



THE GLOBAL ALLIANCE IN MANAGEMENT EDUCATION

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LSM CEMS INTERNSHIP GUIDE



LOUVAIN
School of Management

LAST UPDATE JULY 2016

FOREWORD

Dear CEMS student,

Congratulations for your selection and welcome to the CEMS Programme!

The following CEMS Internship Guide has been prepared for your convenience. It is meant to provide you with all practical information regarding your CEMS internship in the respect of CEMS and LSM's rules.

To help you and to facilitate its smooth achievement, please read carefully all the information provided in this guide and strictly respect the terms and instructions given.

Please note that the ultimate responsibility for acquiring your internship lies with you, whereas the final approval for the MIM Programme is confirmed by LSM's CEMS Corporate Affairs Manager.

Wish you a successful and CEMSational Experience!

Many thanks!

The LSM CEMS Team

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I. THE INTERNSHIP IN THE CEMS PROGRAMME: GENERAL RULES FOR ALL CEMS STUDENTS

- **Objectives & level of achievement:**
The main objective of an international internship is to turn academic experience and theoretical knowledge into a professional, **intercultural experience**. Internship must thus be at the level of a graduate recruit in order to provide a valuable business experience.
- **The Five CEMS MIM Learning Outcomes :**
 - Internationalism;
 - Business-embeddedness;
 - Responsible citizenship;
 - Reflective critical thinking;
 - Comprehensive leadership.
- **Students' responsibilities:** students are responsible for:
 - ✓ **Finding their own internship;**
 - ✓ **Getting in due time all official documents** required for the employment and for their delivery/signature/transmission in time. More information about visa issues, regulations in each CEMS country can be found in "[CEMS Internship Guide](#)".

1.1 REQUIREMENTS

1.1.1 WHERE?

*"Students must spend at least **TWO OUT OF THREE TERMS** abroad".*

- **"Abroad"** is defined as **outside the country of the home school**. The location has to be abroad for the full length of the internship (it is NOT enough to go to some assignments abroad for a couple of days). Student who spends both academic terms abroad (=tri-national track) may pursue his/her internship in Belgium, but within a company operating in an **international** environment. If one of the two destinations is cancelled and the internship was already done in Belgium, student has the entire responsibility to find and make a new one that respects CEMS requirements for graduation (at least two of the three CEMS terms abroad).
- Going the "easy way" is not responding to the LSM and the CEMS spirit. **Internships in France or Luxembourg are not accepted for French speaking students (Belgian or French)**. Exception can be made if the 1st full time job position is recognized and validated as the CEMS internship (and if responding to conditions abroad!) or if the offer comes from a CEMS CP and/or is a condition to apply for a future career in the company.
- Internship can take place in at a company (CEMS CP is not compulsory), a no-profit organisation or in a humanitarian mission, provided responsibility levels correspond. Validation of an entrepreneurial internship is left at the discretion of the LSM. In all cases, the internship must fulfil all conditions of a "regular" internship (length, international,...) and in that case be supervised by the Academic Director (or a professor). If start-up fails or is delayed, this may negatively impact on chances of accreditation, and may delay CEMS graduation.
- A full-time employment position is also accepted if responding to conditions "abroad".

1.1.2. DURATION?

- The minimum length is **12 consecutive weeks** for all LSM CEMS students.
- In all cases the weeks are consecutive – full time position and in the same company. The internship finishing date (=written on the CEMS Evaluation form) cannot be later than the date of the CEMS graduation.

1.1.3. WHEN?

- Internship can take place at **any time** (also prior to CEMS selection but not already recognized for any degree) **except during** to the **two MIM terms**. Pay attention that these two MIM terms are academic, compulsory and consecutive.
- Internship must be during the graduate level of studies, starting with the date when the student fulfilled all official Bachelor's degree study requirements.
- The internship can overlap with the Block Seminar only when a contractually-agreed vacation is declared for the seminar week. The student is responsible for providing official documentation to the home Programme Manager.

