

## Internship abroad - Academic Year 23/ 24

### *Changes*

Compared to the latest version of this checklist, there are some changes in the organization and finalizing of your Internship procedure. The following things are changed:

- Confidentiality for Internship
- Change in process uploading reports
- Print screen of the color code of the visiting country

## Index:

Internship abroad - Academic Year 23/ 24 .....	1
<i>Changes</i> .....	1
Index: .....	2
1. Opening hours - International office – online, by phone or email.....	3
2. Short checklist.....	4
3. Extended Checklist .....	4
Before the Mobility .....	4
<i>8 months - Before the start of your internship</i> .....	4
Required Documents before the start of the internship .....	6
<i>2/ 3 months - Before the start of your internship</i> .....	7
Mobility Online.....	7
Specific actions .....	8
4. Internship Contracts .....	8
5. Grants .....	9
Various scholarships .....	9
<i>Erasmus+</i> .....	9
<i>Erasmus Placement</i> .....	9
<i>Funds International Experience (FIE)</i> .....	9
<i>Holland Scholarship (HS)</i> .....	9
6 During the Mobility Online .....	10
7 After the Mobility .....	10
REports.....	10
<i>Draft report</i> .....	10
<i>Final REPORT</i> .....	10
Confidentiality .....	11
Grades .....	11
Mobility Online.....	11
Proceed with organizing your preparation/ project phase.....	11

## 1. Opening hours - International office – online, by phone or email

*Monday to Thursday*

*08:00 - 09:00 hrs.*

*10:30 - 11:30 hrs.*

**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 you can call me by phone. Please dial [0031-\(0\)40-2472448](tel:0031-40-2472448)

**email** [me.internship@tue.nl](mailto:me.internship@tue.nl)

If you have questions with regard to the following topics, please send an email to the internship mailbox.

- Registration Internship forms
- Color code of the country of your choice
- Verklaring onderwijsinstelling bij OV-vergoeding buitenland (only for Dutch students)
- Mobility Online related questions
- Declarations regarding your internship
- General questions
- GPA related questions (original email with request is mandatory)

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.

## 2. Short checklist

➤ More information on each topic can be found below in the **extended checklist**

- ☐ Preparation
- ☐ Website information
- ☐ Exam program
- ☐ Exemption (Government) – Section MM
- ☐ Registering
- ☐ Double Degree
- ☐ Internship contracts
- ☐ Nuffic agreement
- ☐ OV- verklaring (only for Dutch students)

## 3. Extended Checklist

### Before the Mobility

*8 months - Before the start of your internship*

- ☐ **Start in time with a meeting with your mentor** to discuss the possibilities of your internship
- ☐ Regular internship – 11 weeks – 15 EC
- ☐ Extended Internship – 14 weeks – 15 + 5 = 20 EC (Internship & Extension)
  - Extended Internship - the project should be large as well. Just doing an extended Internship only for the credits is not possible.
- ☐ In case you have questions regarding your study progress please contact your Academic Advisor
- ☐ You all can choose whether to go to a company or a university; there is no longer a restriction for Pre-Master students for this.
- ☐ Prepare organization-wise [here](#) (central) and at the website of the specific master – curriculum – Internship – downloads
  - [AT](#)
  - [ME](#)
  - [S&C](#)
  - [SET](#)
- ☐ Visa (only for specific countries) -
  - The TU/e cannot arrange this for you.
  - Call the embassy yourself for more information.

To do list: <https://educationguide.tue.nl/>

Upload internship report: <https://tuenl.sharepoint.com/sites/MESstudentreports/>

General Internship questions [me.internship@tue.nl](mailto:me.internship@tue.nl)

- ❑ Arrange housing **before** departure.
  - You could contact your supervisor or the International Office at the Internship company/ university regarding this matter.
  - Ask for help, useful links,
  - check in the experience reports,
  - also check on Airbnb, etc.
  - Please contact your supervisor at the company or university for more information.
- ❑ **Embassy** –The quickest and best way is to directly contact the appropriate embassy. Only they can provide you with the most accurate information. You might also check the experience reports of the appropriate country/ city for possible pointers.

