6 months → start	1 month → start	start	1 month ← start	halfway	1 week → end	end
Orientation	Internship Agreement	Start Learning Agreement	Internship plan	Progress evaluation	Final reports & Presentation	Defence
Drientation on possible internships; consult study advisor and chair groups within your MSc. Discuss options with potential WU upervisors and host upervisors and pay pecial attention to equired academic character and type of internship. BPE supervises internships in the field of BioProcess Engineering application animal cell ines; microbial conversions; microalgae production; piorefinery of	Fill out Internship Agreement (IA): • Topic • Duration • Supervisors (host and WU) • Examiner (WU) Sign IA by: • Student • Host supervisor • Internship coordinator Use standard WU IA. In case host proposes another format do not sign but first have it approved via internship coordinator.	Start your work at the host company (institute or university). Discuss details of your project with your host supervisor. Set up the Learning Agreement (LA) and have it approved by WU supervisor, within 2 weeks from start. Sign LA by: • Student • WU supervisor Although host supervisor does not need to approve LA please confirm there is agreement on the description of internship activities.	Work out internship in an Internship plan, within 3 weeks from start. Identify whether your internship is a Research or Professional Internship. The internship plan can be integrated with the learning agreement, but preference is given to a separate document. Ask for feedback of WU supervisor and host supervisor.	After 8-10 weeks organize your progress evaluation meeting with WU supervisor and discuss your progress your progress. Prior to this meeting complete the Progress Evaluation Form, for which you also need to request feedback from your host supervisor. The outcome of this meeting will be registered in Osiris. (In the unlikely case of a 'fail' the project will be terminated.)	One week prior to your final defence hand in your Project Report and your Reflection Report to your supervisors (WU and host) and examiner (WU), to provide them with sufficient time to evaluate your reports. In this week also plan a Final presentation of your project at the host . Also invite WU supervisor for this presentation.	Time for your defence of your project. For the defence invite WU supervisor and examiner. Prior to the defence WU supervisor will ask host to fill in evaluation form. After the defence, the outcome of your evaluation will be shared with you and registered in Osiris .

Visit <u>our website</u> for a

quick impression