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## General information

I would like to inform you about the decision of the Executive Board of Eindhoven University of Technology (TU/e) concerning physical student mobility in the second semester of the 2021/2022 academic year (January/ February 2022 – July 2022).

### All student mobility within Europe resumed

Considering the hopeful developments for the first semester of the 2021/2022 academic year, TU/e has decided to resume all physical student mobility within Europe (including Switzerland, Norway, Liechtenstein, Iceland and the UK). This applies to physical mobility for courses (exchange), internships and (graduation) research projects. However, there are strict conditions for this. For more detailed information about these conditions, please check the [FAQ on our website](#) and the attached Mobility Regulations. It is your own responsibility to meet all the respective requirements and procedures.

This decision implies that you can proceed with your application in the Mobility Online tool. We however cannot give you any guarantees yet, as the continuation of your physical mobility depends on the travel restrictions in force shortly before your departure in both The Netherlands and the country of your destination.

### Student Mobility outside Europe

- Physical mobility for incoming and outgoing students to and from countries outside Europe for courses (exchange) is not allowed.
- If you are going abroad for an exchange (courses) It may not be clear yet if all education at your host university can be offered on campus again. You should therefore be aware that some courses you want to take might still be offered partially or fully online.
- Physical mobility for incoming and outgoing students to and from countries outside Europe for internships or (graduation) research projects can be allowed in case the country of destination or residence is listed as safe at the EU's list of Epidemiologically Safe Countries at a certain reference date.

If you are going abroad for an exchange (courses) It may not be clear yet if all education at your host university can be offered on campus again. You should therefore be aware that some courses you want to take might still be offered partially or fully online.

## Opening Hours

**Opening hours - International office**  
Monday to Thursday between 12.00 hrs. – 14.00 hrs.

## How to contact the International Office

Monday to Thursday between 12.00 hrs. – 14.00 hrs.

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### *During opening hours*

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**Online** - Click on [Meeting](#) (choose Department Mechanical Engineering – Monique van de Donk) to plan a meeting with me as coordinator (duration 15 minutes).

**Phone** – During opening hours I can also be reached by phone. Please dial [040-2472448](tel:040-2472448)

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### *Outside opening hours*

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**email** [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)

Registration Internship forms -  
Confidentiality forms (with regard to Internship) -  
Color code of the country of your choice -  
Verklaring onderwijsinstelling bij ov-vergoeding buitenland  
Questions related to Mobility Online  
General questions

send to – [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)  
send to – [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)  
send to – [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)  
send to – [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)  
send to – [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)  
send to – [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)

## Internship to countries within Europe/ EER countries

**The student him-/ herself is responsible** if the Internship abroad will get the sign **go/ no go** therefore the following procedure is applicable for **countries within Europe**:

1. You can **start the procedure** in Mobility Online. Mobility Online is our Online registration System for all Internship abroad. All required documents are embedded in the system as well as our scholarship part. Register yourself and proceed with the applicable steps within the system (see enclosed manual)
  - a. You can find the link [here](#).
    - i. You can proceed in Mobility Online (MO) when the Internship dates are confirmed by both parties (student and Internship company or university) and definite.
    - ii. All the required documents will appear in Mobility Online when you proceed in Mobility Online. Make sure to only use the version of the Learning Agreement embedded in Mobility Online and **not** the one provided by your university.
    - iii. You do **not** have to register this Internship in Osiris
    - iv. You do **not** also have to fill out the Registration Internship form.
    - v. Please bear in mind that Prior Pre-Master students are obliged to execute an Internship at a university.
  - b. Please also check the document student's manual (see the website under downloads) as a guidance during the process through Mobility Online. I hope this will clarify some steps and the appropriate actions that need to be taken. Also please carefully read the yellow textboxes in Mobility Online.
2. *You are only allowed to travel to countries marked with a yellow or green travelling advice. **Two (2) weeks prior to the start of your Internship** (start of the Internship project **NOT** the start date of Mobility to the country of your choice) in the country of your choice (within Europe), **the travelling advice of your country of destination will be checked by the student for a go/ no go based on the color code** of the specific country. It's the student's own responsibility if the Internship or graduation project can start off based on the check on the color code via a designated website.*
3. To make sure that all students have the same base, it is mandatory that **the color code must be viewed here** (website <https://www.nederlandwereldwijd.nl/reizen/reisadviezen> ) the travel advice should also be downloaded from **this website**.
4. **Send a print screen (Two (2) weeks prior to the start of your Internship** (=start of the Internship project **NOT** the date when you are going to travel)) of the country of your choice (within Europe) to [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl).
  - a. The subject line in the email **must contain** the following parts:
    - i. Last name
    - ii. First name
    - iii. TU/e- ID.nr (**not** the number starting with an S)
    - iv. Visiting country
    - v. **Start date** of the Internship
5. It is mandatory that the print screen **must contain** the following parts:
  - a. Visiting country
  - b. Color code
  - c. Name of the specific website <https://www.nederlandwereldwijd.nl/reizen/reisadviezen> and the "inreisbeperkingen" under "Coronavirus".
  - d. Date it was taken