## Required Documents before the start of the internship

### ❑ Exam Program

- Check if you already filled out the **Exam Program** and if you already submitted it. If not, check the to-do list of the specific Master. it is mandatory to submit your study program **before** the registration of your internship.
- Make sure that in case of an **extended Internship** the extension is approved and processed onto your exam program or change form. A check will be done.
- Fill in the form, let your mentor sign it and email the signed form **BEFORE** the start of your Internship to the CSA.
  - ME – [me.csa.me@tue.nl](mailto:me.csa.me@tue.nl)
  - AT, SET or S&C – [me.csa.at.set.sc@tue.nl](mailto:me.csa.at.set.sc@tue.nl)
- It needs to be processed and confirmed also **BEFORE** the start of your Internship

### ❑ Exemption (Government)

- Students from the **section Mechanics of Materials (MM)** should have arranged the exemption via the government **BEFORE** organizing the internship.
- If you did not apply for the exemption yet, this implicates that you have to stop the organization of the internship until the outcome of that application is known.
  - Consequence is then that the start date needs to be postponed.

### ❑ Double Degree – Make sure that in case of a double degree,

- you have to register your Internship at **both departments** with regard to an Internship in the Netherlands or at the TU/e.
- Also submit the appropriate form to the Examination Committee.
- For an Internship abroad please mention both masters with department in the remark field in Mobility Online.

### ❑ DUO/ OV-verklaring (for Dutch or European students only. Only applicable when you have “reisproduct”)

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

- Stop your OV-card temporarily – [Link](#)
- OV-compensation during your stay abroad. (under the blue part “aanvragen”) – [Link](#)
  - Fill in the form and
  - sign it, then
  - send it by email to **International Office** [Me.internship@tue.nl](mailto:Me.internship@tue.nl)
  - the form will be signed and returned
    - 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*).

## 2/ 3 months - Before the start of your internship

### ❑ Registering

- Your Internship will be registered once you fill out an application in Mobility Online
  - **Your TU/e supervisor needs to be a/an:**
    - Assistant Professor
    - Associate Professor
    - Full Professor
  - Submit the application at the latest 6 weeks (\*) prior to the start of the Internship but preferably sooner about 2 – 3 months prior.
  - You will **NOT** need to register yourself for the Internship in Osiris
  - You will **NOT** get an alert from Osiris that your Internship is registered. This is a behind the scene action.

### NOTE (\*)

1. When the application is started too late, this means that you need to start your Internship later!
2. When information is not correct in Mobility Online this could also affect the start date of the Internship!

- ❑ Once all parties agree on the project and the dates are confirmed **then** you can start with the registration of it by filling out an application in Mobility Online.
- ❑ Having **no accommodation** yet is NOT a valid reason not to start the registration procedure in Mobility Online.
- ❑ Always check if you are **allowed** to travel to the specific country.
- ❑ Depending on answering scholarship question later more steps will appear in Mobility Online.
- ❑ More information regarding Internship can be found on the website – per Master – Curriculum - Internship – downloads – checklist.

## Mobility Online

- ❑ Mobility Online is our Online registration System for all Internships abroad.
- ❑ *All required documents are embedded in the system* as well as applying for a scholarship. If a scholarship is granted to you, depends on various factors.
- ❑ Please also check the document **user manual for students** (see the website per master – curriculum – internship - downloads) as a guidance during the process through Mobility Online. It will clarify some steps which saves you time.
- ❑ Register your internship in Mobility Online (MO) and proceed with the applicable steps within the system. You can find the link [here](#).
- ❑ You will receive emails from the email address - [internationalmobility@tue.nl](mailto:internationalmobility@tue.nl) (this is a noreply mailbox)
- ❑ Make sure to only use the embedded version of the Learning Agreement embedded in Mobility Online and **not** the one provided by your university you are going to execute your internship. I hope this will clarify some steps and the appropriate actions that need to be taken.
- ❑ Please carefully read the **yellow textboxes** in Mobility Online.
- ❑ With regard to the Proposal form and the Learning Agreement please see the user manual for students for the order of signing the document (Master – curriculum – internship – downloads).
- ❑ The **Grant Agreement** that needs to be signed by Anneroo's Dijkhuis please make sure that her signature is on it and upload the document when **both signatures** are on it.
- ❑ Remark field:
  - i. Double Degree
  - ii. Regular - or extended Internship (15 or 20 erts)
  - iii. Special remarks

- ❑ A new procedure within Mobility Online is the DLA (= Digital Learning Agreement) this part is not applicable to everyone. You will find out in Mobility Online if it is. This step might take up a little longer. It is mandatory from the European Committee in Brussels.
- ❑ If you want you can check the [Experience reports](#) from other students being to the designated country or even the same place. Here you can find tips and tricks, the do's and don'ts and perhaps pointers on how to find housing

### Specific actions

- ❑ Check on this [website](#) by “reisadviezen” for the color code **2 weeks prior** to the start of the Internship (= **start of the Internship NOT** the date when you are going to travel) of the country of your choice.