1.1.4. MODALITIES & APPROBATION RULES

- Internships must be a **full-time activity at professional level** (first job level, although salaries may not be commensurate) where the student is given one or more challenging projects with a certain degree of autonomy.
- The student's work must be supervised by a **tutor within the company**. A first degree parent is not allowed as supervisor (mother, father, sister, brother, stepmother, stepfather...).
- Although student may work in different departments, they must work on a **given project**.
- The company tutor has to fill out the **CEMS evaluation form** that (s)he will fill in, sign and stamp at the end of the internship.
- **Before it starts**, the internship **must be approved** by the CEMS Corporate Affairs Manager : Sandra Gilet: sandra.gilet@uclouvain.be. Student must provide a copy of his/her internship offer/description which includes the following **mandatory information to be approved**:
 - Company identification
 - Duration of the internship (starting and ending dates)
 - Definition of the project/tasks (s)he will be appointed to
 - Location
 - Name and function/title of the supervisor.

1.1.5. INTERNSHIP AGREEMENT

Only regular LSM student is covered by a LSM/UCL internship agreement and has the status of a student. Students in exchange or already LSM graduated are legally not allowed to be covered by a LSM/UCL internship agreement.

Student must register his/her internship agreement directly on the
[LSM Internship platform](#)
Platform - Process & User Guide are on: <http://www.uclouvain.be/8118.html>

1.2. GRADUATION RULES

- **CEMS EVALUATION FORM :**

Student must provide this form (available on <http://www.uclouvain.be/8118.html>) to his/her company supervisor to be completed, signed and stamped at the end of the internship.

The original hard copy + a scanned version must be sent to LSM CEMS Corporate Affairs Manager (Sandra Gilet: sandra.gilet@uclouvain.be) to be uploaded in student's CEMS Curriculum.

=> If this is missing, CEMS graduation is not possible.


- **Student must graduate from his/her home institution prior CEMS graduation.**
- **Deadline:** student planning to graduate at the end of his/her CEMS MIM year must start the internship on the 1st Monday of September at the latest. Evaluation form must be handed by October 14th (and even if the internship has not been ended). CEMS Head Office can modify these deadlines and, in such case, student will be informed in due time. For further details, please refer [CEMS STUDENT GUIDE](#)

II. CEMS RECOGNITION FOR LSM INTERNSHIP (Annual block 1 only)

2.1. CONDITIONS

Only students selected for the CEMS Programme, have as a **non-compulsory option** (and if all LSM criteria for Master Programme admission are fulfilled) the possibility to achieve a 10 ECTS accredited internship in their LSM Annual bloc 1. This can be integrated in student's CEMS MIM Curriculum (which do not allow ECTS for CEMS internship) under these **restricted and sharp conditions and in addition to CEMS rules** (see chapter I):

- Having acquired min. 50 ECTS credits of LSM Master level courses (languages courses and prerequisites courses excluded) => **internship can start the first day of Easter break at the earliest.**
- If all requirements are met (see point 1.1) internship project must be submitted to CEMS Corporate Affairs Manager sandra.gilet@uclouvain.be for approbation **before early January**. If not, student must select **2 courses** (5 ECTS each) to fulfil the minimum ECTS required for the Master Programme.
- Student will provide the internship agreement according to modalities described on point 2.2 and in all cases **before 15th January**.
- **No change or delay is accepted – After deadline => registration to courses is mandatory** otherwise student's Master 120 and CEMS programmes are seriously compromised.
- Selection remains provisional until the results of exams June session.

 Troubles or delays caused by any issues (visa, transmission, miscellaneous company's documents, signature, post delays...) are out LSM's scope of responsibility. It is student's responsibility to provide documents in due time and in accordance with LSM requirements. If not, administrative sanctions (described in the LSM internship Guide) will be enforced.

2.2. DOCUMENTS & EVALUATION TOOLS:

2.2.1 INTERNSHIP AGREEMENT:

Only regular LSM student is covered by a LSM/UCL internship agreement and has the status of a student. Students in exchange or already LSM graduated are legally not allowed to be covered by a LSM/UCL internship agreement. This document is **compulsory** for each student who is achieving an internship. It is the guarantee that the internship is made in the respect of the Belgian law and rules of the student's academic cursus. Moreover, UCL insurances can cover ECTS accredited internship as long as **3 hard copies** (i.e. originals not scanned versions) duly signed by both the student and the company's representative are approved and signed by the LSM.

Eager to protect its students and acting according to the law, no other internship agreement will be signed or delivered as long as LSM's internship agreement is not signed by company, whatever the context and/or situation. Company's internship agreement only is not enough and is not considered as valid. LSM internship agreement involves confidentiality clauses and issues.