6. Based on the color code of the country the following can be established:
- green or yellow you are **allowed** to start your Internship
  - Travelling to code orange and red areas is **not allowed** and thus you cannot start your Internship
  - For code orange countries within Europe (and above mentioned EEA countries and the UK) an exception can be considered if this orange code is related to only a mandatory negative PCR test before arrival at the foreseen destination and/ or an obligation to go into quarantine after arrival or after return to the Netherlands.

*\* When the travel advice meets the above-mentioned conditions, you are either allowed/ not allowed to start your external learning activity.*

7. **In between the two (2) weeks prior to the start of your Internship** the color code might change, then the following is applicable:
- If the country had a color code of green or yellow and it changes into orange or red – you are **not allowed** to start the Internship because the government travelling advice is leading. **\*\*\* NOTE** - The student him- or herself is responsible for the cost incurred. If you still proceed with the Internship all possible consequences are for the student not only cost wise but also education wise.
  - If the country had a color code of orange or red and it changes into green or yellow, the governmental travelling advice is leading (*an additional, second color code is required*)
8. Being vaccinated is no reason to deviate from the above steps.

**\*\*\* Please note that you as a student are responsible to keep track about the actual situation and measurements that are in force in the country of your destination. Please inform the Departmental Exchange Coordinator about this.**

More information regarding Internship can be found on the website – per Master – tab Internship – checklist, can be found under downloads .

- Check if you already filled out the **Course Program** and if you already submitted it to the Examination Committee. If not, check the to-do list of the specific Master.
  - Fill in the form, let your mentor sign it and email the **signed** form to:
    - AT, SET or S&C - [CSA.AT.SET.SC@tue.nl](mailto:CSA.AT.SET.SC@tue.nl)
    - MW – [CSA.MECH@tue.nl](mailto:CSA.MECH@tue.nl)
  
- Standard internship agreement for non-EU/EEA students**  
**Only for Non-European students.**

This agreement is mandatory for non-European students when doing an Internship at a company in the Netherlands. This agreement temporarily replaces the permit. *Make sure that a copy of the signed Nuffic agreement as well as a copy of your ID are always present at the Internship company in case of a check by the IND.*

You can find the form [here](#): Go to the required Master – “Internship” (left side) go to “Downloads” (right side) to find the form “Standard internship agreement for non-EU/EEA-students”
  
- Non-standard internship agreement**

If a company requires an agreement, then please use the approved format on the [website](#). If a deviating agreement format is used, and if the university needs to sign this contract, then the student should always have approval from our institutional legal advisor, specialized in education law. To achieve this approval the student should e-mail a copy of the agreement to [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)

**\*\*\* - NOTE** - *Only if someone at the Internship company wants to have a signed agreement, below mentioned procedure is applicable. If this is not applicable, you can skip this procedure.*

**The following procedure applies:**

1. the agreement has been approved, no changes necessary:
  - a. Internationalization Officer forwards the agreement/NDA to the education lawyer.
  - b. The Education Lawyer checks the agreement/NDA (this can take up to 2 weeks)
  - c. The advice of the Education Lawyer is leading.
  - d. The advice of the Education Lawyer is, the agreement has been approved, no changes necessary
  - e. Ensure that the agreement is signed by the student
  - f. Make sure someone from the internship company signs it
  - g. Email the signed agreement together with the advice of the Education Lawyer to [Internship.MW.AT.SC.SET@tue.nl](mailto:Internship.MW.AT.SC.SET@tue.nl)
  - h. The agreement is submitted for signature to the Managing Director
  - i. The agreement will be returned signed
  - j. You will receive the signed agreement by email.
  - k. The signed agreement will also be uploaded in Osiris to your student file.
  
