

Internship guidelines

FOR JOINT MASTER PROGRAMME IN MARINE BIOTECHNOLOGY

Approved by EU-CONEXUS Academic Council

12 JANUARY 2023

JMPMB Internship guidelines

Index

Preamble	3
Article 1. General provisions	3
Article 2. Internship report preparation and timeline	3
Article 3. Internship coordinator	3
Article 4. Internship internal and external supervisor	4
Article 5. Internship report guidelines	4
Article 5.1: Report structure.....	4
Article 5.2: Report format.....	5
Article 6. Internship assessment.....	5
Article 6.1: Evaluation criteria.....	6
Article 6.2: Confidentiality	6
Article 6.3: Intellectual property rights	6
Article 6.4: Plagiarism.....	6

Preamble

The joint Master programme in Marine Biotechnology (JMPMB) is implemented by six universities: Universidad Católica de Valencia San Vicente Mártir (Spain), La Rochelle Université (France), Agricultural University of Athens (Greece), Universitatea Tehnică de Construcții București (Romania), Klaipėdos Universitetas (Lithuania), Sveučilište u Zadru (Croatia) (hereinafter referred to as 'Partner') and all together hereinafter referred to as 'Partners' or 'Consortium of Universities'.

The Partners agree to apply the following joint guidelines for the Internship work in the JMPMB.

Article 1. General provisions

The Internship comprises 6 ECTS (8 weeks) and is carried out at the end of the 2nd semester of the 1st year at any company/institution in any country. This internship must include professional practice which prepares students in a very practical way for future employment.

The purpose of the internship is to provide students with an opportunity to apply their knowledge and skills autonomously and with responsibility in an industry setting. A wide range of organisations participate in the JMPMB: pharmaceutical, dermopharmacy, food and beverage, cosmetic and beauty and biotechnology companies and scientific institutions. Student can also perform this internship in companies that are not yet linked with the programme.

During Internship, all students are insured by the Programme Coordinator University against the consequences of physical accidents and liabilities towards the third parties via the appropriate insurance.

La Rochelle Université is in charge of the coordination of the Internship course.

Article 2. Internship report preparation and timeline

	2 nd Semester of the JMPMB
Choosing the company for the internship and filling in the Internship Preliminary Form	Before 31 March
Confirmation from the internship coordinator about the company for the internship	Before 6 April
Assignment of Internship internal supervisor	6 April
Agreement signature (online application "Internship agreement")	16 April
Internship period	17 April – 16 June
Internship report submission to EU-CONEXUS Moodle platform (1 st resit)	9 June (00:00) --16 June (23:59) *
Internship report submission to EU-CONEXUS Moodle platform (2 nd resit)	26 June (00:00) – 30 June (23:59) *

*Penalties of 10% will be applied if there is a delay in the submission.

Article 3. Internship coordinator

The internship coordinator (or the internship commission) is La Rochelle Université and it will be in charge of:

- the establishment of agreements with the companies where the internships will be developed.
- the assignment of an *internal supervisor* (a university professor) and checking that an *external supervisor* (a company tutor in charge of the student's training) is available to each student.
- the establishment of agreements of the tasks to be carried out by each student in each company, indicating the dates of their internships, who are the internal and external supervisors, etc.
- the collection of information regarding the assessment of students (evaluation of both internal and external supervisors).
- passing on the satisfaction surveys to external supervisors.
- the participation in annual meetings to analyse the information collected and provide feedback from the companies/institutions.

Article 4. Internship internal and external supervisor

The student will work under the supervision of an **external supervisor** (a company tutor in charge of the student's training). An **internal supervisor** (a university professor) will guide the student on how to organise the information on the tasks they carry out in the company, in order to draw up the Internship Report that will constitute their assessment evidence. This internal supervisor is a link between student and institution.

The internal supervisor shall meet the following requirements:

- to be a teaching and/or research staff of the Partner universities.
- to have at least CEFR B2 proficiency in English

The external supervisor has the following responsibilities:

- to supervise the student in the development of its internship.
- to provide the student with necessary equipment and software to carry out the internship.
- to evaluate the performance of the student during the internship work.

Article 5. Internship report guidelines

Article 5.1: Report structure

The contents of the internship report structure are presented below:

- 1) **Abstract**
- 2) The **Introduction** should contain the description of the company (department, project, mission and vision, location, etc.)
- 3) The **Portfolio** should include a detail description of all the tasks carried out. Each folio should include the description of one task (adequate background that allow to understand why the study was done, the objectives, the procedure and the results or expected results). The portfolio will be agreed with the internal supervisor.
- 4) The **Personal reflections about the internship** have to be cleared stated how the Internship has improved your professional skills, the contribution to the host organization's objectives, the knowledge applied to work with the host organization, how the experience has contributed to the career aspirations and future employment prospects, assessment of the internship and suggestions for improvements, etc.
- 5) The **Conclusions** should contain an overall summary of the internship.
- 6) **Bibliography**

7) Annexes

Article 5.2: Report format

The format requirements are as follow:

Volume. At least 16 pages and a maximum of 25 are recommended excluding the title page, table of contents, bibliography and annexes.

