

To do list: [www.studiegids.tue.nl](http://www.studiegids.tue.nl)  
Upload internship report: <https://tuenl.sharepoint.com/sites/MEStudentreports/>  
contact for all students and questions [me.internship@tue.nl](mailto:me.internship@tue.nl)

## Internship at the TU/e or within the Netherlands

### Update on TU/e policy for Academic Year 2022 – 2023

Important update on the TU/e International Experience program for the academic year 2022/2023:

Based on current developments, the current Corona policy of the Netherlands, the possibility of travelling to many countries TU/e has partnerships with for exchange worldwide and the further relaxation of Corona measurements in many countries since the beginning of this year.

TU/e will allow all forms of physical mobility again under specific conditions. If you have any questions, please contact your departmental exchange coordinator.

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

<p><i>Monday to Thursday</i> <i>08:00 - 09:00 hrs.</i> <i>10:30 - 11:30 hrs.</i></p>
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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 you can call me by phone. Please dial [0031-\(0\)40-2472448](tel:0031-(0)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. Preparation

### Short checklist

- Prepare in consultation with your mentor
- Prepare organization-wise [here](#) (central) and at the website of the specific master – curriculum – Internship – downloads
  - [AT](#)
  - [ME](#)
  - [S&C](#)
  - [SET](#)
- Submit your study program at 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)
- Register for your internship by filling out the Registration Internship form. You can find on the website (Master – curriculum – Internship – downloads). Submit the form at least 2 weeks prior to the start of the Internship.
- 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.
- Usage of an [Internship agreement](#) - Check on specific agreements if applicable

### Extended Checklist

3 – 8 months - Before you start the registration 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.
- You do **not** have to register your internship in OSIRIS
- You do have to fill out the Registration Internship form.

### REQUIRED DOCUMENTS BEFORE THE START OF THE INTERNSHIP

- Students from the **section Mechanics of Materials (MOM)** should have arranged the exemption via the government BEFORE organizing the internship. If this is not done, you have to stop the organization of the internship until the exemption is granted.

- ❑ 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:
    - 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)
- ❑ If you are a student from one of the master's Automotive Technology (AT), Sustainable Energy Technology (SET) or Systems and Control (S&C) 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 on your graduation program by our examination Committee. A check will be done.
- ❑ 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.

### 3 Before the Mobility

#### Starting the registration of your internship

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

- ❑ Once all parties agree on the project and the dates are confirmed **then** you can start with the registration of it by filling out a "Registration Internship" form.

### 4 General Administration

#### INTERNSHIP CONTRACTS

Please bear in mind a couple of weeks for this procedure. 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 other 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.
    - To achieve this approval the student should e-mail a copy of the agreement to [Me.internship@tue.nl](mailto:Me.internship@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 [Me.internship@tue.nl](mailto:Me.internship@tue.nl)
  - h. The agreement is submitted for signature to the Manager ESA
  - 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. The advice from the Education Lawyer is that **there are changes**.
  - i. **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.
    - b. Ensure that the amended agreement is signed by the student
    - c. Ensure that the internship company signs the amended agreement
    - d. Email the signed agreement together with the advice of the Education Lawyer to [me.internship@tue.nl](mailto:me.internship@tue.nl)
    - e. The agreement is submitted for signature to the Managing Director
    - f. The agreement will be returned signed
    - g. You will receive the signed agreement by email.
    - h. 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. Please see the website for pointers.

## 7 After the Internship

### REPORTS

- For **ME**-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 in SharePoint.
  
- 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.

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**"

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

#### CONFIDENTIALITY

- You must mail the "Confidential report" form first and later upload the report even when confidential.**
  - If your report is confidential, you can download the form on the website "**Confidential report**" per master curriculum - Internship –downloads.
  - Let your supervisor fill in the form and sign it.
  - Return the signed version by emailing it to:
    - For **Master ME** - [me.csa.me@tue.nl](mailto:me.csa.me@tue.nl) two weeks prior to the upload of the final report [here](#).
    - Do **NOT** upload the "confidential report" form in SharePoint!
    - For **Master AT, SC and SET** - [me.csa.me@tue.nl](mailto:me.csa.me@tue.nl) **two weeks** prior to the upload of 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.

#### 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 mail to [me.csa.me@tue.nl](mailto:me.csa.me@tue.nl)
- Rules with regard to your presentation is in consultation with your TU/e supervisor and your mentor
- More information with regard to your report can be found on the Internship website of each master under Curriculum.

## 8 General

#### INFORMATION

- Please find below some website for more information on Corona
- Corona Q&A [information](#)
- Please check the to-do list how to proceed