

Praxis Iudicialis et Administrativa (B-KUL-B0B77A)

During the second year of **Master of Canon Law (Iuris Canonici Licentiatus)** program, **students** have to include an internship in their study program. The internship takes 30 working days.

The **student** does the internship outside the KU Leuven, at a Church Tribunal OR in an area of Church administration (in a Diocese or Religious Congregation or Inter-diocesan administration), hereafter called **Organisation**.

Before the internship can begin, the **student** and the Organisation Supervisor agree to and sign an **Internship Contract** (doc. 3 – p.3) that outlines the internship tasks. The **internship Supervisor** for the Organisation and the **Internship Coordinator** for the Faculty of Canon Law must also sign this contract. Without this approval from the **Internship Coordinator of the Faculty of Canon Law** internship cannot start.

At the end of the internship, the **internship Supervisor** will evaluate the internship as a whole and complete the **Supervisor Internship Report** (doc. 4 – p.4-5).

The **student** must report his/her work in the form of a **Student internship report** (doc. 5 – p.6-7). The plan-of-approach and the report form part of the internship tasks and, therefore, must be completed within the 30 day period. The report is, in principle, open to the public. If, however, the Organisation wants to keep it confidential, the **Student** must provide an open-to-the-public summary. The **internship Coordinator** must receive a copy of the internship report, and if applicable, the student's open to the public summary. All copies must be delivered before the end of December, the end of May or the end of July.

The **internship Coordinator**, with advice from the **Organisation Supervisor**, will evaluate the internship process, its content and the internship report.

Faculteit Kerkelijk Recht

Stipulations for the Organisation

The internship is part of the education program of the Faculty of Canon Law of the KU Leuven, and the Student's internship tasks are to serve, above all, an educational purpose. During the internship period, the Student remains enrolled in his/her educational organisation (KU Leuven).

During the internship, the Student is to:

- a) gain practical experience;
- b) gain and broaden his/her theoretical knowledge;
- c) gain a deeper insight into the profession and its practice;
- d) gain experience in working in a team within an organisation;
- e) further develop his/her ability to function independently.

The Student's daily working hours in the internship are the same as the normal working hours of the department wherein the Student is placed, unless explicitly mentioned otherwise in the contract. The working hours must conform to all applicable labour laws.

Regarding time-off and leave-of-absence, the stipulations specified in the internship regulations of the Organisation apply unless otherwise agreed to.

During the internship period, the Organisation provides the Student with accident and liability insurance.

The Organisation is liable for injury or damage that the Student may suffer at the location of the internship or while carrying out the internship tasks.

In the interest of order, safety and health within the Organisation, the Student and internship advisor must comply with all specified rules, regulations and instructions.

The Student and internship advisor receive from the Organisation all information relevant to the internship. If desired, the Organisation may specify this to be confidential information. The Student and internship advisor must keep such information confidential for a period extending to one year after the end of the internship. This stipulation also applies to information entrusted to the Student or internship advisor, and to information that can be reasonably understood to be confidential. If the internship report contains confidential information, the Student will make a summary that may be made public and that the internship coordinator may freely distribute.

After returning from any absence, the Student must immediately inform the Organisation Supervisor.

This contract may be terminated or altered, upon the initiative of one of the parties and in consultation with the other party, if the Organisation and the Student agree in writing. Belgian law applies to this contract.



Organisation offering the internship, hereafter called the Organisation

- ▶ Name
- Address
- Represented by

Internship student, hereafter called the Student

- ▶ Name
- KU Leuven student no.:
- Address:
- Home Address:

Agree to the following:

- ▶ The internship begins on (date): and ends on (date):
- ▶ The Organisation appoints as **Internship Supervisor** to guide the Student during the Internship:
 - Name
 - Address
 - Tel.: E-mail:
- ▶ The Student's tasks at the Organisation are the following:
 -
 -
 -
 -
 -
 -
 -
 -
- ▶ The Student receives from the Organisation (Cross out non-applicable items):
 - a) a monetary sum of € per week / per month / per period of ...weeks
 - b) travel expenses amounting to € per week / per month / per period of ...weeks
 - c) lodging expenses amounting to € per week / per month / per period of ...weeks