Font. The internship report is written in Times New Roman or Arial 12 Pt, interline 1.5.

Page format. An A4 page with a left-hand margin of 3 cm, a right-hand margin of 2.5 cm, and top and bottom margins of 3 cm each are required unless special permission is obtained. Illustrations and appendices should also conform to this requirement. Illustrations, Photography, maps, diagrams, and drawings may be included on graph paper in such a way as not to be obscured when the project is bound. Preferably, small illustrations are placed in the text.

Tables and figures should be numbered and labelled following the style manual being used. Tables or figures larger than the page size (21.0 x 29.7 cm) should be folded leaving binding space on the left margin of at least 5 cm, and any folded edge should fall 1.25 cm within the corresponding edge of the project. Reduction techniques should be used only with special permission.

Page numbers. The pages of the text should be numbered with Arabic numerals. Begin page 1 following any preliminary pages.

References. Bibliographical references, tables, figures according to the standards of the APA Publication Manual, Harvard Citation System, Vancouver Standards or Chicago Style Manual. Mendeley Desktop (<http://open.mendeley.com/use-citation-style>) or other apps accepted, can be used.

Language. The Internship report must be written in English. The Abstract has to be written in English, French as La Rochelle Université is the internship coordinator, and her/his own language.

The title page should include the following information (the template is as an Annex 2):

- Title of the internship report
- The logos of EU-CONEXUS and members of the Consortium of Universities
- The logo of the host institution
- Name and surname of the student
- Name and surname of the supervisors (internal and external)
- Name of the department of the host institution
- Month and year of publication.
- Photo, which illustrates the Internship report*

* *Not mandatory*

Submission format: the Internship report has to be submitted in *pdf format* to the EU-CONEXUS Moodle Platform (<https://moodle.eu-conexus.eu>). The student is responsible to check that the report uploaded on the platform is in the required format.

Article 6. Internship assessment

The final grade for the Internship consists of:

- 1) Report of the external supervisor during the internship: 60%
- 2) Internship report: 40%

The assessment of the Internship report by the internal supervisor and the report of the external supervisor during the internship shall be collected, protocolled and submitted to the Academic

Coordinator and the Programme Coordinating University and kept for at least 2 years after the student graduates.

The Internship report is kept in the EU-CONEXUS Moodle platform for unlimited time.

The grade shall correspond to the grading system of the Internship coordination institution (La Rochelle Université).

Article 6.1: Evaluation criteria

Following aspects are evaluated (including their respective weight in the score):

- *Internship report* will be evaluated by the internal supervisor through the *Internship internal supervisor assessment criteria* (see Annex 3 for a detail description).
- The *report of the external supervisor during the internship* will consist in the *Internship external supervisor assessment criteria* (see Annex 4 for a detail description)

Article 6.2: Confidentiality

The duty of confidentiality must at all times be observed, with its specific aspects taken into account by the host organization. The intern commits to refrain from using the information collected or obtained by him, under any circumstances, for purposes of publication or disclosure to third parties without prior consent of the host organization, including in the internship report. This commitment applies not only to the internship period but shall extend after its conclusion as well. The intern commits to not retain, remove, or copy any documents or software of any kind belonging to the host organization, except upon prior approval from the latter.

For purposes of preserving the confidentiality of the information contained in the internship report, the host organization may request a restriction on the distribution of the report, or the removal of certain confidential information.

Persons with a need to know shall be constrained by commitments to professional secrecy to refrain from any use or disclosure of information in the report.

If the works is confidential, don't forget to mention it on the top of your report.

Article 6.3: Intellectual property rights

In accordance with the code of intellectual property, if the intern's activities result in the creation of a work protected by copyright or industrial property (including software), and the host organization wishes to make use of such work with the intern's approval, a contract must be signed between the intern (the author) and the host organization.

The contract must specifically include the extent of the rights to be transferred, any possible exclusivity requirements, the intended use, the media used, and the duration of the transfer of rights, as well as, if applicable, the amount of compensation due to the intern for the transfer. This clause shall apply regardless of the host organization's business structure.

Article 6.4: Plagiarism

Plagiarism is considered a form of fraud and an irregularity within the study programme. To commit plagiarism is to present (parts of) a source as original and your own, without adding any acknowledgements and or references. It can relate to different forms of production, such as texts (written, oral), images (photographs, film, graphs, diagrams, figures, etc.), databases, ideas, etc.

By submitting the Internship report and signing it, the student confirms that the presented work is a unique result of his/her individual work, with appropriate references to other intellectual property.