2. There is some advice from the Education Lawyer, but **there are changes**. NOTE \*\*\* - It is the student's responsibility to ensure that the agreement is amended by someone at the internship company in accordance with the advice of the Education Lawyer.
  - a. Ensure that the amended agreement is signed by the student
  - b. Ensure that the internship company signs the amended agreement
  - c. Email the signed agreement together with the advice of the Education Lawyer to [Internship.MW.AT.SC.SET@tue.nl](mailto:Internship.MW.AT.SC.SET@tue.nl)
  - d. The agreement is submitted for signature to the Managing Director
  - e. The agreement will be returned signed
  - f. You will receive the signed agreement by email.
  - g. The signed agreement is also uploaded in Osiris to your student file.

\*If the student is the only one to sign a contract, then you are free to sign the contract, but you are also free to seek advice from the legal advisor as well.

□ **Grants: (\*)**

1. **Erasmus+ and Erasmus+ Placement (minimal stay abroad 3 full months)\*\*)**
2. **Fonds International Experience (minimal stay abroad 3 full months)\*\*)**,
3. Holland Scholarship this scholarship goes along **with deadlines** of handing in the signed form.
4. Other scholarships are for example: VSB, Fulbright, HSP Talenten programma, etc.
5. Holland scholarship (high grade average)

<i>Deadline submitting document</i>	<i>Quartile</i>
June 1 <sup>st</sup> 2021	Quartile 1
September 1 <sup>st</sup> 2021	Quartile 2
December 1 <sup>st</sup> 2021	Quartile 3
March 1 <sup>st</sup> 2022	Quartile 4

6. [www.nuffic.nl](http://www.nuffic.nl): information regarding external scholarships  
**Important: apply at least 3 months before the start of your internship!**
7. **No Grant/ scholarship? Check the website: [www.beursopenener.nl](http://www.beursopenener.nl)**  
(\*) – If all documents have not been signed, approved and uploaded ultimately two weeks before the start of your Internship you are too late to obtain a scholarship.

(\*\*) – Please bear in mind that a partial grant or a zero- grant is also possible. This all depends on country, period and compensation from the Internship company.

❑ **DUO (for Dutch or European students only)**

**Tip!** - Are you now living with your parents? You can apply for a higher basic grant during your internship aboard.

- Stop your OV-card temporarily – [Link](#)
- OV-compensation during your stay abroad. – [Link](#)

Fill in the form and sign it, then send it by email to **International Office** [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl) the form will be signed.

Please leave section 2 & 3 blank on the form.

Email me the start – and end date of your temporarily termination of your OV-card (be aware that DUO only accepts dates starting the first day of the month).

❑ **Accommodation**

Arrange housing **before** departure. You could contact your supervisor or the International Office at your Internship company/ university regarding this matter. Ask for help, useful links, etc.

❑ Uploading reports –

- For **MW**-students:
  - The **draft** report must be emailed **4 weeks** after completion of the Internship to your **TU/e mentor/ supervisor and academic advisor** (cc.).
  - After the internship, all students are obliged to upload the **Final** internship report in Sharepoint: <https://tuenl.sharepoint.com/sites/MESTudentreports> Pay attention to the upload instructions! requirements on the title page (see education guide). You do **NOT** have to check in the report.
- For **AT, S&C and SET** students
  - After the internship all students are obliged to upload the **Final** internship report in Sharepoint: <https://tuenl.sharepoint.com/sites/MESTudentreports> . Pay attention to the upload instructions! requirements on the title page (see education guide). You do **NOT** have to check in the report.

