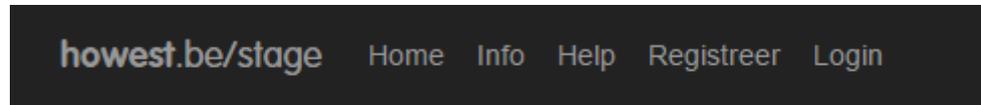# TRAINEESHIP TOOL MANUAL V2.1

Guidelines for the use of the Howest traineeship tool elaborated
for an external organisation: stage.howest.be

howest.be

1.1 INTRODUCTION

This manual is available to all organisations via the 'help' button: https://stage.howest.be/Home/Help >
Download PDF: https://stage.howest.be/Docs/faq.pdf

1.2 THE EXTERNAL ORGANISATION

Every person can register as external contact person. The only condition is that you must have a unique email address.
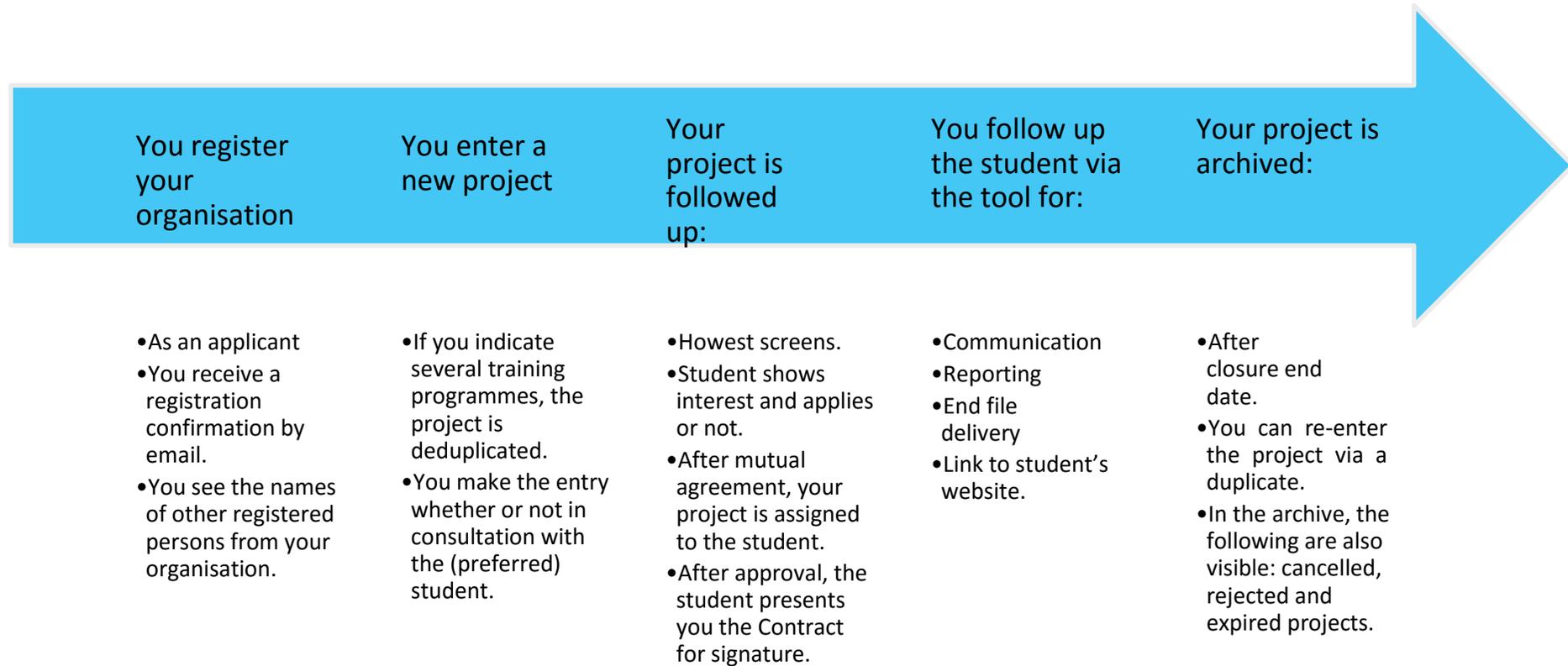

In our college, you can rely on our expertise in the field of education, research and service provision. In this way you contribute to the future of our students, your future co-workers and entrepreneurs of tomorrow. Via this traineeship platform you can submit a project after having registered first. That project can be a long-term traineeship but also a research assignment which is elaborated in a bachelor test.