When fraud is detected in the Internship report, the Programme Board will discuss and decide about the consequences for the student.

Annexes:

- Annex 1. Internship Preliminary Form
- Annex 2. Example of the Internship report title page
- Annex 3. Internship internal supervisor assessment criteria
- Annex 4. Internship external supervisor assessment criteria

Internship Preliminary Form

Internship request 2022/2023

Internship Preliminary Form

Prior to starting your online internship formal request please, **complete the following information**.

You are advised to complete the information with the organization manager/tutor.

Fields marked with * are mandatory.

Your name and surname*: _____

Student ID*: _____

ORGANISATION DETAILS

Name organisation*

Status of the organisation*

Activity sector*

Postal Address*

Postcode*

Town/City*

Mailbox*

Country*

Telephone number*

Email address*

Web address*

Director/CEO's name and surname*

***Name of the service/departement*
(within the organisation)***

Name of service manager*

Address*(if different from above)

The internship coordinator (La Rochelle Université) will carry out the usual verifications of your internship request, and reserves the right to contact the host organisation directly for clarifications/amendments.

Validation of the internship agreement by La Rochelle University entails electronic signatures secured by the student, as well as the signature of La Rochelle University.

The internal supervisor and the head of the host organisation are then invited by email to affix their digital signature on the agreement (completely secure procedure).

ORGANISATION DETAILS

Name organisation*

Status of the organisation*

Activity sector*

Postal Address*

Postcode*

Town/City*

Mailbox*

Country*

Telephone number**

Email address*

Web address*

Director/CEO's name and surname*

***Name of the service/departement*
(within the organisation)***

Name of service manager*

Address*(if different from above)

WHO WILL BE YOUR TUTOR/SUPERVISOR WITHIN THE ORGANISATION ?

Name and surname*

Job title*:

Telephone number*:

Email address* :

AIMS AND OBJECTIVES OF THE INTERNSHIP*

Aims*

Objectives*:

YOUR ACTIVITIES DURING THE INTERNSHIP* (please, list your activities) *

--

DATES/TIMES/BENEFITS/BONUS

Internship Start Date*

Internship End Date* *:

Number of Hours per Week*(min 35h/39h) *:

Daily Time Schedule * :

DATES/TIMES/BENEFITS/BONUS

Presence of the trainee at night, the Sundays or public holidays *

YES / NO

If yes, please specify and indicate the reasons for this presence

Number of rest days/holidays/absence of the trainee for the duration of the internship*

Other benefits granted to the Intern:

PLEASE NOTE:

No internship can exceed a total duration of 924 hours

The gratification is mandatory for internships of more than 2 months, i.e. from the 309th hour of presence. When there is a mandatory gratuity, this must be paid monthly to the intern

Date*:

Signature*

Thank you for completing the form.

Name(s) Surname(s) of the student

Title of the internship report

**Name of Host Organisation/Company
Department**

Illustrating photo

External supervisor:

Internal Supervisor:

