

## Internship abroad

### 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.

The procedure is the same for both internship to a country within or outside Europe.

## Index:

Internship abroad .....	1
Update on TU/e policy for Academic Year 2022 – 2023 .....	1
Index: .....	2
1 Opening hours - International office – online, by phone or email.....	3
2 Preparation .....	4
Short checklist.....	4
Extended Checklist .....	4
3 – 8 months - Before you start the registration of your internship.....	4
REQUIRED DOCUMENTS BEFORE THE START OF THE INTERNSHIP.....	5
3 Before the Mobility.....	5
Starting the registration of your internship .....	5
Mobility Online.....	5
Limitations to the internship .....	6
Specific actions .....	6
4 General Administration.....	7
Internship contracts .....	7
Grants.....	8
Accommodation.....	9
OV-CARD / REISPRODUCT.....	10
6 During the Mobility Online .....	10
7 After the Mobility .....	10
REPORTS .....	10
Confidentiality .....	11
Mobility Online.....	11
Grades .....	11
8 General.....	11
Information .....	11

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)

## 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-(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)

## 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](#)
- Check on the color code of the country you are going to visit
- 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 in Mobility Online (all required documents are embedded in Mobility Online)
- You will receive emails from the email address - [internationalmobility@tue.nl](mailto:internationalmobility@tue.nl) (this is a Noreply mailbox) after that you have been forwarded by my colleagues or me.
- 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.
  - For an Internship abroad please mention this in the remark field in Mobility Online.
  - Also submit the appropriate form to the Examination Committee.
- Applying for a scholarship is embedded in Mobility Online.
- Usage of an Internship agreement - Check on specific agreements if applicable (mind the duration)
- 2 weeks prior to the start send print screen of the color code of the country
- Visa (only for specific countries) -
  - The TU/e cannot arrange this for you.
  - Call the embassy yourself for more information.
- Accommodation –
  - The TU/e cannot arrange this for you.
  - Please contact your supervisor at the company or university for more information.
- OV-card/ Reisproduct

### 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.
- Encounter at least 6 weeks prior to the start of your internship for the procedure in Mobility Online.
- You do **not** have to register your internship in OSIRIS
- You do **not** have to fill out the Registration Internship form.
- Prepare yourself by looking into experience [reports](#) what other students wrote about the area you are going to stay at during your internship. Perhaps this might be of help to you.

#### 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. 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.
  - For an Internship abroad please mention this in the remark field in Mobility Online.
  - 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 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.
- ❑ 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. Depending on your answers 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

- ❑ 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 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.
- ❑ Please carefully read the **yellow textboxes** in Mobility Online.

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)

- ❑ 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 Anneroos 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 ects)
  - 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 later longer. It is Mandatory from the department in Brussels, but it does not working properly at the moment. Apologies for the inconvenience this might cause.

#### Limitations to the internship

- ❑ Check on this [website](#) by “reisadviezen” for the color code of the designated country.
  - Scroll down for a picture of the country with the color code.
- ❑ Green color code – you are free to go to this country for your internship
- ❑ Yellow color code – you are free to go to this country for your internship
- ❑ Orange color code – depending on the reason why the color is orange it is (not) possible
- ❑ Red color code – you are not allowed to go to this country

*\* 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 designated country. Please inform the Departmental Exchange Coordinator about this.*

#### Specific actions

- ❑ **2 weeks prior** to the start of the Internship (= **start of the Internship** project **NOT** the date when you are going to travel) of the country of your choice (within Europe) you need to mail me a print screen to [me.internship@tue.nl](mailto:me.internship@tue.nl)
  1. 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
  2. It is mandatory that the print screen **must contain** the following parts:
    - i. Visiting country
    - ii. Color code
    - iii. Name of the specific website <https://www.nederlandwereldwijd.nl/reisadvies> and the “travel advice/ reisadviezen”.
    - iv. Date it was taken

- In between the two (2) weeks prior to the start of your Internship the color code might change, then the following is applicable:
  1. 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.
  2. 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*)

## 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.

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)

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.

- **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.

#### Grants

- **Important: apply at least 3 months before the start of your Internship!** This is done through using the link you can find under *3 – Before the Mobility – 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**
  - It is mandatory that you work **3 full months** on your Internship
  - 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.
- The **various grants** are:
  - **Erasmus+** - Our department need to have an Erasmus bilateral agreement with this specific university and department in a country within the EU/ EER
    - 1 time payment
  - **Erasmus Placement** – A company within a country of the EU/ EER
    - In case of an internship compensation higher than 1000, - euro a zero grant is then the outcome.
    - 1 time payment
  - **Funds International Experience (FIE)** – A company or university in a country in- or outside the EU/ EER 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.



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)

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

- 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 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 – in order to be eligible for scholarship/ grant when executing a regular internship, you need to work full-time on your (draft)report in between the end date of your internship until the full 3 months. No travelling is allowed during that time (except during the weekend). Deviating from this might result in a refund of the received amount of your scholarship/ grant is then mandatory.

#### Accommodation

- ❑ 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.

#### OV-CARD / REISPRODUCT

#### ❑ 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. (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*).

## 6 During the Mobility Online

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

## 7 After the Mobility

#### 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/MESstudentreports/>
  - 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/MESstudentreports/> .
  - 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.

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)

#### 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.

#### 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 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 yourself 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.

#### 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