

Bruface internship agreement procedure

Yes

You are a VUB student?

No

Do you apply for a 10 ECTS internship?

Yes

No

VUB – 10 ECTS internship procedure

VUB – 6 ECTS internship procedure

Do you apply for a 10 ECTS internship?

Yes

No

ULB – 10 ECTS internship procedure

ULB – 6 ECTS internship procedure

1. Fill in step 1 on [website link¹](#)
2. Get approval emails from Cédric Boey and the academic supervisor (you can ask the VUB or ULB professor (no post-doc or doctoral researcher) of your choice)
3. Fill in step 2 on [website link¹](#)
4. DocuSign electronic signature (company, you, academic in charge of the general coordination)
5. Fill in the « declaration form » on université virtuelle

1. Fill in step 1 on [website link¹](#)
2. Get approval email from VUB academic coordinator (and academic supervisor if different from the VUB academic coordinator)
3. Fill step 2 on [website link¹](#)
4. DocuSign electronic signature (company, you, academic coordinator, academic in charge of the general coordination)

1. Fill in internship agreement (available on université virtuelle or EPB website)
2. Get agreement signed by: company / you / your supervisor (you can ask the professor of your choice)
3. Upload internship agreement on université virtuelle (« Submit an internship and declaration form » tab)
4. Fill in the « declaration form » on université virtuelle

1. Fill in step 1 on [website link¹](#)
2. Fill in internship agreement on université virtuelle
3. Get ULB agreement signed by: company / you / your VUB academic coordinator
4. Upload internship agreement on université virtuelle (« Submit an internship and declaration form » tab)

[website link¹: https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156](https://www.vub.be/en/studying-vub/all-study-programmes-vub/personal-development-during-your-studies/do-internship#paragraph-70156)

If the enrolment requirements are not met at the end of the first session deliberation, internship contract and internship itself are cancelled