Logo of the host institution/company

Date

Report Assessment - EU-CONEXUS Joint Master Programme in Marine Biotechnology



Student			
Company/Institution			
External supervisor			
Internal supervisor			
HEI of the internal supervisor			
Project report	REPORT FORMAT (5%)	SCALE MARK	MARK
Use of the format requirements	Project report is according to the specified format. References well mentioned Project report is according to the specified format. References not mentioned well Project report is according to the specified format but some mistakes and/or insufficient references Project report is not prepared according to the specified format. References are not appropriate	3 2 1 0	3
Written expression (Learning outcome evaluated: Communicate previously obtained results to the scientific audience)	WRITTEN EXPRESSION (10%)	SCALE MARK	MARK
Use of technical language	Technical language used throughout the internship report. Technical language used in most of the internship report (more than 50%). Technical language used in some sections of the internship report (less than 50%). No technical language used.	3 2 1 0	3
Ability to analyze and summarize. Ability to organize and plan. Learning outcomes evaluated: • Collect and synthesise bibliographical information on a subject • Construct and organise proper experimentations and analyses of data • Assess and perform experiments • Argue and interpret results effectively • Formulate and justify alternative hypotheses • Value results towards a wide range of audience and using various supports)	DESCRIPTION OF THE TASKS (55%)		
The internship report organisation concerning the task description meets the basic requirements of the given format	All the mandatory sections are included and they fully meet the minimum requirements. All the mandatory sections are included, but they do not include all the required information (some information is missing in the front page, index and/or introduction). Not all the mandatory sections are included. Nevertheless, the ones included fully meet the minimum requirements. Not all the mandatory sections are included, and the ones included do not meet the minimum requirements.	3 2 1 0	3
The content of the introduction is appropriate.	The introduction comprehensively describes the host institution and the background where the internship took place (department, project, mission and vision, location, etc.). The introduction appropriately describes the host institution and the background where the internship took place (department, project, mission and vision, location, etc.). The introduction does not describe either the host institution or the background where the internship took place (department, project, mission and vision, location, etc.). The introduction does not describe neither the host institution nor the background where the internship took place (department, project, mission and vision, location, etc.).	3 2 1 0	3
Appropriate task descriptions in the portfolio	The task descriptions and their content meet the requirements set by the internal supervisor. The task descriptions and the content of one or two of the tasks do not meet the requirements set by the internal supervisor. The task descriptions and the content of more than two of the tasks do not meet the requirements set by the internal supervisor. Neither the task descriptions nor the content of the tasks meet the requirements set by the internal supervisor.	3 2 1 0	3
Adequate background that allow to understand why the study was done	Extensive knowledge related to the project carried out. Fair knowledge related to the project carried out. Lack sufficient knowledge related to the project carried out. Poor knowledge related to the project carried out.	3 2 1 0	3
Methodology / Procedure	Excellent presentation of the methodology. Key elements are excellent highlighted. Highly satisfactory presentation of the methodology. Good in highlighting the key elements. Moderately presentation of the methodology. Few of key elements are not highlighted. Poorly presentation of the methodology. Most of key elements are not highlighted.	3 2 1 0	3
Results / Expected results	The results are excellent presented with a clear storyline connecting the various results The results are presented correctly with storyline connecting the various results The results are enumerated understandably and correctly and are connected to the project goals. The results or their connection to the project goals are unclear.	3 2 1 0	3
Conclusions are adequate	The conclusions are correct, clear, substantiated with strong arguments and linked to the project goals. The conclusions are adequate and substantiated with limited arguments but linked to the project goals. The conclusions are adequate but unsubstantiated and linked to the project goals but not all project goals are addressed. The conclusions are inadequate and unsubstantiated and there is no link between the project goals.	3 2 1 0	3
Entrepreneurship and proactivity	COMMUNICATION WITH THE INTERNAL SUPERVISOR (30%)		
Timely submission of the tasks set by the supervisor	All the required tasks and the final written paper were timely submitted. Either one of the required tasks or the final written paper was not timely submitted. Two of the required tasks and the final written paper were not timely submitted. Neither the required tasks nor the final written paper were timely submitted.	3 2 1 0	3
Student's level of engagement, interest and availability	The student has been fully engaged, committed, and available. The student has been appropriately engaged, committed, and available. The student's engagement, commitment and availability were below average. The student has shown no engagement, commitment or availability.	3 2 1 0	3
Ability to work independently	The student is fully capable of working independently following their internal supervisor's guidelines. The student also contributes with their own ideas. The student is fully capable of working independently following their internal supervisor's guidelines. However, the student does not contribute with their own ideas. The student is capable of working independently on some areas following their internal supervisor's guidelines. However, the student does not contribute with their own ideas, or sometimes, they depend on their supervisor to make any progress. The student is completely dependent on their supervisor's guidelines. They are not capable of working independently and do not make any contributions.	3 2 1 0	3
GLOBAL MARK		20.00	

INTERNSHIP EXTERNAL SUPERVISOR ASSESSMENT

GENERAL INFORMATION:	
NAME AND SURNAME OF THE STUDENT:	
INSTITUTION/COMPANY:	
NAME AND SURNAME OF THE EXTERNAL SUPERVISOR:	
INITIAL DATE:	FINAL DATE:
THEMATIC:	

ASSESSMENT: On a scale of 1 to 20, assess the intern's competences and skills.

The mark obtained will count for 60% of the final mark of the internship.

COMPETENCES & SKILLS	Very poor (0-4)	Poor (5-9)	Fair (10-13)	Good (14-15)	Excellent >16	OBSERVATIONS
PUNCTUALITY						
RESPONSIBILITY						
PERSONAL COMMITMENT						
TECHNICAL SKILLS						
LEARNING TO LEARN						
TIME MANAGEMENT						
ORAL & WRITTEN COMMUNICATION*						
FLEXIBILITY						
ENTREPRENEURSHIP						
MOTIVATION						
RECEIVING FEEDBACK						
BUILDING RAPPORT						
TEAMWORK SKILLS						
PROBLEM-SOLVING AND CREATIVITY SKILLS						
RESULTS OBTAINED						
QUALITY OF THE RESULTS						
OVERALL ASSESSMENT /20						

* IN THE CASE OF STUDENTS WITH DISABILITIES WHO HAVE DIFFICULTIES IN ORAL EXPRESSION, THE DEGREE OF AUTONOMY FOR THIS SKILL AND WHETHER ANY TECHNICAL AND/OR HUMAN RESOURCES ARE REQUIRED FOR THIS SKILL SHOULD BE INDICATED.

COMMENTS