



University of Antwerp
Faculty of Applied
Engineering

Regulation/procedure Bachelor's thesis including internship

Authorized by: OWC2021-08
FR2021-07

The framework for this procedure is the Education and examination regulation (OER, Article 7.2).

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1 Purpose of the bachelor's thesis including internship

The aim of a Bachelor's thesis is for a student to independently carry out a simple engineering task in a scientific manner, or to realise a simple design under the supervision of a supervisor, and to report the acquired insight orally and in writing. In doing so, the student demonstrates analytical and synthetic ability.

The Bachelor's thesis consists of a literature study, research and/or development, a written paper and its public defence. There is also an internship linked to the bachelor's thesis.

The aim of the internship is to give the students (who are then considered as interns) the opportunity to get acquainted with 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.

When carrying out these assignments, the internship provider's business operations (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 gets the opportunity to do so.

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

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

2 Collecting and assigning topics

Each subject has a Bachelor's thesis coordinator who asks lecturers and companies to pass on possible topics. It is the Bachelor's thesis coordinator who monitors the scope of the topics and ensures that the list of topics sufficiently covers the subject areas. The list of approved topics is published on Blackboard. The Bachelor's thesis coordinator supervises the matching of students to subjects.

3 Handing in and storing the bachelor's thesis

The planned period for performing the Bachelor's thesis and the rules for handing in the Bachelor's thesis are announced on Blackboard.

4 Documents bachelor thesis including internship

4.1 Internship agreement including an internship schedule

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

This agreement outlines the legal and deontological framework, and regulates

- the duration,
- the mutual obligations of the University, the trainee and the mentor,
- the necessary aspects relating to prevention, welfare and insurance,
- the intellectual property rights necessary before or as a result of the internship,
- the evaluation modalities.

Students who are doing their bachelor's thesis at the UAntwerp use the internal internship agreement. If the bachelor's thesis takes place outside the UAntwerp, an external internship agreement will be provided. In both cases, the internship agreement is accompanied by the internship roster. Students 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 in accordance with the timetable.

4.2 Risk analysis and work item sheet

Both for an internal and external Bachelor's thesis, the internship provider must provide a risk analysis. On the basis of this, a welcome to the workplace must be organised, which is reported in the work post sheet. The purpose of this 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 UAntwerp 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 internship starts and to have them signed by the company/organization in accordance with the faculty procedure and in accordance with the timetable.

4.3 Medical follow-up

If, according to the risk analysis, medical supervision is required, the student follows the faculty procedure.

4.4 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.

4.5 Administrative questions

Students can ask administrative questions to the faculty education administration via the helpdesk (studhelp.UAntwerp.be/ti) or by calling +32 3 265 19 00.

5 Guidance

The student is assigned a supervisor before the start of the Bachelor'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 in terms of content and methodology, to promote the quality of the work.

The supervisor is usually a lecturer from a discipline or research group involved in the subject of the bachelor's thesis and is the internal responsible for the bachelor's thesis. If the bachelor'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 bachelor'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 Bachelor's thesis.

The student undertakes to contact the supervisor on a regular basis so that agreements can be made about the progress of the process and so that adjustments can be made in time if necessary.

The company/organisation may grant the student an expense allowance on its own initiative, for example in the event of long-distance travel.

6 Form 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 bachelor's thesis
- The name(s) of the student(s)
- The name(s) of the promoter(s)
- The description of the thesis in function of the bachelor's programme 'Bachelor's thesis to obtain the diploma:

'Bachelor of Science in: XYZ' In which XYZ is a graduation from the following list:

- Civil Engineering Technology
- Chemical Engineering Technology
- Electromechanical Engineering Technology
- Electronics and ICT Engineering Technology

Following the title page, the following disclaimer will be included in all Bachelor's theses from the 2021-2022 academic year onwards:

This Bachelor'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 Bachelor's thesis regulations.

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

7 Assessment

The assessment is done by a jury of which at least three members are present at the presentation and who take on the following four roles:

- A jury chairperson who supervises the assessment process and helps to monitor the uniformity of the assessment in the entirety of the bachelor's theses
- The supervisor(s)
- A reader from the teaching staff (not involved in the bachelor's thesis) who also asks questions during the defence based on the reading of the thesis
- A jury member (internal or external) who has not read the thesis beforehand

The assessors are appointed by the Bachelor's thesis coordinator for each course unit of the 'Bachelor's thesis including internship'.

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 taken care of by the co-promoter.

The internal supervisor fills in an evaluation form for each student, making a distinction between the following components: portfolio, written paper and defence.

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 sub-assessments and the final total is calculated.

7.1 Evaluation criteria

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

A student must obtain 10/20 on each part (portfolio, written paper and defence) to be able to pass the course unit. The part 'written assignment' and the part 'presentation and defence' can be retaken during the second term. The portfolio cannot be retaken during the second sitting. A fail on this part means that the course unit needs to be retaken in the following academic year.

7.2 Scale of Values

The value scale will be the degree of merit, as defined in the OER:

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

7.3 Student mobility and bachelor's thesis abroad

For incoming exchange students, the prevailing regulation for Bachelor's theses applies.

For outgoing exchange students who take their Bachelor's degree test at a foreign university/institution (under the flag of Erasmus study, Erasmus Mundus, Faculty Agreements and Institutional Agreements), a Learning Agreement for studies (LA) is drawn up (this may include course units). The result obtained abroad is taken over (including the re-scaling as described in the Erasmus protocol). In function of knowledge sharing, students may be asked to give their presentation again together with the non-exiting students.

For outgoing exchange students who take their Bachelor's thesis in a foreign university/institution (NOT under the flag of Erasmus study, Erasmus Mundus, Faculty Agreements and Institutional Agreements) or in a foreign company, a Learning Agreement for Traineeships (TA) is drawn up. Students involved must submit and present their work together with the non-departing students. The supervisors of the receiving institution (or the receiving company) have to make their assessment based on an evaluation form (with a corresponding value scale) that is provided to them by the university supervisor at the start of the Bachelor's thesis. This assessment is processed as an assessment of a domestic company supervisor for non-outgoing students.

8 Property rights

See OER, Article 7.3

Note that the rights to valorisable research results may remain with the company or organisation that provided the subject matter for the bachelor's thesis and that provides the substantive guidance.

If a student participates in an internal project that may produce valorisable results, the supervisor must report this to the Interface Office.

9 Code of Ethics and Research Integrity

The student and the faculty undertake to respect the Code of Ethics and Research Integrity imposed by the UAntwerp.

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