

Rules of Procedure
Internship Report
Institute for European Studies
of the Université libre de Bruxelles
Academic Year 2020-2021



Article 1 – Mandatory Nature and Form of the Internship Report

The Internship Report is mandatory within the framework of the *Specialized Master in EU Interdisciplinary studies*.

Article 2 - Prohibition of and Sanctions for Plagiarism

1. The FD, like all other work submitted by a student, must be a piece of original work. Plagiarism is therefore prohibited and sanctioned by the University's authorities.

2. Plagiarism is characterized by the misappropriation of a part or the whole of a pre-existing document, sentence or idea without clearly identifying its origin in compliance with the academic standards in effect (i.e. by using quotes and a footnote reference). Translating or paraphrasing do not exempt the student from plagiarism. The re-use of anterior works from the author himself, when this practice has not been clearly stated, is also considered to be plagiarism.

3. On the academic level, all form of plagiarism will cause, depending on its degree of seriousness and/or whether it is intentionally fraudulent or not, sanctions up to the allocation of a grade of 0/20 for the dissertation.

4. On a disciplinary level, and without any prejudice to the academic sanctions previously decided, the author of plagiarism can, in accordance with Articles 4, 5, 7(3) and 22 of the Disciplinary Regulation for Students, face the major sanctions stipulated by said disciplinary regulation (see *Règlement général des études de l'ULB 2018-2019* and *Règlement de discipline relatif aux étudiants.e.s*).

Article 3 – Internship and career development Seminar (STAG0 600)

The goal of the professionalisation seminar is to familiarise students with the European job market, and to give them the competences and tools to carry out their internship or job search. Participation to the seminar is compulsory and is subject to an evaluation by the seminar's supervisor(s).

Article 4 - Internship

1. The FD includes an internship (of minimum 192 hours) which must mandatorily deal totally or in part with European issues.

The internship must be completed in its entirety between the 1st of April and the 10th of September 2021.

2. An internship agreement must be submitted and duly signed in triplicate by the internship supervisor, the trainee and the president of the Institute for European Studies (IEE). The agreement must be submitted on the first day of the internship at the very latest to the Secretariat of students' affairs of the IEE.

3. The internship will be evaluated by the internship supervisor(s) by means of a form, either in English or French, on MonULB. This evaluation must be handed in together with the



internship report. The evaluation letter of the internship supervisor(s) or of the person who has overseen the trainee is compulsory and counts as an integral part of the grade.

Article 5 – Internship Report

1. The internship report is an individual work (see the guidelines for course STAG-O-600).
2. The choice of the topic to be analysed in the dissertation- internship report can be chosen freely as long as it is relevant to the professional area discovered during the internship as well as to European Studies more generally.
3. The internship report includes a table of content, a bibliography, and identifies its sources with footnotes properly, in accordance to what is expected in academic work. If need be, it can be completed with any additional documentary annexes deemed relevant.
4. It is either written in English or French.
5. The internship report is assessed by the tenured of the STAG-O-600 seminar.

Article 6- Deadline for the Submission of the Internship Report

1. The internship report must be submitted at the latest on the 28th May 2021 (for the first examination session) or the 17th August 2021 (for the second examination session).
2. One paper copy of the professional project and of the internship report should be submitted to the secretariat and uploaded on the Université Virtuelle before the deadline.

Article 7 - Evaluation of the Internship Report

The evaluation is based on two factors:

- participation to the professionalisation seminar and the evaluation of the seminar's supervisor, which counts for 25% of the total grade
- the internship report, which amounts to 75% of the total grade.