**Important:** your grade for your Internship will not be processed if you did not upload your final report in SharePoint.

❑ Confidential Report form (for all students if applicable)

**You must upload the reports even when confidential.**

- If your report is confidential you can download the form **“Confidential report” per master on the website – tab Internship – see downloads**. (This is the same as where you can find the Registration Internship form).
- Let your supervisor fill in the form and sign it.
- Return the signed version by emailing it to [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl) **at least two weeks** before you upload the final report [here](#). Do **NOT** upload the confidential report’ form in SharePoint!
- The report is stored only digitally in a special section of the digital archive.

❑ More information regarding Internship including the confidential form can be found here:

- education guide – Internship – see downloads:
  - [Master AT](#)
  - [Master MW](#)
  - [Master S&C](#)
  - [Master SET](#)
- Corona Q&A [www.tue.nl/corona](http://www.tue.nl/corona)
- [Mobility FAQ](#)

## **Internship to countries outside Europe/ EER countries**

Permission for physical mobility Semester 2 for an internship or (research) project **outside Europe/ EER countries** is subject to various factors. Please follow the procedure as indicated below.

With this information I would like to inform you about the decision of the Executive Board of Eindhoven University of Technology (TU/e) concerning physical student mobility in the second semester of the 2021/2022 academic year (January/ February 2022 – July 2022).

### **Mobility for courses outside Europe is not allowed, mobility for internships and (graduation) research projects resumed**

Despite worldwide vaccination programs running, the development of the COVID-19 pandemic remains uncertain. There are still many uncertain factors in the field of health, safety and travel that need to be taken into account. For that reason, physical student exchange (courses) to countries outside Europe is **not allowed**.

Physical student mobility for internships and (graduation) research projects outside Europe (including Switzerland, Liechtenstein, Iceland, Norway and the UK) is possible under very strict conditions.

This decision implies that you can for now start/proceed with your application in the Mobility Online tool. We however cannot give you any guarantees yet, as the continuation of your physical internship or (graduation) research project depends on the travel restrictions in force in both The Netherlands as in the country of your destination.

### **Final decision**

The final decision to allow physical mobility to do an internship or (graduation) research project outside Europe for start dates during the first semester of the 2021/2022 academic year, will be made 10 weeks before the start of the quartile in which your internship or (graduation) research projects will begin.

**NOTE - \*\*\* - In all cases TU/e respects and follows the guidelines from the RIVM and the general travel advices issued by the Ministry of Foreign Affairs (BZ) regarding the area (country) concerned. The other important source to determine if physical Mobility outside Europe can be allowed is the EU-safelist.**

**The guidelines from the RIVM and the general travel advices issued by the Ministry of Foreign Affairs (BZ) regarding the area (country) concerned applies first, secondly the EU safelist rules. So, if a country is on the EU safelist but the travel advices indicate that a country is orange/ red and it is not possible to travel to, then the general travel advices issued by the Ministry of Foreign Affairs (BZ) apply first before the EU safelist.**

For an internship or graduation research project with a **start date during Q3, the decision will be made on November 29, 2021.**

For an internship or graduation research project with a **start date during Q4, the decision will be made on February 21, 2022.**

This approval for an internship or research project within the countries mentioned above comes with several restrictions and procedures. For more detailed information about these conditions, please check the [FAQ on our website](#), [Mobility FAQ](#) and the attached Mobility Regulations. It is your own responsibility to meet all the respective requirements and procedures.

In order to decide whether the sign **go/ no go** will apply for your Internship the following procedure is applicable:

The student him-/ herself is responsible if the Internship abroad will get the sign **go/ no go** therefore the following procedure is applicable for **countries outside Europe**:

