**Document goals**

- Describe the BSSE to the students and to anyone interested by becoming a donor member;
- Supply to donor members a summary of different practical aspects of the BSSE (schedule, application forms evaluation, decision criteria, etc.);

1. **What is the origin of the BSSE?**

The BSSE was created in 2011 by a group of alumni of the Ecole Polytechnique de Bruxelles who appreciated the quality of their cursus and who wanted to encourage students of the Ecole Polytechnique and the Ecole interfacultaire de Bioingénieurs to distance themselves and to get as much as possible from their study at university.

A first project in that direction is the creation of a scholarship encouraging students to go abroad for their internship: the BSSE.

2. **Why a scholarship encouraging students to go abroad for their internship?**

For students in Engineering and Bio-Engineering, internships in a company are the best way to apprehend the professional world while valuing their education and discovering new aspects of the domain studied.

For many years, the École polytechnique and the École interfacultaire de Bioingénieurs are encouraging their students to go on internships during their studies. Nevertheless only a few dare go abroad — often for financial reasons — although the experience can be very rewarding: discover of other cultures, improve language skills and last but not least obtain an extra asset for a potential employer!

The goal is to grant every year a scholarship of at least **1,000 EUR** to one or several (bio-)engineer students who are performing their internships abroad, as part of their curriculum at the Université Libre de Bruxelles or at the Vrije Universiteit Brussel.

3. **Who may apply?**

Any student of the École polytechnique or the Ecole interfacultaire de Bioingénieurs planning an internship abroad may apply, **regardless the study year or the section**. The BSSE is not limited to MA2 students.

4. **How to apply?**

The students are invited to fill an electronic file containing:

- A resume
- A motivation letter
- A description of the company and the internship (written by himself and of maximum two pages)
- An estimation of the budget (the form can be downloaded from the site)

The application forms have to be sent before the date indicated on the internet site of the BSSE (www.bsse.be) at the following mail address: bsse@ulb.ac.be. The forms are distributed to the BSSE donor members.
5. **How many scholarships are granted? For what amount?**

The number of scholarships granted each year and their amounts vary in function of:
- The amount of donations
- The number and the quality of the received applications
- The decision of the donor-members.

For information, the scholarships granted between 2011 and 2013 were of minimum 1.000 EUR. In 2013, three scholarships of 1.500 EUR were granted.

6. **How are the scholarships granted? Based on which criteria?**

Each BSSE donor-member who wishes to be part of the evaluation of the application forms has the same voting right. The application forms are evaluated using 5 criteria (see evaluation grid in appendix):
- Added value as professional experience
- Added value as personal development
- Application quality
- Pro-activity & motivation expressed
- Financial need

The individual evaluations are collected and put together in order to establish a ranking of the application forms. The donor-members meet at the end of May – the beginning of June to chose the laureates.

The scholarship is given to the laureates by the Dean of the school and one donor-member during the end of year ceremony.

7. **How and when do the students receive an answer?**

All the candidates receive an answer per email a few days after the selection. Each candidate receives an individualized feedback on his application form from a donor-member.

8. **What are the laureate’s obligations?**

The laureates are invited to make the most of their experience abroad. They have to mail a report about their internship within the 2 months after the end of their internship to bsse@ulb.ac.be.

The laureate who does not perform his internship for whatever reason must return the amount of the scholarship without any delay.

9. **What is the donor’s contribution?**

Each donor-member commits him/her/himself towards the BSSE to give each year 100 EUR net (200 EUR gross in case of fiscal deductibility).

The BSSE is based on the voluntary involvement of its members. Each donor-member is invited to get involved as he/she wishes:
- Each donor-member has a voting right to grant the scholarships, the participation is not compulsory
- Each donor-member is invited to get involved in the general organization of the BSSE, for example:
  - To make some publicity among the students
  - To seek new donors
  - To propose new ideas for the development of the BSSE
  - To organize meetings
  - To help with administrative tasks

A minimum of two meetings are organized each year: one for the laureates’ selection, the other for the organization and to discuss the future evolution of the BSSE.