Under the Info label you can find the procedures and traineeship periods for projects from the bachelor training programmes at Howest.

1.3   ROADMAP OR FUNCTION OF THE APPLICATION

You register your organisation	You enter a new project	Your project is followed up:	You follow up the student via the tool for:	Your project is archived:
•As an applicant •You receive a registration confirmation by email. •You see the names of other registered persons from your organisation.	•If you indicate several training programmes, the project is deduplicated. •You make the entry whether or not in consultation with the (preferred) student.	•Howest screens. •Student shows interest and applies or not. •After mutual agreement, your project is assigned to the student. •After approval, the student presents you the Contract for signature.	•Communication •Reporting •End file delivery •Link to student's website.	•After closure end date. •You can re-enter the project via a duplicate. •In the archive, the following are also visible: cancelled, rejected and expired projects.

Actieve projecten | Active Projects

Projects which are shown under the heading 'Active projects', have the status:

Status	Explanation	What does the student see?
Project proposal	A project has been entered by an organisation and is, in this way, registered in the database. If a project was proposed to several training programmes, the proposal is deduplicated per training programme. Project proposals are shown after selecting a training programme. The traineeship coordinator screens this proposal to bring it to the next status.	Not visible
Project proposal with preferred student	A project has been entered by an organisation, after contact with a student (= preferred student) and is registered in the database. The field "preferred student" is filled in. The traineeship coordinator of the specific training programme screens this project to bring it to the status 'Assigned to student' or 'Assigned under condition'.	Not visible
More details required	The project proposal could not be approved, too little information on the traineeship location or the project. A Howest lector informs the external person by mail to extend the text, e.g. contacting the traineeship location per email.	Not visible
Open	The project has been screened and approved by the traineeship coordinator. From now on, the student from the training programme can consult this project.	In the search list
Interest by student	The student has indicated in the web tool that he/she is interested in this project. In this way, he/she takes an "option", as it were. The applicant, inclusive of registered colleagues, sees that there is interest in the project but they don't know by which students. The student can contact the applicant.	In the search list
Assigned under condition	The student(s) are assigned to this project by the traineeship coordinator. The training programme director does not yet see this project yet in her/his field "to approve".	In My projects
Assigned to student	After a first interview the student informs the traineeship coordinator. He/she connects the student to the project. When there are several interested students, the traineeship coordinator contacts the traineeship location. The training principal sees this project in his/her field "to approve".	In My projects

Contract ready to be printed	The training programme director approves the project. The contract and risk analysis are available for download with the student and the student and the traineeship coordinator are informed by email. The student returns the contract, signed, in triplicate to the training department.	In My projects
Contract OK	Completely signed copy of the contract and risk analysis -- always required for Belgian organisations -- is present at Howest.	In My projects
Risk analysis not yet OK	The student must still submit the risk analysis (digitally or on paper, signed by the organisation).	In My projects

Gearchiveerde projecten   Archived Projects

Projects which are shown under the heading 'Archive', have the status:

Status	Explanation	What does the student see?
Rejected	The project was screened and approved by the traineeship coordinator. The applicant was informed hereof via another channel.	Not visible
Archive	A traineeship coordinator can put traineeship projects that are terminated in the archive -- from a previous academic year -- for further consultation.	In My projects
Expired	Upon expiration of the validity date and if not extended by the company, the traineeship coordinator can assign the status "expired" to the project.	Not visible
Cancelled	The project was cancelled by the traineeship location or the traineeship coordinator (e.g. already elaborated by traineeship location, "expired", wrong entry, double entry, ...)	Not visible

1.5 TIPS FOR ENTERING PROJECTS

1.5.1 YOU REGISTER YOUR ORGANISATION

The registration consists of 2 parts: organisation and contact person.