**Student must register his/her internship agreement directly on the
LSM Internship platform
Platform - Process & User Guide are on: <http://www.uclouvain.be/8118.html>**

As a part of your LSM Master Programme it is submitted to the **same administrative and academic rules if instructions and deadlines are not respected**. Penalties in the event of breaking rules are clearly defined and explained in the LSM Internship Guide <http://www.uclouvain.be/8118.html>. Read them carefully!

2.2.2 CEMS EVALUATION FORM:

See Graduation Rules on 1.2

2.2.3 INTERNSHIP ROAD BOOK AND INTERNSHIP REPORT:

Internship report is mandatory and evaluated by student's LSM Master Thesis supervisor. CEMS students will refer **to their Master thesis supervisor for the content of their internship report** and to **LSM Internship Guide for presentation**.



Internship Road Book and Internship Report are both LSM's evaluation tools. **Both** must be **self-deposit** (LSM Master 1 deliberation September). If you are not able to come in person, you can ask a trusted person to deliver them on your behalf. They are **only required** if the internship is a part of student's LSM Annual Block 1. Modalities and balance in the final mark are detailed in the LSM Internship Guide.

=> **WHEN & WHERE?** Room Vaes - Same days than Master (2) Thesis deposits (in August for September session). Please check with [academic calendar](#) and student's office for more details).

=> **DELIBERATION:** as final grade for internship can only be delivered for September session => final deliberation for Annual Block 1 takes place in **September**. Practically this means that internship report will be submitted for the September session. On student's virtual desk, internship is for September session (since not rateable for June!).

For questions & information about these points please refer to student's office.



=> **PLEASE DO NOT FORGET TO UPDATE YOUR UCL STUDENT VIRTUAL DESK IN DUE TIME:** Modify your courses registration **AND** bring to student's office the document "Changes in the content of your study programme". Cancel your registration to internship in June session **AND** register it in September. **Any delay or mistake are sanctioned:** 1 point will be removed of the internship final mark (and in addition of the LSM administrative rules).

2.3. MISCELLANEOUS:

2.3.1. SCHOLARSHIP

Because of programme specific aspects and timing CEMS internship (should it takes place), **deadlines and criteria** imposed by international rules & conventions to ADRI to be eligible for a grant or a scholarship are not necessarily respected.

2.3.2 ALLOWANCES

Allowances, salary and compensation for transport costs are left to the discretion of the hosting company or organisation. LSM does not impose any rules on this, which is not mentioned in the internship agreement and will not intervene in the drafting or signing of a document dealing with this topic.

2.4. IN CASE OF:

2.4.1. CANCELLATION - INTERRUPTION

Before any cancellation or interruption, student must refer to CEMS Academic Director and CEMS Corporate Affairs Manager. CEMS Academic Director decides whether early termination is appropriate or not and proposes a plan of action. In all cases, the internship will NOT be recognized for the CEMS curriculum and has material consequences.

2.4.2. CHANGE OF SUPERVISOR

If change of supervisor is required, the new designated supervisor will inform by e-mail the CEMS Corporate Affairs Manager. Former supervisor and student shall be cc. The new supervisor will send his/her full coordinates, function and experience (cf. internship agreement).

2.4.3. CHANGES IN DATES AND TERMS

The student, in agreement with both the host organisation and the LSM can change the time and dates of the internship if it still complies with both CEMS & LSM requirements. In this event, the supervisor will send his/her agreement by e-mail to the CEMS Corporate Affairs Manager indicating the new dates (that have to be approved by the LSM).