The BSSE may change in function of the donors’ number. The BSSE members could create other scholarships or projects aiming at encouraging students to distance oneself and to get as much as possible from their university studies.
10. Are there rules?

The rules of the BSSE are listed in the Appendix 2. They have been accepted by the conseil Facultaire de l'Ecole Polytechnique and concern the candidates and the laureates of the scholarship. The BSSE has received the support of the School and of the Dean.

11. Year schedule

<table>
<thead>
<tr>
<th>Step</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary meeting</td>
<td>December</td>
</tr>
<tr>
<td>Launch meeting</td>
<td>February</td>
</tr>
<tr>
<td>Promoting the scholarship</td>
<td>February - April</td>
</tr>
<tr>
<td>Application forms due date</td>
<td>Beginning of May (Check date on the internet site)</td>
</tr>
<tr>
<td>Selection of laureates</td>
<td>End of May – beginning of June</td>
</tr>
<tr>
<td>Laureates receive the scholarship</td>
<td>July (Commencement Ceremony)</td>
</tr>
</tbody>
</table>

12. What are the results?

Between 2011 and 2015, 55 application forms were received and 18 scholarships of minimum 1.000 EUR have been granted to the most deserving students. The all over the world: USA (San Francisco, Chicago, Berkley, Harvard, Michigan) Canada (Montréal), Sydney (Australie), London (UK), Zhangjiakou (China), Zou (Bénin), Congo, Madagascar, Japan, Italy and Varel (Allemagne). We hope to keep on this way this year and to receive quality application forms.
# Bourse de Soutien à un Stage à l’Étranger

## Appendix 1: Evaluation Grid

### 1. Candidate

<table>
<thead>
<tr>
<th>Student name</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student year</th>
<th>Company name</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Weight</th>
<th>Evaluation (0-5)</th>
<th>Justification</th>
</tr>
</thead>
</table>
| Added value as professional experience | • Does this internship represent a new experience considering the other experiences already acquired (kind of internship, company, length)  
• What will this internship represent as a added value for his future career | % | | |
| Added value as personal development | • Is learning a new language or developing the skills in another language a part of the student’s objectives?  
• What will this internship contribute to his personal development (new culture, other way of life, ..) | % | | |
| Application quality | • Is the application complete and was it turned in on time?  
• Does the student make a clear difference between the content, the objectives and the stake of the internship?  
• Do the style and the presentation facilitate the reading? | % | | |
| Pro-activity & motivation expressed | To what extent do the following items show through the application:  
• The pro-activity (the student had the idea, searched by himself, …)  
• The motivation (the student shows enthusiasm at the idea of going for this internship) | % | | |
| Financial need | Is the lack of money a major factor for the student? | % | | |

### 3. Potential Questions

- 
- 

### 4. Feedback to the student

- 
- 

March 2016
Bourse de Soutien à un Stage à l’Étranger
– Appendix 2: Regulation –

Document dated March 18, 2016
- Any modification made after this date has not been taken into account in the text hereafter –

Art. 1. Purpose of the scholarship

The BSSE is intended to help and encourage each year one or several student(s) of the École polytechnique or the École interfacultaire de Bioingénieurs of the Université Libre de Bruxelles to go abroad for their internship during their studies.

Art. 2. Value of the scholarship

The scholarship consists of a minimum amount of 1,000 EUR per laureate. The number of scholarships granted each year and their amounts vary in function of:
• The amount of donations
• The number and the quality of the received applications
• The decision of the donor-members.

Art. 3. Application

The scholarship is open to any student of the École polytechnique (ULB or VUB) and the École interfacultaire de Bioingénieurs, regardless the study year provided he/she has not yet benefited from the scholarship.