YOUR ORGANISATION DETAILS

As soon as you enter the name of your organisation, a suggestion list will appear a few seconds later. In this way, you can follow the suggestion of the organisation of an earlier applicant. Upon registration, you can see the names of your colleagues in the same organisation under the My Information button. However, you cannot follow their students.

The suggestion list to change the name of the organisation is not available anymore.

YOUR CONTACT DETAILS

You can register your information or your colleague's information. If you enter a project in a later phase, you can add a new contact person when filling in the project fiche.

REGISTRATION CONFIRMATION

After filling in a new registration, the information is sent to the email address of the contact person.

1.5.2 YOU ENTER A NEW PROJECT

Entering a project requires some time because several fields must be filled in. As long as a project has not the status of open, you can change the information.
It is important that you enter the projects for the appropriate training programmes. Information about different bachelor programmes and their procedures can be found at all times under the info button.

If a project is suited for several student groups, the project is deduplicated for every training programme after the first entry. In this way, Howest can guarantee a sequence per training programme. So, after entering a project proposal for both the training programme Applied Informatics and the training programme NMCT, it will be seen as 2 project proposals in your list of active projects.

Some training programmes also specify an option so that you can propose your project for specific knowledge groups. The traineeship coordinator can further complement this.

A student contacts your organisation on his/her own initiative and you specify a project customised to the student, then you have to fill in the field "preferred student". In this way, the traineeship coordinator can deal with the process faster and there will not be any other student who can see this project.

Wrong entry? You delete the project and the proposal will become visible under the archived projects.

1.5.3 YOUR PROJECT IS FOLLOWED UP

After entering a project proposal - whether or not with "preferred student" - the traineeship coordinator of the Howest training concerned screens your proposal.

STATUS = OPEN

Opening the project is the normal action. As soon as the project has the status "open", a student can see the project in his/her search list.

STATUS = MORE DETAILS

The status "more details" means that you have not given sufficient information about the project description or the profile and that it is not possible for the person in charge to assess the quality of the project.

STATUS = REJECTED

The traineeship coordinator can reject the project. You can contact the training department for more information.

STATUS = PROJECT PROPOSAL WITH PREFERRED STUDENT

When you fill in the name of one or more preferred students, the above steps can be skipped and the project can be assigned directly or under condition by the person in charge of the traineeship. At this moment, the project becomes visible for the student in his/her projects and not in the search list.

Then, the student can - according to the agreements in a bachelor training - further fill in the project fiche and make a project planning.

CONTRACT

You receive a contract or cooperation agreement for signature, presented by the student. The student is responsible for entering one copy in triplicate, signed (by you, the student and Howest), to the traineeship coordinator or to the appointed person in charge of the training programme.

This contract is only generated after that the director of education of a campus has given his approval. The student is informed by email so that he can further take action towards you.

RISK ANALYSIS

In addition to a contract, you also have to fill in and sign a risk analysis form and deliver it to the student. This document must also be delivered to the training department.

1.5.4 YOU FOLLOW UP THE STUDENT VIA THE TOOL

Once a student is assigned to a project, he will appear under the Student button. You can follow the following topics of a specific project:

- The final project file and possibly indicate to what extent the report may be published.
- Weekly reports.
- Communication / feedback towards the student about this specific project.

1.5.5 YOUR PROJECT IS ARCHIVED
Upon closing of the semester, the project can be archived by the traineeship coordinator.

With the 'Details' button, you can still see the project fiche but not the student information, just like the project file, reports or feedback.

With the 'Duplicate' button you can generate a new project proposal in a faster way. Afterwards, you can further modify this proposal.