

Master EMOTION Professional Internship Instructions

Last update: December 1, 2020

Internship (30 ECTS)

The internship takes place **between the end of the third term and August 31st**. Nevertheless, during this period, attendance to workshops organized by the EMOTION consortium is mandatory.

Mentorship

The **Host Organization** might be a University and one of its laboratories, or an Institution outside academia.

For those internships performed at University, an **Academic Supervisor** is responsible for the mentorship during the training period. There is also the possibility that an **Academic Co-Supervisor** is appointed.

For those internships performed outside academia, a **Training Officer**, appointed by the Host Organization, is responsible for the mentorship during the training period. An **Academic Supervisor** is also chosen by the student. The Academic Supervisor confers with the Training Officer in case of problems and conflicts between the student and the Host Organization.

Format and Style of the Thesis

Students enrolled in the EMOTION Master have a diverse option of where to conduct their internship. Given the diverse settings, **it is impossible to devise a format that will suit all the different possibilities**. For example, if students perform a research project conducted in the University or if the internship is conducted in a regulatory department or a CRO, the format of the thesis might be substantially different. The students that, during their internship, have not performed research that furthers knowledge are nonetheless expected to write a thesis that does not only reflect a description of their work but is able to put in context their work in a broader manner and enrich the reader.

When writing up a thesis, always ask your training officer or academic supervisor what should be included in your thesis beforehand, so as not to infringe possible industrial secrets or intellectual property rights. At times, the training officer might ask you not to include some of the experience or data that you have collected/gathered. We are fully aware of this so don't worry. The thesis work is a **public document**, and therefore may impinge on intellectual property regulations. There is the possibility, nonetheless, to **seal as secret** your thesis, and this will protect the data and information and will not represent a public disclosure. Do consult with the training officer whether you should pursue this. You must ask for this when you submit your thesis.

The thesis work must be written following the guidelines below.

- The report contains:
 - Front page that includes the logo of the two Universities issuing the degree, the title of the thesis, the name of the student and of the Mentors (a demo front page will be provided)
 - A page with a statement on plagiarism (it will be provided)
 - Abstract page: a 400-word abstract and five keywords reflecting the content of the thesis
 - An introduction to the Host Organization (1 page maximum) describing its legal structure, mission statement, history, description of products and/or services, target market (annual revenue if available), etc. or similar data of interest if it's a public institution. This introduction is mandatory also for internships performed in academia. In this case, a description of the University, the Department and the laboratory in which the work has been performed is suggested.
 - The description of the work performed, in an order that should resemble the following:
 - (1) Introduction;
 - (2) Materials and Methods (methods if clinical work, or method of investigation of other kind of work);
 - (3) Results (this may be changed if your work cannot be reconducted to either quality, pre-clinical or clinical research; for example, it can be the commented description of the legislation that governed your work or a systematic review of the field you were involved in);
 - (4) Discussion – discuss the results obtained in the previous section in light of the known literature or state of the art. You may also add hypotheses that should be tested in light of what you have found or opinions on how to improve the system of strengths and weaknesses of what you have described (a legislation, for example);
 - (5) Acknowledgments
 - (6) References (30 maximum). Please make sure you correctly cite other people's work, websites or anything else you consult

Appendices are authorized, but are not mandatory. They must be relevant and contribute to the general understanding of the manuscript. Five pages maximum are authorized.

- Single-space, Times New Roman, Size: 12. Size 10 can be used for figure and table legends.
- Figures and tables must be included in the text. If the figure is not original, the corresponding reference must be obviously cited.
- There is no limit for the number of words. The manuscript must not exceed 30 pages, though, with a minimum of 20 pages.

A PDF version of your manuscript must be submitted to Mrs. Chatillon (if you have chosen UnAMUR for your third semester; manon.chatillon@unamur.be) or Ms. Blaya (if you have chosen UMH for your third semester; inma.blaya@umh.es) and Mrs. Chiara Gabellieri (chiara.gabellieri@uniupo.it) on **August 31st by 4 PM**, at the latest. The secretary at UPO will send it to the Jury Members.

Two printed copies need to be provided to the two Universities issuing the degree (UPO and UMH or UNamur).

Oral Presentation

The presentation consists of a 15-minute *PowerPoint* presentation in English, followed by a 15-minute discussion with the Jury. A slide on the Host Organization must be included in the presentation. Students must send their final PPT file to his/her Academic Supervisor's email address three days prior to the presentation date.

The presentation will be held during the first week of September. More details will follow.

A session later on the year (*e.g.* in December) in exceptional circumstances will be possible.

Evaluation

The Training Officer, the Academic Supervisor and the Jury's Members will grade the student following the guidelines below.

For those internships performed at university, the **Academic Supervisor** sends the grade (**5/20**) and comments to the Program Coordinator.

For those internships performed outside academia, an evaluation grid is sent by the Academic Supervisor to the **Training Officer**. Once filled, the evaluation grid is sent back to the **Academic Supervisor** that, taking into account this evaluation, sends the grade (5/20) and comments to the Program Coordinator.

Jury's Members can give 15 points up to 20:

- Evaluation of the manuscript (**5/20**)
- Evaluation of the oral presentation and defense (**10/20**)

The jury is composed of 4 members and might include the Program Coordinator and/or the Local Coordinators, members of the External Advisory Board, members of the EMOTION academic staff, or members of the Universities involved (UPO, UNamur, UMH, Humboldt, Liege). The exact composition of the Jury will be communicated to the student at least one week before the oral presentation.

Final grade: **20/20**, to be converted in local marks according to the Universities issuing the degree.

Should you have any questions, please contact:

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