



University of Antwerp  
| Faculty of Science

# Handbook Company Internship Master Computer Science

**Academic year 2025-2026**

Department of Computer science  
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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, mainly in the Antwerp region. 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**.

To streamline communication and follow-up, you will be added to a Teams environment. This serves as an upload area for documents and as a central channel for questions or consultation with your promotor and coordinator. During the internship, you will regularly report your progress, and at the end, you will submit a **final report**, an evaluation form, and give a **short presentation** on 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 (UA):

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. On behalf of the University of Antwerp, the internship coordinator signs the internship agreement (via delegation). 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 you as an intern, you confirm this to the internship coordinator (via email, see contact details) of the program. This is an important signal to initiate the further process.

If the internship project originates from your own network, the internship coordinator will first conduct an introductory meeting and evaluate the project before contracts are sent out. This step is crucial, especially when the company has little or no experience with internships.

### H3.4 Contract and assignment of internship promotor

The internship coordinator contacts you and the company to prepare the contracts. This contract outlines the agreements, such as the work schedule, expectations of both parties, and other formal matters. At the same time, the program assigns an internship promotor who will provide you with academic guidance from the university during your internship.

### H3.5 Enrollment for the course

After the contract is signed by you, the company, and the university, you are officially enrolled for the internship course. Note: the course is currently limited to a maximum of 6 students for the 2025-2026 academic year, based on who completes the contract first (first come, first served).

Additionally, you will be added to a specific Teams environment that serves as a central communication platform for your internship. In this environment, you can upload important documents, such as progress reports, and ask questions to both the internship coordinator and the university promotor. This facilitates guidance and ensures smooth follow-up of your internship.

## H4. Administrative Registration

For a correct and mandatory administrative registration of your internship position, follow the steps as described in the official guide of the University of Antwerp. You can find it on the following page:

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

In brief:

- **Registration in Mobility Online:** This is mandatory to insure your internship through UA. You start the registration via SisA and then complete it in Mobility Online.
- **Required internship documents obtained from the internship coordinator (upload no later than 4 weeks before start):**
  - The signed internship contract
  - Risk analysis and workplace form from the internship company
  - The agreed hourly or internship schedule

For a detailed explanation and the exact procedure, be sure to consult the guide via the link above.

## 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:**

You will be added to a central Teams environment, where you upload a short progress update every four days worked. A template is provided for this. This platform is also used to share important documents and to facilitate communication with your promotor (UA) and the internship coordinator.

- **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. Recommend your own internship company?

If you propose a company yourself, the university will first screen the company and project. After approval by the internship coordinator, you will follow the same procedure, with the additional task of publishing the project on the ESP website. However, we don’t allow international companies at the moment; only local companies (region of Antwerp) are permitted.

## Contact

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Internship coordinator: Tim Apers

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