KU Leuven is a Belgian research-intensive university dating back to 1425, and consistently ranked in the top 100 of universities world-wide. The Faculty of Economics and Business (FEB) is one of its 16 faculties. The Faculty has approx. 7,500 degree seeking students, about 1,000 of which are international students. It offers a wide range of degree programmes (in Dutch and English) in Economics, Business and Management, on four campuses in Flanders (Antwerp, Brussels, Leuven and Kortrijk). FEB is EQUIS-accredited.

FEB’s International Office a.o. coordinates student and staff exchanges, handles international applications and helps international students settle in, and organises international study-visits and other study-abroad activities.

It has a permanent offer of internships for students from partner schools.

**Specific tasks include, but are not limited to**

* Assist student exchange administrative processes
* Assist, organise and attend orientation activities for international students
* Advise international and outgoing exchange students
* Assist partnership management
* Check and update information for inbound and outbound students (website, intranet, brochures etc.)
* Assist with the handling of international applications
* Conduct student surveys and analyse data
* Assist the International Office in its day-to-day tasks

**Profile**

* Currently enrolled in a university programme in business/management, preferably final year, and preferably at one of FEB’s academic partners (internship needs to be endorsed by the home university)
* Fluent in English, another European language is an asset
* Excellent communication and interpersonal skills
* Highly organized
* Self-starter, able to work independently
* Proficient in MS Office programmes
* Good analytical skills

**Offer**

Unpaid internship, 3-6 months, based in Brussels or Leuven

Erasmus+ Placement Agreement

**Technicalities**

* [Guidelines for establishing a placement contract at KU Leuven](https://www.kuleuven.be/english/admissions/exchange/documents/e-2016-smp-learning.pdf)
* [Application procedure – admission as Erasmus+ student](https://www.kuleuven.be/english/admissions/exchange/applicationprocedure)
* [Forms for exchanges (Learning agreement student mobility for traineeships)](https://www.kuleuven.be/english/admissions/exchange)

**Contact**

KU Leuven

FEB International Office

Ingeborg Vandenbulcke, Head

Ingeborg.vandenbulcke@kuleuven.be

Warmoesberg 26, 1000 Brussels