

Université
de Liège



**Technical company internship —
Guidelines for MSc students in Computer Science
and Computer Science and Engineering**

The company internship is a substantial individual project, which amounts to 2 months of full time work. It is carried out during the final year of the MSc, and must be accomplished in a private company, in Belgium or abroad. The subject is generally proposed by a private company and approved by an advisor who must be a member of the academic staff or a permanent researcher.

The goal of the internship is to prepare the student to his/her future career in a private company by discovering a professional environment and specialized software development techniques. The student will have to prove that (s)he can carry out a substantial project based of his/her theoretical and practical knowledge and skills. This project will include a preliminary study, some substantial development, and a final evaluation of the results.

Organisation

Professors propose internship subjects for which they will act as academic advisor. These subjects are collected from private companies. A student can also make a proposal, which must then be approved by an academic advisor. Students should choose a subject as early as possible, ideally at the end of the first year of their MSc, especially if they want to start it during the summer holidays.

The internship will have a minimal duration of 35 (non necessarily consecutive) working days spent in the company, not including the writing of the report, nor its defence. It can start as soon as the student has finalized his/her registration, for example during the summer holidays. It is organized according to the terms of a sample agreement signed by all parties. Since no slot is reserved for the internship in the student timetable, the student and the company should agree on the most appropriate timing.

The internship must be completed either before December 30th for a defence at the end of January, or before April 30th for a defence in June, or before July 30th for a defence in September.

Jury

The internship jury is chaired by the president of the second year of the relevant MSc, and is composed of an academic advisor, an industrial advisor, and another academic member. If the president is also the advisor, a third academic member will join the jury.

Internship report

There are no formal constraints on its length, but it will typically be 30-page long. It should provide all the relevant information that will allow the jury to assess the amount and quality of the accomplished work. For example, it is necessary to provide enough quantitative information on the developed code and on the functional and performance tests performed.

A possible template could be as follows:

- A general presentation of the company (\pm 2 pages);
- The objective of the internship and the problem addressed (\pm 1 page);
- The work methodology and the description of the accomplished tasks (\pm 15 pages);
- A description of the obtained results (\pm 5 pages);
- A conclusion (contribution of the internship and perspectives) (\pm 2 pages).

All the copies destined for the members of the jury will be sent to the secretariat of the EECS Departement, Institut Montefiore, B28 (office of Mrs Sophie Cimino, I71a).

Evaluation

The evaluation by the jury is based on the following criteria.

a. Internship report

The evaluation is first based on the report written by the student. The grade takes account of the amount and quality of the achieved work and the quality of the written report.

b. Oral defence

The defence by the student is oral and public. It consists of an oral presentation (10 minutes), a question/answer session (10 minutes), and is followed by a short deliberation. The grade takes account of the quality of the oral presentation, and the relevance of the provided answers.

c. Assessment by the industrial advisor

The industrial advisor will give his/her opinion on the quality of the internship by filling a student appraisal form.

d. Number of credits (ECTS): 10