

## INFORMATION FOR THE MENTOR – RESEARCH TRAINEESHIP

Dear traineeship procurer

The Faculty of Veterinary Medicine of Ghent University (Belgium) would like to thank you for considering to procure a research traineeship to one of our students. Our third master (= last-year) students have the possibility to do a research traineeship of **two to four weeks**. The goal of this traineeship is to follow or participate in research in a research institute **to enhance their experience with and knowledge in research in its broadest sense**.

The research traineeship may involve epidemiological research, the development or refinement of a research model, or the learning, application, development and/or optimization of a research technique. The research may hence be fundamental, applied or clinically oriented.

By doing this research traineeship, the student may become aware of the importance of multidisciplinary, a critical scientific mindset, internationalization and scientific integrity in research, and see results in their broader context. In addition, he/she may get acquainted with different research techniques and their applications, as well as grasp their various advantages and disadvantages.

**Supervisors** are expected to:

- make arrangements, during an intake interview, **before the externship**, with the student about:
  - o practicalities (period, timeframe, more information on the practice, ...)
  - o the ways by which the goals of the student can be achieved during the externship.
- guide the student, give feedback and actively involve them during practical activities **during the externship**.
- evaluate the student and sign the logbook (if approved) **at the end of the externship**.

The student will write a **report** at the end of the externship, which includes the logbook, an account of all activities performed during the externship (goal/research question – execution – results and interpretation/discussion) and a self-reflection in relation to the externship.

**Quality assurance** of education is an important task of UGent. From this point of view, the faculty will ask the student to evaluate the traineeship. This information will be confidential and treated as such.

Ghent University provides the necessary **insurances**, covering risk of physical injuries as well as the civil liability. The modalities are stipulated in the externship agreement. As an traineeship procurer, you are co-responsible for the safety of the student. Please always consider the safety of the student and never endanger him/her.

The flow of the externship will go via our **online** platform (all approvals will replace the signatures on printed documents):

- Read and approve the **intake** document (a short written report about the intake interview drafted by the student)
- Adjust the **risk analysis** form, and approve
- Approve the externship **contract**
- Approve the online **logbook**
- **Evaluate** the student, by which you start from the self-evaluation of the student (if available)

We are well aware of the fact that the care and guidance of a trainee implies a big effort from your side. We are of the opinion that a research externship for students is a great added value for their education and we cannot stress enough how much we appreciate your cooperation in this matter.

With special thanks for your cooperation,

Yours sincerely,

Prof. Ward De Spiegelaere

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