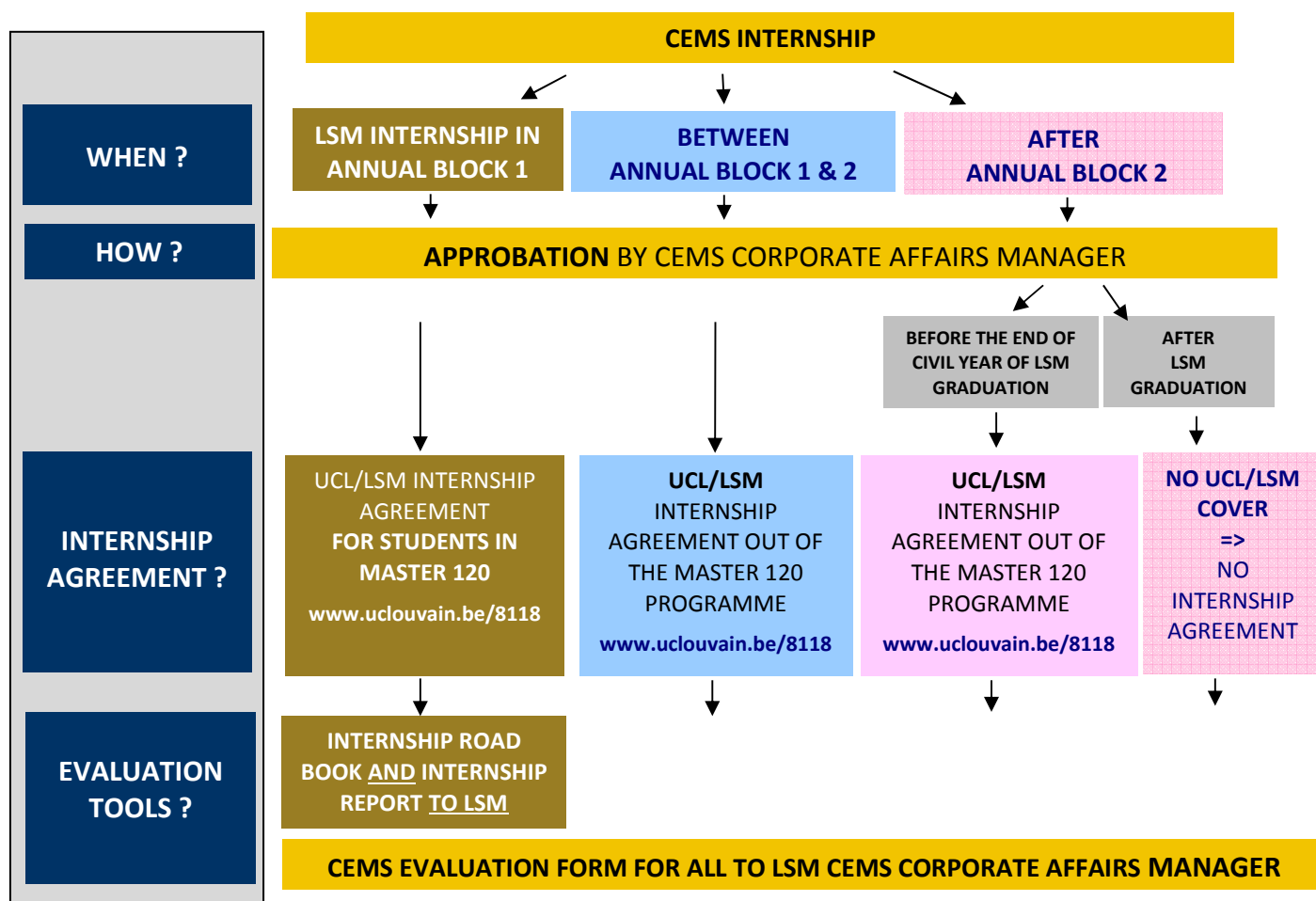
2.4.4. ACCIDENT

LSM regular student falls under the responsibility of the UCL during his/her internship. All information related to contracts can be asked to the Insurance Services of UCL.

In the event of an accident, the host organisation and the intern have to **notify within the 48 hours:**

- **Insurance Services of UCL** Place de l'Université 1 à 1348 Louvain-la-Neuve, Belgium
Tel: +32-10/47.92.03 – Fax: +32-10/47.38.69
With CEMS Academic Director and CEMS Corporate Affairs Manager in copy.

III. SYNTHESIS



IV. YOUR CEMS TEAM @ LSM:



Professor Philippe Grégoire: CEMS Academic Director

Philippe.gregoire@uclouvain.be



Ambra Cardinali: CEMS Programme Manager

In charge of: Courses – Block seminar – Terms abroad – Selections – Languages issues – CEMS curriculum – Academic issues

ambra.cardinali@uclouvain.be - +32 10 47 90 29

Days of attendance: Tuesday – Wednesday – Thursday AM



Sandra Gilet: CEMS Corporate Affairs Manager

In charge of: Business Projects – Skills seminars - CEMS internships – Corporate activities & relations with CEMS Corporate Partners

Sandra.gilet@uclouvain.be - +32 10 47 83 46

Days of attendance: Tuesday – Wednesday AM – Thursday