) and the author(s). For requests or information regarding the publishing and/or use and/or realisation of parts of this publication, please contact the university at which the author is registered.

Prior written consent of the supervisor(s) is also required for the use of the (original) methods, products, circuits and programmes described in this thesis for industrial or commercial use and for the submission of this publication for participation in scientific prizes or competitions.

This document has been assessed by supervisor(s) and/or supervisors in accordance with the faculty Master's thesis regulations.

In the Master's Thesis course on Blackboard, students will find the template for the title page and the disclaimer, as well as additional form requirements.

8 Assessment

The assessment is carried out by a jury of at least three members. Within the jury following roles exist:

- The chairperson of the jury who supervises the assessment process and monitors the uniformity of the assessment in the totality of the master's assessments
- The promotor(s)
- A reader from the academic staff (not involved in the master's thesis) who also asks questions in the defense based on the reading of the thesis
- A juror (internal or external) who has not read the thesis beforehand

The assessors are appointed by the Master's thesis coordinator of the course unit 'Master's thesis' of the Master's programme concerned.

If external supervisors cannot be present, they shall inform the chairperson of the jury and provide at least a written assessment. The internal supervisor must be present. If, in exceptional cases, the promoter cannot be present, the task may be carried out by the co-supervisor.

The internal supervisor shall fill in an evaluation form for each student, making a distinction between the following components: portfolio, written paper and defence. Depending on the programme, an interim evaluation is also organised.

The portfolio is evaluated by the supervisor(s), the written assignment by the supervisor(s) and the reader(s), and the defence by the jury members present. On the basis of the arithmetic average of the assessments, the internal supervisor fills in the partial assessments and the final total is calculated.

8.1 Assessment criteria

The evaluation forms and the (behavioural) indicators that guide the assessment of the competences are available as an appendix to this document.

8.2 Value schale

According to the Exam regulation (OER) the value scales are as follows:

- < 10: insufficient
- 10-12: sufficient
- 13-14: award
- 15-16: great distinction
- 17-20: greatest distinction

8.3 Student mobility and master's thesis abroad

For incoming exchange students the applicable regulation of the faculty of Applied Engineering of the University of Antwerp apply to the master's theses.

A **Learning Agreement for studies (LA)** is drawn up to outgoing exchange students who take their master's thesis in a foreign university or institute (under an Erasmus study programme, Erasmus Mundus, institutional agreements or bilateral faculty agreements) (other courses can be included here). This means that the results obtained abroad are taken over (including the rescaling as described in the Erasmus protocol). Students can be asked to present their thesis to the non-outgoing students in function of knowledge sharing.

A **Learning Agreement for traineeship (TA)** is drawn up to outgoing exchange students who take their master's thesis in a foreign university or institute (NOT under Erasmus study programme, Erasmus Mundus, institutional agreements or bilateral faculty agreements), or in a foreign organization. In that case, students concerned must submit their work and present it together with the non-outgoing students. The supervisors of the foreign institution / company must prepare their assessment on the basis of an evaluation form (with accompanying scale of values) that is provided to them by the university promoter at the start of the master's thesis. This assessment is processed as an assessment of a domestic company promoter for non-outgoing students.

9 Property rights

See OER, article 7.3

The rights to valorizable research results remain with the external company or organization that has provided the subject of the thesis and provides substantive supervision to the student.

In case the student has participated in an internal project that lead to valorisable results, the promotor contacts the interface office.

10 Codes of Ethics and Research integrity

The student and the faculty commit themselves to respect the Codes of Ethics and Research Integrity imposed by the University of Antwerp.

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