

BA INTERNSHIP PROGRAMME CODE OF CONDUCT & REGULATIONS

CODE OF CONDUCT

Students are expected to behave in a professional and ethical manner during the entirety of the application and selection process, as well as during the course of the semester-long internship. This includes, but is not limited to:

During the application and selection process

- Students must reply to emails sent by the Internship Coordinator or the Internship Partner
- Students must be on time for interviews.
- If an internship partner offers a candidate an internship, the latter must accept or decline the offer by email within 24 hours. Always CC the Internship Office in all communication.

During the internship

- Dress code: Maintain a neat appearance and dress appropriately.
- Follow through on commitments.
- Do not conduct personal business during work hours.
- Be on time for work.
- Respect deadlines.
- Turn in assignments on time.
- Be supportive and proactive.
- Be polite and cooperative.
- Seek to further your professional development by improving skills and acquiring new knowledge. Students should not be afraid to ask for additional work or try to come up with some projects on their own.
- Halfway through their internship, students must arrange a meeting with their internship advisor.
- Occasionally, students may encounter some problems or difficulties during their internship. We encourage our students to tackle the problem from the beginning and not leave it until the end of the internship. The Internships Coordinator and the Internship Advisors can provide students with guidance, but students should first try to solve the problem on their own.

After the internship

- Students must submit their log of hours worked to their internship advisor. The log must be signed by their internship supervisor.
- Students must write a 2000/2500-word report on their internship experience.

Eligibility

Students can apply for the Internship Programme only if:

- They are in the second semester of their second or third year of studies.
- They have a minimum GPA of 2.7
- They have completed at least 90 ECTS by the time of the application.

REGULATIONS

- Students must pay tuition for the internship, even when it has been arranged by the student.
- Brussels School of Governance students are allowed to complete only one internship during their Bachelor programme.
- Brussels School of Governance students must work a minimum of 150 hours and they will earn 6 ECTS.
- Double internships are not available for Brussels School of Governance students.
- Students must check the internship catalogue for the semester during which they want to undertake the internship and choose up to three internship offers. It is critical that the internship offers are selected from the current catalogue!
- Students must abide by the internship programme deadlines published on the Brussels School of Governance website.
- The CV and cover letters must each be 1-page long and must be reviewed by the school Career Consultant prior to submission.
- The internship application must be submitted on time (please refer to the deadlines published on the website) and sent to the Internship Office at studentinternships_bsog@vub.be Please note that late applications will not be considered.
- The application must include:
 - a CV
 - three cover letters (each tailored to a desired position/job description)
 - a recommendation letter from a University Professor
 - a proof of attendance to the Internships & Careers Workshop
- Students must indicate their cumulative GPA on the resume.

- Students must be aware that due to the highly competitive nature of the internship programme, there is no guarantee that they will be selected for the internships for which they have applied.
- If selected for an interview, students must carefully prepare themselves for the interview.
- Once students have started an internship, they may not withdraw from it except under extraordinary circumstances, and then only with the permission of the Internship Coordinator and the Internship Advisor.

Full Name _____

Signature _____ Date _____