

# MSc Internship Course Guide Wageningen University

## Part B: BPE Chair group specific regulations

Last modified: July 2024

This section contains information about how internships should be arranged at the Bioprocess Engineering group (BPE).

*Certain parts might repeat what has already been covered in Part A.*

Course code	MSc internship BPE: BPE70324
Internship coordinators	Marcel Janssen (marcel.janssen@wur.nl)
Examiners	Academic staff and postdoctoral researchers BPE
Supervisors	Academic staff and postdoctoral researchers BPE
Period	All

### 1. Assumed/Prerequisite knowledge

The internship on a Bioprocess Engineering oriented topic requires the student to have a sufficient background in engineering-related knowledge applied to the Bioprocess field. The student should have sufficient skills in analysing the bioprocess and/or the metabolism of a production microorganism, identify bottlenecks, and propose solutions.

### 2. Orientation (at least three to six months before the internship starts)

- Meet with your study adviser to discuss your study plans, including internship plans.
- Orientate yourself on possible internships. Selection of a suitable host institute or industry is done by students themselves. Inspiration and suggestions may be obtained from previous thesis experience, from fellow students, or from departmental scientists. A student can act in response to specific openings sent around via study advisors. Additional help is available via the BPE internship coordinators.
- A set of three basic criteria has to be met, being:
  1. There should be an obvious relation to the research area of Bioprocess Engineering.
  2. In order to facilitate evaluation of the final report, the WU supervisor of BPE should be competent in the subject area.
  3. The actual work should be of academic level.
- Prepare a motivation letter and CV (you can contact the Student Career Centre for tips on motivation letter and CVs).
- Contact potential internship providers.

### 3. Preparation (after finding a possible internship provider, apply before the formal start of the internship)

- Check with the BPE internship coordinator ([internhip.bpe@wur.nl](mailto:internhip.bpe@wur.nl)) if your internship meets the criteria and who your WU supervisor will be during the internship.
  - ➔ You can use the internship approval form on [this BPE website](#)

After approval of the internship\*:

- Discuss the length of the internship and register your choice in OSIRIS (follow the procedure on this website: <https://wur.eu/tir-start>).
- Discuss the exact internship tasks with the host supervisor and WU supervisor.
- Complete the UNL internship agreement/contract for internship in the Netherlands, or the internship contract of the internship provider in case of internship outside of The Netherlands (see also checklist for non-UNL agreements in Appendix). Do this in close cooperation with your supervisors. The host supervisor and the internship coordinator (so not the WU supervisor) should sign the contract.
- Start to work out your Learning Agreement (follow Osiris work-flow). Define your personal learning goals (see Part A). Follow the Osiris work-flow. As part of that work-flow your WU supervisor has to approve the learning agreement and could request modifications prior to final approval
- Plan and discuss feedback moments with your WU supervisor.

\*Note: In case of multiple applications, inform other involved internship providers that you accepted a position elsewhere.

### 4. During the internship

- In the first week(s), write an internship plan (project proposal for the internship).
- Plan weekly progress meetings with the host supervisor.
- Sent regular (monthly) updates to WU supervisor about your progress and/or organize monthly progress meetings.
- Plan the progress evaluation with the WU supervisor and host supervisor. As a student, you have to initiate the progress evaluation in Osiris yourself.

### 5. Finalisation

Four weeks before the end of the internship:

- Verify with your WU supervisor that your assessors are appointed within Osiris (only your supervisor can do this). Your supervisor is usually the 1<sup>st</sup> assessor and another BPE staff member or postdoc will be the 2<sup>nd</sup> assessor. Either of both can take the official role of examiner.
- Arrange a day, time and location for the oral presentation at the internship provider. If possible, the WU supervisor will be present as well.
- Together with your WU supervisor arrange the final evaluation with the host supervisor and 2<sup>nd</sup> assessor.
- Please note that presentation and final evaluation also can be combined.
- Communicate with all involved (host supervisor, WU supervisor, and 2<sup>nd</sup> assessor) about the planning of the reports (draft version and final version). As a student you may expect feedback on a complete draft report by your WU supervisor.
- Arrange a day, time, and location for the final evaluation with your WU supervisor and 2<sup>nd</sup> assessor.

Three weeks before the end of the internship:

- Provide a draft report to the internship provider for a check of the correct representation of the organisation and projects, and on confidentiality.

Minimally two weeks before the examination:

- Provide a complete draft report to WU supervisor for feedback

Minimally one week before the examination:

- Upload the final report and reflection report in Osiris
- This will start the evaluation process meaning that the host supervisor will get an invitation by e-mail to fill give an advice for the evaluation (via Osiris). After uploading final reports also the two assessors can access their evaluation forms in Osiris.

After the examination:

- The WU examiner will decide about the grade in OSIRIS.
- Store your data in correspondence with the agreements made on data management.
- You are not allowed to make results of the thesis public, e.g., on internet (incl. social media, like Facebook or LinkedIn) or by showing the report to potential employers, without prior consent of the staff or supervisor at BPE *and(!)* the host.

★ Extra steps for internships abroad:

- Register study related travels in Osiris
- If applicable: arrange the permission to travel to risk areas (see WU travel policy).
- If possible, apply for grants.
- Make sure you have the right vaccinations for the travel destination(s).
- Arrange proper insurance.
- Timely apply for a student visa, if necessary.
- Arrange travel tickets.
- Arrange housing.
- Fill in the 'OV studentenkaart buitenland' and hand in your OV card to receive a refund of travelling costs (*for Dutch students only*).