



University of Antwerp  
| Faculty of Science

# Handbook Company Internship Master Computer Science

Academic year 2025-2026

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# H1. Introduction

Starting in the 2025-2026 academic year, the University of Antwerp will launch a new internship course of **6 ECTS** for Master's students in Computer Science. This elective offers you the opportunity to gain practical experience through real IT projects at external internship companies. The internship serves as a bridge between your academic knowledge and professional practice, preparing you specifically for your future career as an IT professional.

The internship is intended for students who have **already obtained their bachelor's degree** and wish to participate for **at least 144 hours (or 18 working days)** in a company setting. You will work on a substantive project where technical skills, problem-solving ability, and work experience are central. As a student, you are responsible for finding a suitable internship project, applying for the internship, and correctly completing all administrative steps.

The internship takes place in collaboration with a recognized internship company and under the guidance of three key persons: the **internship mentor**, **internship promotor**, and **internship coordinator**.

During the internship, all documents are uploaded via **Blackboard** in the respective course. In addition, your progress is closely monitored by your supervisor and, partially, by the coordinator based on the progress reports. We review these reports to get a clear idea of your work and development. At the end of the internship, you will submit a **final report** and give a **short presentation** at the Middelheim campus.

In short, this course offers you a unique opportunity to grow as a professional in a realistic and enriching work environment, supported by the university and an engaged internship company.

Please note: the course is currently limited to a **maximum of 6 students** per academic year, and enrollment is based on **first come, first served** (only after all contracts have been signed by the student, the company, and the university).

## H2. Roles and Terminology

### – Internship Coordinator (university):

The person responsible within the program for the proper follow-up of internship contracts, assignments, and the contact point for general, non-subject-related questions about the internship. This is not your internship promotor.

### – Internship Provider (company):

The organization or company where you do your internship and with which the internship contract is concluded.

### – Internship Mentor or Supervisor (company):

The supervisor at the internship company who monitors your daily activities, supports you, and provides feedback. This is the first point of contact for questions about the internship assignment.

### – Internship Promotor (university):

The staff member of the program who guides you academically during the internship. The internship promotor is the primary contact within the program for you and for the internship mentor/internship coordinator regarding the internship.

## H3. Finding and starting an internship

Finding a suitable internship position and correctly starting the internship follows a clear and structured step-by-step plan. By carefully following this process, you ensure that both the practical and administrative aspects are handled in a timely and proper manner. This way, you begin well-prepared for an educational and smoothly organized internship.

### H3.1 Orientation and search for an internship company

The search starts with exploring possible internship companies. This can be done via the [ESP website](#) of the University of Antwerp under the Career tab, where internship projects are listed, or you can look for an internship position through your own network.

During the orientation phase, it is useful to have an initial letter of interest and your CV ready to share with potential internship providers. In the future, a non-mandatory workshop will be offered within the course to assist you in preparing your CV. Until then, it is best to consult online resources.

### H3.2 Application and screening

If you find an interesting project, you send your CV and a short motivation letter to the company's contact person. Each internship project on the ESP website includes a corresponding contact person. Often, this is followed by an (online) conversation or interview in which the company gets to know you better and assesses your interest. This screening helps both parties determine whether there is a good match.

### H3.3 Confirming the match

If the company indicates that they are interested in having you as an intern, you should confirm this to the internship coordinator of the department. This serves as an important signal to initiate the next steps of the process.

If the internship project comes from your own network, the internship coordinator will first arrange an introductory meeting and evaluate the content of the project before proceeding to the next steps. This step is particularly important when the company has little or no prior experience with hosting interns. Once the internship coordinator has approved the internship placement, it is mandatory to register it on the ESP website so that the final step of the process can be completed.

### H3.4 Administrative registration

Next follows the correct and mandatory administrative registration of your internship placement. You must follow the steps as described in the official guide of the University of Antwerp, which can be found on the following page:

[Guide for Registration \(Flanders\)](#)

In short:

- **Registration in Mobility Online:** This is required to ensure your internship is officially recognized by the UA. You start the registration via SisA and then complete it in Mobility Online.

- **Signing and preparing the internship documents:**
  - The signed internship contract
  - Risk analysis and workstation form
  - The agreed working hours or internship schedule

Since computer science students mainly perform screen-based work and do not work in a laboratory or on-site, they must request the shortened risk analysis form from [Sara.VanWin@uantwerpen.be](mailto:Sara.VanWin@uantwerpen.be).

