

## **Intern- and Traineeships TRANSPACIFIC**

### **Who can apply?**

Students (Ba, MA, and PhDs) and researchers willing to contribute to the project with an internship, as Pre-Doctoral Research Assistants/Contributors. Working language is English.

Information for master students of the History Department, KU Leuven, Research Group 'Early Modern History', can be found [here](#).

UGent students who wish to do the internship as part of their curriculum, should contact their departmental internship coordinator, see <https://www.ugent.be/student/nl/studeren/stage>, for more information.

Students who wish to do the internship outside their curriculum, follow the TRANSPACIFIC contract procedure.

### **Location**

The intern- and traineeships can be carried out through remote collaboration, or working at either KU Leuven (History Department) or UGent.

The internships are non-salaried, no remuneration will be paid.

### **Duration**

These research assistantships (internships or traineeships) are part-time positions focused on a specific research assignment and usually last from 3 to 6 months. Exceptions are possible and have to be discussed with the internship coordinator and titularis (stage titularis en stagecoördinator).

### **Procedure**

If you are interested, please get in contact with either Angela Schottenhammer (KU Leuven) or Mathieu Torck (UGent). You should select a concrete internship topic and task(s) in consultation with your coordinator, and then submit an internship proposal in the form of a summary (up to 1 page) to your coordinator. After approval we sign an agreement, or, as a KU Leuven master student, you need to follow the procedure as described under

[https://www.arts.kuleuven.be/studeren/toekomstige\\_students/master/geschiedenis/stage/procedure](https://www.arts.kuleuven.be/studeren/toekomstige_students/master/geschiedenis/stage/procedure)

There, all the steps and points for KU Leuven master students are described in detail.

The project coordinator/s discuss with you your tasks and our expectations; see our website for the range of possible activities. At the end of the internship, a report (stageverslag) has to be submitted, one month after the latest day of your internship at the latest.

### **Internship Report**

The internship report must include the following details and should not exceed 1,500 words:

- A brief description of your internship and your activities;
- A critical evaluation of the internship;
- A critical reflection of your own work, considering also your strengths and weaknesses and the problems you encountered;
- The final result and output of your internship.

### **Grading and Certificate**

Depending on the art of work you decided to do, your final result will consist, for example, in the transcription and translation of a foreign-language manuscript into English, the composition of an annotated bibliography on a certain topic, input of a range of data into our database, the publication of a small research article, or a combination of these.

Should you decide to write a research article and receive an excellent grading, we offer you the possibility to publish your results as part of our TRANSPACIFIC Research Notes; Grades, as a rule, are given according to a rating scale between 0 and 20, following an internship rating form (stagebeoordelingsformulier).

If you are not enrolled as a student at either KU Leuven or UGent, you will receive a certificate from the PI of the ERC AdG TRANSPACIFIC, with a TRANSPACIFIC label, specifying your work and credits.