The application forms are to be sent before the date indicated on the internet site of the BSSE (www.bsse.be) at the following mail address: bsse@ulb.ac.be. They include:
• A résumé
• A motivation letter
• A description of the company and the internship (written by himself and of maximum two pages)
• An estimation of the budget (the form can be downloaded from the site)

Art. 4. Selection criteria

The scholarship will be granted based on following criteria:
• Added value as professional experience
• Added value as personal development
• Application quality
• Pro-activity & motivation expressed
• Financial need

Art. 5. Jury

The jury responsible for awarding the BSSE includes donor-members and a representative of the school chosen by the Dean (optional).

Art. 6. Scholarship award

The scholarship is officially awarded to the laureates during the commencement ceremony by check or bank transfer. The laureates are notified prior to the ceremony.
Art. 7. Laureate's feedback

The laureate(s) agree(s) to draw up, within 2 months after the end of their internship, a one page report for the jury. This document is to be sent to the secretariat of the School who will forward it to the entire jury of the BSSE.

Art. 8. Restitution of the scholarship

The recipient or recipients who for some reason do not conduct the planned internship are required to promptly return the amount of the scholarship to the School.

Art. 9. No scholarship award

In the event that
- No application form has been turned in;
- No application form fulfills the selection criteria
- The laureates do not carry out their internship
the unused amount will be used to provide additional scholarships in subsequent years.

Art. 10. Revision of Articles of Regulation

The regulation may annually be subject to changes.
Bourse de Soutien à un Stage à l'Étranger

Appendix 3: Estimated Budget

Document goals

The form below is intended to help the candidate student to estimate the budget necessary for the realization of the internship.

This form can be completed via word processor and attached to the application. It will enable the jury to assess the financial need of the candidate student.

1. General Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study year</td>
<td>Company</td>
</tr>
<tr>
<td>Branch</td>
<td>Duration</td>
</tr>
</tbody>
</table>

2. Cost estimation

<table>
<thead>
<tr>
<th>Costs</th>
<th>Description</th>
<th>Estimation (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>Lodgment</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>Cost of life</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>Others</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

3. Revenue estimation

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Description</th>
<th>Estimation (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (If paid)</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>Other scholarship(s)</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>Alternative financing</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>Others</td>
<td>- [to be filled in]</td>
<td>X</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

4. Any complementary comment

March 2016
Document goals

The form below is intended to help the candidate student to estimate the budget necessary for the realization of the internship.

This form can be completed via word processor and attached to the application. It will enable the jury to assess the financial need of the candidate student.

5. General Information

Name: Maxime Van Parijs  
Study year: BA3  
Branch: Electromechanics  
Destination: Sydney  
Company: SolarPanels & Co  
Duration: 11 weeks

6. Cost estimation

<table>
<thead>
<tr>
<th>Costs</th>
<th>Description</th>
<th>Estimation (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport</td>
<td>Plane ticket</td>
<td>1.200</td>
</tr>
<tr>
<td>Lodgment</td>
<td>Apartment (3 months, 450€/month equivalent, inclusive charges)</td>
<td>1.350</td>
</tr>
<tr>
<td>Cost of life</td>
<td>Public transport card (equivalent in EUR)</td>
<td>120</td>
</tr>
<tr>
<td>Others</td>
<td>Passport and visa</td>
<td>250</td>
</tr>
<tr>
<td></td>
<td>Vaccines</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>2.920</td>
</tr>
</tbody>
</table>

7. Revenue estimation

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Description</th>
<th>Estimation (EUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (if paid)</td>
<td>Salary agreed with the employer (equivalent en EUR)</td>
<td>1.500</td>
</tr>
<tr>
<td>Other scholarship(s)</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>Alternative financing</td>
<td>Student job during the year (Stubbe bakery)</td>
<td>850</td>
</tr>
<tr>
<td>Others</td>
<td>[to be filled in]</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>2.350</td>
</tr>
</tbody>
</table>

8. Any complementary comment

A potential reimbursement of the public transport card is currently under negotiation with SolarPanels & Co.