1. You can **start the procedure** in Mobility Online (Online registration system) and proceed with the applicable steps within the system (see enclosed manual)
    - a. You can find the link [here](#).
      - i. You can proceed in Mobility Online (MO) when the Internship dates are confirmed by both parties (student and Internship company or university) and definite.
      - ii. All the required documents will appear in Mobility Online when you proceed in Mobility Online. Make sure to only use the version of the Learning Agreement embedded in Mobility Online and **not** the one provided by your university.
      - iii. You do **not** have to register this Internship in Osiris
      - iv. You do **not** also have to fill out the Registration Internship form.
      - v. Please bear in mind that Prior Pre-Master students are obliged to execute an Internship at a university.
    - b. Please also check the document student's manual (see the website under downloads) as a guidance during the process through Mobility Online. I hope this will clarify some steps and the appropriate actions that need to be taken. Also please carefully read the yellow textboxes in Mobility Online.
  2. *You are only allowed to travel to countries marked with a yellow or green travelling advice. **Two (2) weeks prior to the start of your Internship** (start of the Internship project **NOT** the start date of Mobility to the country of your choice) in the country of your choice (within Europe), **the travelling advice of your country of destination will be checked by the student for a go/ no go based on the color code** of the specific country. It's the student's own responsibility if the Internship or graduation project can start off based on the check on the color code via a designated website.*
  3. Based on the color code of the country the following can be established:
    - a. Only travelling to code green or yellow areas is **allowed**.
    - b. Travelling to code orange and red areas is **not allowed**
    - c. For code orange countries outside Europe an exception can be considered if this orange code is related to only a mandatory negative PCR test before arrival at the foreseen destination and/ or an obligation to go into quarantine after arrival or after return to the Netherlands.
- NOTE - *When the travel advice meets the above-mentioned conditions, you are either allowed/ not allowed to start your external learning activity.*
4. On **November 29<sup>th</sup>, 2021** the decision will be made for **Q3** on travelling abroad. This is done 10 weeks prior to the start of the quartile in which your Internship or graduation project will start. On **February 21<sup>st</sup>, 2022** the decision for **Q4** will be made.

**NOTE - \*\*\* - In all cases TU/e respects and follows the guidelines from the RIVM and the general travel advices issued by the Ministry of Foreign Affairs (BZ) regarding the area (country) concerned. The other important source to determine if physical Mobility outside Europe can be allowed is the EU-safelist.**

**The guidelines from the RIVM and the general travel advices issued by the Ministry of Foreign Affairs (BZ) regarding the area (country) concerned applies first, secondly the EU safelist rules. So, if a country is on the EU safelist but the travel advices indicate that a country is orange/ red and it is not possible to travel to, then the general travel advices issued by the Ministry of Foreign Affairs (BZ) apply first before the EU safelist.**



5. The list of countries to which it is safe to travel at November 29<sup>th</sup> 2021 (Q3) and February 21<sup>st</sup>, 2022 (Q4) are listed on our “going abroad” [website](#) – Only these countries give a preliminary “go”.

**NOTE - \*\*\* - In all cases TU/e respects and follows the guidelines from the RIVM and the general travel advices issued by the Ministry of Foreign Affairs (BZ) regarding the area (country) concerned. The other important source to determine if physical Mobility outside Europe can be allowed is the EU-safelist.**

**The guidelines from the RIVM and the general travel advices issued by the Ministry of Foreign Affairs (BZ) regarding the area (country) concerned applies first, secondly the EU safelist rules. So, if a country is on the EU safelist but the travel advices indicate that a country is orange/ red and it is not possible to travel to, then the general travel advices issued by the Ministry of Foreign Affairs (BZ) apply first before the EU safelist.**

6. **Send a print screen (*Two (2) weeks prior to the start* of your Internship in the country of your choice (outside EER/ Europe) (= start of the Internship project NOT the date when you are going to travel))** you need to send a print screen in order to show that the color code of the country (was green/ yellow on November 29<sup>th</sup> 2021 and February 21<sup>st</sup> 2022) is still the same. **\*\*\*NOTE** If the advice is changed into orange/ red then you are **not allowed** to start your Internship.
7. **Send a print screen** of the chosen country to your departmental exchange coordinator. The subject line in the email **must contain** the following parts:
- Last name
  - First name
  - TU/e- ID.nr (**not** the number starting with an S)
  - Visiting country
  - Start date** of the [Internship](#)
8. It is mandatory that the print screen **must contain** the following parts:
- Visiting country
  - Color code
  - Name of the specific website <https://www.nederlandwereldwijd.nl/reizen/reisadviezen> and the “inreisbeperkingen” under “Coronavirus”.
  - Date it was taken
9. In between the 10 weeks prior and the start of your Internship or Graduation project and the situation changes:
- If the country had a color code of green or yellow on June 28<sup>th</sup> and it changes into orange or red – you are **not allowed** to start the Internship. The student him- or herself is responsible for the costs incurred. **\*\*\* NOTE** - The student him- or herself is responsible for the cost incurred. If you still proceed with the Internship all possible consequences are for the student not only cost wise but also education wise.
  - If the country had a color code of orange or red on June 28<sup>th</sup> and it changes into green or yellow – you are also **not allowed** to start the Internship. The student him- or herself is responsible for the costs incurred. **\*\*\* NOTE** - The student him- or herself is responsible for the cost incurred. If you still proceed with the Internship all possible consequences are for the student not only cost wise but also education wise.