## 4. Internship Contracts

Taking care of your internship contract may take several weeks, or even months. Start well in time. Please check if this is applicable for you in time at the company.

- ❑ Internship contract for all students executing an Internship
  - Please use the standard and approved “**workplace agreement**” (standardized Internship contract) in all cases *when a company does not require a specific Internship contract*.
    - Then please use the approved format on the [website](#) (see downloads).
    - No modifications can be made on this document except for the open spots to fill out the requested information.
    - If changes are made, the below mentioned procedure will apply
  - If a deviating agreement format is used, and if the university needs to sign this contract, then the student should **always needs approval from our institutional legal advisor**, specialized in education law.
    - Usage of an [Internship agreement](#) - Check on specific agreements if applicable
    - Please bear in mind that:
      - An Internship agreement cannot be signed by your TU/e supervisor or mentor.
      - in case of another version of an agreement you need to encounter 2 weeks per check of our legal department.
      - in case of several checks or even one this *might cause a delay in the start date of your Internship*.
      - Our legal advisors may not accept the proposed text. In that case, it's students' responsibility to request the company / institute to change the text as proposed by our legal advisor (and no other text) in the contract. That may take several weeks as well.
      - After the contract is signed by the company and the student, it needs to be sent to TU/e for a signature on the email address mentioned below.
      - A copy signed by the responsible manager from TU/e is sent to you, and uploaded into your OSIRIS student file.
      - The contract CANNOT be signed by your TU/e supervisor (scientific staff).
      - Please send your internship contract to [me.internship@tue.nl](mailto:me.internship@tue.nl) if TU/e needs to check and sign it.
      - If the student is the only one to sign a contract, then it is your own responsibility if you sign the contract. Please see the website for pointers.



## 5. Grants

- ❑ **Important:** apply **at least 3 months** before the start of your Internship! *This is only applicable when you are going to execute an extended Internship.* This is done by using the link you can find under – *Before the Mobility – Mobility Online.*
- ❑ Applying for a scholarship is embedded in Mobility Online.
- ❑ **Important:** if you are going to execute a regular Internship, in that case you cannot apply for a scholarship, but you need to fill out the scholarship questions otherwise you cannot proceed in Mobility Online.
- ❑ There are several grants/ scholarships. You need to know the following:
  - You yourself **cannot choose** which scholarship you would like to get
  - The decision is based on:
    - company or university,
    - do we (our department) have an Erasmus agreement with the university,
    - duration of you Internship;
    - country where the internship takes place; and
    - compensation from the Internship company earned during the Internship.
      - If the compensation is 1000 Euro or more – there will be **no grant**
  - A **partial grant or a zero-grant is also possible**
  - The received scholarship/ grant is a one-time amount **NOT** a monthly one.
  - 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.

### Various scholarships

*Erasmus+* - Our department need to have an Erasmus bilateral agreement with this specific university and department in a country within the EU/ EEA

- 1 time payment

*Erasmus Placement* – A company within a country of the EU/ EEA

- In case of an internship compensation higher than 1000, - euro a zero grant is then the outcome.
- 1 time payment (when applicable)
- 

*Funds International Experience (FIE)* – A company or university in a country in- or outside the EU/ EEA and we do not have an agreement with it.

- 1 payment 75% before the Internship
- 1 payment 25% after the mobility

*Holland Scholarship (HS)* - Deadlines apply for this scholarship.