Place and date :

Signature: Signature:

Representing the **Organisation** (Name): Internship **Supervisor** (Name):

Signature: Signature:

Student (Name): Internship **Coordinator** (Name):

The Further Stipulations (doc 2) apply to all internship contracts unless explicitly stated otherwise in the contract



Internship Evaluation Report To be completed by the internship supervisor

Student:	KU Leuven student no.:
Internship Supervisor:	
Tel.:	E-mail:
Start date and end date of internship:	
Organisation:	

Report*					
Skills	E	G	S	F	N
1- Knowledge of canon law, concepts, church, procedures...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2- Listening ability and understanding of requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3- Empathy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4- Analytical skills (capacity to identify the components of a situation and establish their interrelationship, identifying the guiding principles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5- Ability to synthesize (good assimilation and use of several pieces of information, ability to step back and gain perspective, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6- Achievement of objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Observations and remarks</i>					
Communication	E	G	S	F	N
7- Quality of oral communication (structure his ideas, exhibit clarity, be concise, express his point of view, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8- Quality of written communications in (clarity, well-structured ideas, coherence, concision, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9- Aptitude for formal and informal interpersonal relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10- Aptitude for teamwork, transparency, sharing of information, acknowledgement and utilisation of colleagues' qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11- Regularity of reports submitted to internship supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Observations and remarks</i>					
Professional behaviour	E	G	S	F	N

* Key to evaluation codes:

- (E) **Excellent** In most tasks, the internship student has clearly **exceeded expectations**
- (G) **Good** In most tasks, the internship student **has easily fulfilled the necessary requirements**
- (S) **Satisfactory** In several tasks, the internship student **has fulfilled the necessary requirements**
- (F) **Fail** In most tasks, the internship student **has not fulfilled the necessary requirements**
- (N) **Not applicable** No element permitting evaluation

12- Attendance, punctuality, motivation, proactiveness, involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13- Precision and care in carrying out work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14- Acceptance of criticism, general attitude, respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations and remarks					
Observations and remarks					
Organisation of work	E	G	S	F	N
15- Management of priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16- Ability to evaluate amount of time required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17- Planning of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations and remarks					
Observations and remarks					
Autonomy	E	G	S	F	N
18- Autonomy regarding understanding of requirements and their analysis during first part of internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19- Autonomy regarding identification of solutions during second part of internship and decision-making capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20- Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations and remarks					
Observations and remarks					
Global evaluation of internship student by internship Supervisor	E	G	S	F	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations and remarks					
Observations and remarks					

Place and date :

Signature of internship supervisor :

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(Name)

Student Internship Report To be completed by the student

Student:	KU Leuven student no.:
Internship Supervisor:	
Start date and end date of internship:	
Organisation:	

The organisation	E	G	S	F	N**
1- Quality of supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2- Value of skills acquired during internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3- Quality of work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4- Infrastructure provided for internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5- Work atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6- Aspects that I tried to improve during my internship and the improvements observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7- My professional qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8- Aspects that I would like to perfect in the professional sphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9- Other comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations and remarks					
Personal experience	E	G	S	F	N
10. practical experience;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. broaden theoretical knowledge;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. deeper insight into the profession and its practice;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. experience in working in a team within an organisation;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. ability to function independently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations and remarks					
Skills	E	G	S	F	N
1- Knowledge of canon law, concepts, church, procedures...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2- Listening ability and understanding of requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Observations and remarks					
Communication	E	G	S	F	N
7- Quality of oral communication (structure his ideas, exhibit clarity, be concise, express his	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

** Key to evaluation codes:

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point of view, etc.)					
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9- Aptitude for formal and informal interpersonal relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Observations and remarks					
Professional behaviour	E	G	S	F	N
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Observations and remarks					
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20- Resourcefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations and remarks					
Global evaluation of internship by student	E	G	S	F	N
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of tasks and experiences					

Place and date :

Signature of the student :

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(Name)