

## Internships

### Convention de stage

In Belgium companies hiring students as interns often require a “Convention de Stage” to be signed with the student and the university. Students are able to undertake one internship as an integral part of their academic programme of study at the University of Kent although the credit from this will not count towards their degree.

The internship is designed to offer students the opportunity to gain valuable work experience in the institutions, international organizations, representations and companies in Brussels. The internship provides students with the opportunity to:

- Make connections between the skills and knowledge learned in their academic programme and the working environment.
- Develop employability skills to make them more attractive to employers.
- Experience first-hand the business and working culture of an organisation.
- Gain confidence and develop a stronger set of personal and professional skills.
- Develop more effective written and communication skills.
- Extends commercial awareness of the context of decision making.
- Expand business networks.
- Develop self-awareness to enable them to make the successful transition between academic study and their chosen career.

Students wishing to undertake an internship for credit should, having secured the relevant position, provide their internship provider with the following draft internship contract.

<http://www.kent.ac.uk/brussels/handbook/internship.doc>

The company should make contact with the University of Kent’s Brussels office ([bsispgadmin@kent.ac.uk](mailto:bsispgadmin@kent.ac.uk)) to agree the terms of the contract which is then signed by all three parties. Students must be a fully registered as student throughout the full period of the internship; to check dates of registration please check on the Student Data System, <http://sds.kent.ac.uk>.

### PO8102 Brussels Internship

On receipt of the signed contract, the University will enrol the student on the extra-curricular module PO8102 Brussels Internship. To pass the module, satisfactory reports must be received by both the company and the student within 10 working days of the end of the internship. Although part of the programme, the credits from this module do not contribute to the volume of credits required for the award. The Student will write a 1500 word Placement Report, which will require them critically to assess their personal development over the course of the internship and their ability to make connections between the knowledge and skills which they are developing in their degree and how they apply them in an organization. This placement report is to be submitted onto Moodle within 10 working days of the end of the internship contract.