Criteria & deadlines on what to do to apply for the HS Scholarship

<i>Deadline to complete your application in Mobility Online to the criteria's (start in time I cannot prioritize any applications) *</i>	<i>Start of your internship (NOT Mobility) is within this period</i>
<b>June 1<sup>st</sup> 2023</b>	July 1 <sup>st</sup> – September 30 <sup>th</sup> 2023
<b>September 1<sup>st</sup> 2023</b>	October 1 <sup>st</sup> – December 31 <sup>st</sup> 2023
<b>December 1<sup>st</sup> 2023</b>	January 1 <sup>st</sup> – March 31 <sup>st</sup> 2024
<b>March 1<sup>st</sup> 2024</b>	April 1 <sup>st</sup> - June 30 <sup>th</sup> 2024

(see next page for the requirements)

To do list: <https://educationguide.tue.nl/>

Upload internship report: <https://tuenl.sharepoint.com/sites/MESstudentreports/>

General Internship questions [me.internship@tue.nl](mailto:me.internship@tue.nl)

- You need to have a grade average of at least 8,0. (this does not guarantee that you will get a HS grant)
  - (\*) On the deadline all applicants will be judged on the following:
    - Signed proposal form (by all parties) must be already uploaded in Mobility Online
    - Grade average from all selected applicants from high to low. Based on the number of available grants a choice will be made by my colleague in order of grade average. So, a grade average of 8,0 might not be high enough to get a grant.
      - No action required from you.
    - You will automatically be informed in case a grant has been selected for you.
      - No action required from you.
  - It is possible that you will stay longer at a certain step in Mobility Online due to the deadline of the Holland Scholarship.
- ☐ You can also find a scholarship yourself through [www.nuffic.nl](http://www.nuffic.nl) / [beursopener](http://beursopener.nl)
  - ☐ Other scholarships are for example: VSB, Fulbright, HSP Talent program, etc.
  - ☐ In case of a regular Internship – **NO** scholarship is possible.

## 6 During the Mobility Online

- ☐ Please bear in mind that there are some steps in Mobility Online that need to be taken care of during your stay at site
- ☐ Make sure to let someone at the internship site sign a document to confirm your arrival- and end date (Statement of Host institution - if applicable)

## 7 After the Mobility

### REPORTS

#### Draft report

- The draft report must be emailed **before or on** the end date of your Internship to your:
  - **TU/e supervisor** and
  - **Academic advisor** (cc.).

#### Final REPORT

- 4 weeks after the end date of your internship, all students it is mandatory to upload the **Final** internship report in [SharePoint](#)
  - Pay attention to the upload instructions! (see below)
    - requirements on the title page (see education guide).
    - You do **NOT** have to check in the report in SharePoint.

Dear Student,

#### Your attention please!

Before uploading your report; File(s) must be uploaded in .PDF format.

Use your Student Identitynumber to name your document.  
i.e. 7023456-Subjectreport.pdf

Do not use the characters: ~ # % & \* { } \ : < > ? / + | " in your documentname, it will be rejected by the system.

1. To upload a document click 'Upload'.
2. Click 'Files' to select the file then click "OK".
3. Provide the missing metadata
4. Make sure to select the correct report type.
5. Make sure your document is "Checked In"

### Confidentiality

#### “Confidentiality

You always have to upload your internship report.

By Dutch law, it needs to be stored for a limited time (2 years) within TU/e systems. During that time, it can be used for quality purposes. No scientific staff or students can access internship reports from this master's program in the TU/e systems. After the legal storage time, internship reports from this master's program are deleted from the TU/e systems. “

- ☐ No confidentiality forms are necessary.

### Grades

- ☐ Result forms for your supervisor to grade your Internship can be found on 4DOCENT on Canvas. Your supervisor has access to this.
- ☐ The result form your supervisor has to be mailed to [me.csa.me@tue.nl](mailto:me.csa.me@tue.nl)
  - Subjectline – *Grade – id. Number student – name student*
- ☐ Rules with regard to your presentation is in consultation with your TU/e supervisor or mentor
- ☐ More information with regard to your report can be found on the Internship website of each master (Curriculum – Internship).
- ☐ **Important:** The grade of your Internship **will not be processed** if you did not upload your final report in SharePoint.

### Mobility Online

- ☐ Please bear in mind that when Mobility Online asks for a Transcript of Records (TOR) this action is for the International Office. Once your grade (given at the TU/e) has been submitted into Osiris, I will take care of this action.
- ☐ Once all steps have been processed in Mobility Online, I will forward you to the step “activity finished” only then no further actions are necessary. Before that check it is important to proceed in Mobility Online to finish all steps.
- ☐ I hope you have had a good time abroad. Please make also sure to finalize the steps in Mobility Online before starting the organization of your Graduation Project.

### Proceed with organizing your preparation/ project phase

- ☐ Please check the to-do list how to proceed