Note: Make sure you have completed the administrative process at least 4 weeks before the start of the internship. Only after completion of all steps will you receive the final approval to start the internship. Only with final approval are you insured as an intern.

### H3.5 Enrollment for the course

After the contract has been signed by you, the company, and the university, you can officially register for the internship course via SiSA according to the standard procedure. In addition, you must register your internship project on the ESP website. If your project is not yet listed on the ESP website (for example, because you submitted your own internship proposal), the company must ensure that the project is uploaded via [the following link](#).

All important documents for your internship, such as progress reports, are uploaded via Blackboard in the respective course. Any questions for the internship coordinator or supervisor can be asked via email or other communication channels. This ensures clear guidance and smooth monitoring of your internship.

## H5. Execution and Follow-up

During the internship period, we expect active engagement, regular communication, and involvement with both the company and the university. The practical execution and follow-up of your internship includes the following aspects:

- **Duration and time commitment:**

The internship requires a minimum of 18 full working days, totaling 144 hours. The exact schedule is arranged in consultation with the company, depending on mutual availability. We strongly recommend planning an average of two days per week, so the internship spreads over approximately nine weeks. Ideally, you work as much as possible, preferably fully on-site at the internship company. The internship can take place during the academic year or the summer holidays, with a flexible work schedule agreed upon between you and the internship company.

- **Communication and progress reporting:**

During your internship, you will upload four progress reports, each time after you have completed roughly a quarter of your internship. In these reports, you can informally describe how your internship is going and what you have done so far. The progress reports provide your supervisor and the internship coordinator with a general overview of your work, allowing them to tailor your guidance and monitoring. Don't spend too much time on them; they are meant only to give a general picture of your progress.

– **Guidance and follow-up:**

Within the company, you are guided daily by your internship mentor, who serves as your primary contact. From the university side, your promotor ensures regular follow-up through regular contact. This way, both substantive and administrative aspects are monitored throughout the entire internship period to ensure everything proceeds correctly.

## H6. Deliverables & Evaluation

At the end of your internship, three key components will be evaluated. Together, they determine whether you pass the internship course. The assessment is based on substantive output, personal growth, and professional skills:

– **Final report (approx. 10 pages):**

You write a content-rich report reflecting on your internship experience. The report includes, among other things, a brief introduction of the company, an overview of the tasks performed, a description of your personal and professional growth, and the skills you have developed. Sample documents and guidelines will be available in the Teams channel.

– **Evaluation form:**

This is completed by your internship supervisor at the company and focuses on both your technical competencies and soft skills such as communication, initiative, and teamwork. This evaluation forms an important part of your final grade.

– **Final presentation:**

At the conclusion of your internship and the submission of the above documents, you will give a short presentation on the Middelheim campus for the internship coordinator, your promotor, and internship mentor. In this presentation, you explain your project using a demo or visual overview, discuss the main challenges, solutions, and insights (“lessons learned”), and answer some questions. After your presentation, you briefly leave the room so the evaluators can deliberate. You will then be informed immediately whether you have passed (PASS/FAIL).

## H7. Deliverables

During the entire internship period, you are expected to submit various documents or “deliverables” via Blackboard in the corresponding course. These documents are essential for administrative follow-up, interim evaluation, and the final assessment of your internship. Each document has a clear purpose and specific timing. An overview can be found in the table below:

Timing	Document	Omschrijving
Before the start of the internship	Work schedule	An overview of your planned working days and hours at the internship company. This document serves as a practical guide for the student, the company, and the university. It is the document you were required to upload for your application via Mobility Online.

During the internship (1/4 of the period)	Progress report 1	Four short progress reports, each after approximately 25% of your internship period (e.g., weeks 2, 4, 6, and 8 for an 8-week internship). Each report contains a brief description of the tasks performed, project progress, and any points of attention or problems. These reports do not need to be extensive; their main purpose is to keep your supervisor and internship coordinator informed.
During the internship (2/4 of the period)	Progress report 2	Idem
During the internship (3/4 of the period)	Progress report 3	Idem
During the internship (4/4 of the period)	Progress report 4	Idem
After completion of the internship	Final report	A detailed report on your entire internship experience (approx. 10 pages). It includes a brief presentation of the company, a summary of the project, your personal contribution, the technical and professional skills you acquired, and a reflection on your learning process. Guidelines and a template are provided via Blackboard.
After completion of the internship	Final presentation	An upload area for the slides you will use during your final presentation.

## Contact

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