10. Being vaccinated is no reason to deviate from the above steps

\* *When the travel advice meets the above-mentioned conditions, you are either allowed/ not allowed to start your external learning activity.*

**\*\*\* Please note that you as a student are responsible to keep track about the actual situation and measurements that are in force in the country of your destination. Please inform the Departmental Exchange Coordinator about this.**

- Please also take a look at the Corona Q&A [www.tue.nl/corona](http://www.tue.nl/corona)
- Mobility [FAQ](#)

More information regarding Internship can be found on the website – per Master – tab Internship.

- ❑ Check if you already filled out the **Course Program** and if you already submitted it to the Examination Committee. If not, check the to-do list of the specific Master.
  - Fill in the form, let your mentor sign it and email the **signed** form to:
    - AT, SET or S&C - [CSA.AT.SET.SC@tue.nl](mailto:CSA.AT.SET.SC@tue.nl)
    - MW – [CSA.MECH@tue.nl](mailto:CSA.MECH@tue.nl)
- ❑ **Standard internship agreement for non-EU/EEA students**  
**Only for Non-European students.**  
This agreement is mandatory for non-European students when doing an Internship at a company in the Netherlands. This agreement temporarily replaces the permit. *Make sure that a copy of the signed Nuffic agreement as well as a copy of your ID are always present at the Internship company in case of a check by the IND.*  
You can find the form [here](#): Go to the required Master – “Internship” (left side) go to “Downloads” (right side) to find the form *“Standard internship agreement for non-EU/EEA-students”*
- ❑ **Non-standard internship agreement**  
If a company requires an agreement, then please use the approved format on the [website](#). If a deviating agreement format is used, and if the university needs to sign this contract, then the student should always seek prior approval from our institutional legal advisor, specialized in education law. To achieve this approval the student should e-mail a copy of the agreement **including a copy of the fully signed internship form** to [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl)  
**\*\*\* - NOTE -** *Only if someone at the Internship company wants to have a signed agreement, below mentioned procedure is applicable. If this is not applicable, you can skip this procedure.*

**The following procedure applies:**

1. the agreement has been approved, no changes necessary:
  - a. Internationalization Officer forwards the agreement/NDA to the education lawyer.
  - b. The Education Lawyer checks the agreement/NDA (this can take up to 2 weeks)
  - c. The advice of the Education Lawyer is leading.
  - d. The advice of the Education Lawyer is, the agreement has been approved, no changes necessary
  - e. Ensure that the agreement is signed by the student
  - f. Make sure someone from the internship company signs it
  - g. Email the signed agreement together with the advice of the Education Lawyer to [Internship.MW.AT.SC.SET@tue.nl](mailto:Internship.MW.AT.SC.SET@tue.nl)
  - h. The agreement is submitted for signature to the Managing Director
  - i. The agreement will be returned signed
  - j. You will receive the signed agreement by email.
  - k. The signed agreement will also be uploaded in Osiris to your student file.

