

Index

Index.....	1
General information.....	1
Opening Hours.....	2
How to contact the International Office	2
During opening hours	2
Outside opening hours	2

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.

To do list: www.studiegids.tue.nl
Upload internship report: <https://tuenl.sharepoint.com/sites/MEStudentreports/>
contact for all students and questions Internship.mw.at.sc.set@tue.nl

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.

During opening hours

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)

Outside opening hours

email 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
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Start registering your Internship at the TU/e or at a university or company within the Netherlands.
You do **not** have to register this Internship in Osiris.

NOTE *** - Please bear in mind that students who have done a Pre-Master as prior education before the Master, are obliged to execute an Internship at a university!

- ❑ **Mechanical Engineering: “Registration Internship MW” form**
[Here](#) you can download the form – see downloads.
 - Fill in the form, let your mentor sign it and email the **signed** form to the International office Internship.mw.at.sc.set@tue.nl at least **2 weeks prior** to the start of your internship for Internships in the Netherlands.
- ❑ **Automotive Technology: “Registration Internship AT” form**
[Here](#) you can download the form – see downloads.
 - Fill in the form, let your mentor sign it and email the **signed** form to the International office Internship.mw.at.sc.set@tue.nl at least **2 weeks prior** to the start of your internship for Internships in the Netherlands.
- ❑ **Sustainable Energy Technology: “Registration Internship SET” form**
[Here](#) you can download the form – see downloads.
 - Fill in the form, let your mentor sign it and email the **signed** form to the International office Internship.mw.at.sc.set@tue.nl at least **2 weeks prior** to the start of your internship for Internships in the Netherlands.
- ❑ **Systems & Control: “Registration Internship SC” form**
[Here](#) you can download the form – see downloads.
 - Fill in the form, let your mentor sign it and email the **signed** form to the International office Internship.mw.at.sc.set@tue.nl at least **2 weeks prior** to the start of your internship for Internships in the Netherlands.
- ❑ Check if you already filled out the **Course Program** and if you already submitted it. 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
 - MW – 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”

Agreement/ NDA check by our Legal department

□ 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

***** - 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 **procedure** is as follows:

1. Internationalization Officer sends the agreement to the legal department.
2. Someone from the legal department will check the agreement (this might take up to 2 weeks)
3. The advice of the legal department is binding.
4. When the advice of the legal department is that the agreement is fine and nothing needs to be altered:
 - a. Make sure that the amended agreement has been signed by the student
 - b. Make sure that someone from the Internship company will sign the agreement
 - c. Mail the signed agreement together with the advice of the legal department to Internship.mw.at.sc.set@tue.nl
 - d. The agreement will be send to the Managing Director to be signed.
 - e. The signed agreement by all parties will be send to the student by email
 - f. The signed agreement will be posted in Osiris with other documents.
5. The advice from the legal department is fine but adjustments need to be made.
 - a. It is the **responsibility of the student** that someone of the Internship company alters the agreement according to the adjustments of the legal department.
 - b. Make sure that the altered agreement is signed by the student.
 - c. Make sure that the altered agreement is signed by someone at the Internship company.
 - d. Mail the signed agreement together with the advice of the legal department to Internship.mw.at.sc.set@tue.nl
 - e. The agreement will be send to the Managing Director to be signed.
 - f. The signed agreement by all parties will be send to the student by email
 - g. The signed agreement will be posted in Osiris with other documents

*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.

To do list: www.studiegids.tue.nl

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- Uploading reports –
 - For **MW**-students:
 - The **draft** report must be emailed **4 weeks** after completion of the Internship to your **TU/e mentor** and **academic advisor** (cc.). Check your Registration Internship form for the final date.
 - 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.

- Confidentiality Report form (for all students)
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 professor fill in the form and sign it.
 - Return the signed version by emailing it to 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.