

Internship at the TU/e or within the Netherlands - 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
- Internship at TNO – additional information
- Change in process uploading reports
- In addition to the standard Internship agreement for Non-EU/EEA students (Nuffic agreement) an Workplace agreement is mandatory

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To do list: www.studiegids.tue.nl
Upload internship report: <https://tuenl.sharepoint.com/sites/MESstudentreports/>
contact for all students and questions me.internship@tue.nl

1. Opening hours – ME Internship 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 Internship contact (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

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

- General questions or questions related to an Internship
- Registration Internship forms
- Verklaring onderwijsinstelling bij OV-vergoeding buitenland – OV-verklaring (only for Dutch students)
- Mobility Online related questions
- Declarations needed for your internship
- GPA related questions (original email from university with specific 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 of 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

3. Extended Checklist

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.
- ☐ You do **not** have to register your internship in OSIRIS
- ☐ 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.
- ☐ You do have to fill out the Registration Internship form.
- ☐ **Website information**
 - [AT](#)
 - [ME](#)
 - [S&C](#)
 - [SET](#)

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
 - AT, SET or S&C – 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.

❑ Nuffic agreement

- are you an *International student and your nationality is from a country outside the EU/EER?*
- You need to have a Nuffic Internship agreement . → You can find it on the website (Master – curriculum – Internship – downloads).
- In addition to the Nuffic Internship agreement a Work Place agreement is mandatory
 - Make sure that your Internship company has a **signed copy of the Nuffic agreement** available for the IND 24/7
 - Make sure that your Internship company has a **copy of your ID**
 - Make sure that your Internship company has a **copy of your residence permit**

To do list: www.studiegids.tue.nl

Upload internship report: <https://tue.nl/sharepoint.com/sites/MEStudentreports/>
contact for all students and questions me.internship@tue.nl

2/3 months - Before the start of your internship

❑ **Registering**

- Your Internship will be registered once you fill out the **Registration Internship form** (*Master – curriculum – Internship – downloads*) and let it sign by your TU/e Supervisor.
 - **Your TU/e supervisor needs to be a/an:**
 - Assistant Professor
 - Associate Professor
 - Full Professor
 - Submit the form at the latest 4 weeks (*) prior to the start of the Internship but preferably sooner to → me.internship@tue.nl
 - You will receive a confirmation once approved and processed into Osiris
 - 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 form is submitted later than the 4 weeks prior → this means that you need to start your Internship later!
2. When information is not correct on the form this could also affect the start date of the Internship!

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 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.

TNO

- ❑ Please note that in case of an Internship at TNO a special process has been agreed upon between TNO and our department. So, please **do not send** emails to the Internship mailbox with regard to personal information related to the person that has to sign the contract. This is all known by TNO and part of the process.
 - Please make sure that the dates given to TNO are the same as the one agreed by the Internship Office.
 - Any discrepancies will delay your start date at TNO.

5. After the Internship

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
 - 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.

Proceed with organizing your preparation/ project phase

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