2. There is some advice from the Education Lawyer, but **there are changes**. **NOTE \*\*\*** - It is the student's responsibility to ensure that the agreement is amended by someone at the internship company in accordance with the advice of the Education Lawyer.
  - a. Ensure that the amended agreement is signed by the student
  - b. Ensure that the internship company signs the amended agreement
  - c. Email the signed agreement together with the advice of the Education Lawyer to [Internship.MW.AT.SC.SET@tue.nl](mailto:Internship.MW.AT.SC.SET@tue.nl)
  - d. The agreement is submitted for signature to the Managing Director
  - e. The agreement will be returned signed
  - f. You will receive the signed agreement by email.
  - g. The signed agreement is also uploaded in Osiris to your student file.

□ **Grants: (\*)**

1. **Erasmus+ and Erasmus+ Placement (minimal stay abroad 3 full months) (\*\*)**
2. **Fonds International Experience (minimal stay abroad 3 full months) (\*\*)**,
3. Holland Scholarship this scholarship goes along **with deadlines** of handing in the signed form.
4. Other scholarships are for example: VSB, Fulbright, HSP Talenten programma, etc.
5. Holland scholarship (high grade average)

<i>Deadline submitting document</i>	<i>Quartile</i>
June 1 <sup>st</sup> 2021	Quartile 1
September 1 <sup>st</sup> 2021	Quartile 2
December 1 <sup>st</sup> 2021	Quartile 3
March 1 <sup>st</sup> 2022	Quartile 4

6. [www.nuffic.nl](http://www.nuffic.nl): information regarding external scholarships  
**Important: apply at least 3 months before the start of your internship!**
7. **No Grant/ scholarship? Check the website: [www.beursopenener.nl](http://www.beursopenener.nl)**  
**(\*) – IF all documents have not been signed, approved and uploaded ultimately two weeks before the start of your Internship you are too late to obtain a scholarship.**

**(\*\*) – Please bear in mind that a partial grant or a zero- grant is also possible. This all depends on country, period and compensation from the Internship company.**

□ **DUO (for Dutch or European students only)**

**Tip!** - Are you now living with your parents? You can apply for a higher basic grant during your internship aboard.

- Stop your OV-card temporarily – [Link](#)
- OV-compensation during your stay abroad. – [Link](#)

Fill in the form and sign it, then send it by email to **International Office** [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl) the form will be signed.

Please leave section 2 & 3 blank on the form.

Email me the start – and end date of your temporarily termination of your OV-card (be aware that DUO only accepts dates starting the first day of the month).

□ **Accommodation**

Arrange housing **before** departure. You could contact your supervisor or the International Office at your Internship company/ university regarding this matter. Ask for help, useful links, etc.

- Uploading reports –
  - For **MW**-students:
    - The **draft** report must be emailed **4 weeks** after completion of the Internship to your **TU/e mentor/ supervisor** and **academic advisor** (cc.).
    - After the internship, all students are obliged to upload the **Final** internship report in Sharepoint: <https://tuenl.sharepoint.com/sites/MEStudentreports> Pay attention to the upload instructions! requirements on the title page (see education guide). **You do NOT have to check in the report.**
  - For **AT, S&C and SET** students
    - After the internship all students are obliged to upload the **Final** internship report in Sharepoint: <https://tuenl.sharepoint.com/sites/MEStudentreports> . Pay attention to the upload instructions! requirements on the title page (see education guide). **You do NOT have to check in the report.**

**Important:** your grade for your Internship will not be processed if you have not uploaded your final report in SharePoint.
- Confidential Report form (for all students if applicable)  
**You must upload the reports even when confidential.**
  - If your report is confidential you can download the form **“Confidential report” per master on the website – tab Internship – see downloads.** (This is the same as where you can find the Registration Internship form).
  - Let your supervisor fill in the form and sign it.
  - Return the signed version by emailing it to [Internship.mw.at.sc.set@tue.nl](mailto:Internship.mw.at.sc.set@tue.nl) **at least two weeks** before you upload the final report [here](#). Do **NOT** upload the confidential report’ form in SharePoint!
  - The report is stored only digitally in a special section of the digital archive.
- More information regarding Internship including the confidential form can be found here:
  - education guide – Internship – see downloads:
    - [Master AT](#)
    - [Master MW](#)
    - [Master S&C](#)
    - [Master SET](#)
  - Corona Q&A [www.tue.nl/corona](http://www.tue.nl/corona)
  - [Mobility FAQ](#)