

International Experience

Study Guide for Industrial Internship, 6MA20, at a company abroad

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Websites: <https://educationguide.tue.nl/>
<http://edu.chem.tue.nl/6Z001/>
<https://educationguide.tue.nl/broadening/exchange-programs-for-studying-abroad/>

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Nuffic scholarships website: <http://www.nuffic.nl/>

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1. Introduction

This document is the guide for your International Experience. It serves as the starting point for your enrollment. It should provide you with everything you need to know how to organize your experience abroad, or it will show you where you can find the information you need.

This guide focusses on internships at a foreign company. In the next chapters, these steps are explained in detail. For courses or research projects at a university we refer you to the course guide.

1.1. International Experience

During your stay at a company abroad, you have the opportunity to further focus on subjects from your Graduate School (GS) program or broaden your field of interest towards other subjects. During your International Experience you will also experience the culture and lifestyle of the host country and live within a community of local and exchange students. Typically students describe their International Experience as a unique and exciting time.

1.2. Requirements and responsibilities

To be allowed to take part in the Graduate School International Experience, TU/e has a number of requirements. These are as follows:

- You have successfully completed your Bachelor's or Pre-Master's program.
- Your VWO or HBO grade for English is equal to or higher than 7 (or comparable score: IELTS, at least 6.5; TOEFL, at least 90 points; Cambridge CPE-C including CAE-E); if you do not meet this requirement, you must take a diagnostic English test to assess your level of English.
- Students from outside the European Union with a Scholarship from the Amandus Lundquist Scholarship Program may not spend part of their master program outside the Netherlands, meaning that they will spend the industrial internship in the Netherlands.

As well as these requirements, there may be additional requirements depending on which company you apply to. The company should state these requirements when you apply.

If you meet the above requirements, you are allowed to enter the International Experience. During this semester, you have a number of important responsibilities as a student. Below is an overview of the parties involved in your International Experience in the form of an Industrial internship and their responsibilities:

- Internship coordinator: The Internship coordinator is responsible for informing you about any procedures that apply to you, helping you through the company's application procedure and supporting you through the TU/e procedures.
- Your mentor: Each student enrolled in an MSc program is assigned to a teacher in the department. This mentor is responsible for helping you to explore the type of study during the International Experience, the destination and the subjects to enroll in. For any questions or comments about the role of the mentor, please visit the online education guide: <https://educationguide.tue.nl/>.
- You as a student: Students enrolled in the International Experience are personally responsible for organizing their application and stay at a company.

1.3. General Course of business

Your International Experience generally consists of one of the following types of content:

- Research project at a company. You can carry out a research project at a company, while being supervised by a staff member at the company as well as by the Internship coordinator.

- Internship at a company or organization in another country. You carry out an internship at a company or organization. Supervision is by an employee affiliated with this company/organization and by the Internship coordinator.

1.4. Final thoughts

An important note is that for a successful International Experience a lot of responsibility lies with you. In addition, the International Experience requires some organizational effort from you to make sure you study abroad properly.

This guide will help you deal to with these tasks. The next section includes an overview of the actions that you have to take. You are strongly advised to stick to these steps and deadlines so you can make informed decisions and keep your options open in regard to the International Experience. Of course the Internship Coordinator , your mentor and STU are there to help you when needed.

2. Overview of actions

A list of the actions required throughout the International Experience, including phases, is given below. We also again remind you that you are ultimately responsible for meeting all requirements for successfully completing the International Experience. Please read the complete guidelines for internships on <http://edu.chem.tue.nl/6Z001/>. All forms needed for the Internship can be found on this site.

2.1. Phase A: in search of an internship

Register for the internship At least one year before the desired start of the internship:
<ul style="list-style-type: none">• Send an email to p.p.koets@tue.nl with the following details:<ul style="list-style-type: none">○ first name and last name○ ID number at TU/e○ e-mail address at TU/e○ master track○ approximate starting date of internship○ preferred country/region• Organize directly after sending the email an Intake Interview via Outlook Calendar with Peter Koets (Internship coordinator) .• Prepare an up-to-date CV and send it to p.p.koets@tue.nl well before the meeting
<ul style="list-style-type: none">• Inform yourself about the possibilities of an Industrial Internship: talk to other students and attend their presentations. All students have to attend at least 12 presentations.

2.2. Phase B: before the internship

<ul style="list-style-type: none">• Fill in the Internship Description Form as soon as details are available, and submit to Ir. Peter Koets for approval. Only after approval can an internship be started.
<ul style="list-style-type: none">• Fill in TU/e forms for the international internship.
<ul style="list-style-type: none">• Make arrangements: preparation travel, finance, insurance, housing, transport, preparing on subject, etc
<ul style="list-style-type: none">• Make an appointment with Peter Koets for briefing before leaving. Subjects: discussion of a filled-out FORM_A and of grading and reflection etc. Together with the Internship coordinator, set a date for your internship presentation at the University before you leave.

2.3. Phase C: during the internship

<ul style="list-style-type: none">• Report your arrival at the internship address using e-mail: give full address update, including possible company e-mail address, phone and Skype name. Check your e-mail regularly.
<ul style="list-style-type: none">• Midterm evaluation halfway through the internship: send a completed FORM-B; ask also midterm-feedback on your performance from your company coach. Plan a phone meeting with the Internship coordinator to discuss it prior to the midterm visit/Skype evaluation.
<ul style="list-style-type: none">• Midterm Visit of Internship coordinator to the company/Skype evaluation.
<ul style="list-style-type: none">• Plan in time the reporting phase within your company (e.g. corrections/commenting of draft by supervisor; hand in of final version; approval by legal officer), ask for the grading form to be filled out and discussed in a final performance interview with supervisor. Discussing the grading form is compulsory because feedback on performance is important. Take your leave in an appropriate manner.

2.4. Phase D: after the internship

- Debriefing as soon as you're back at TU/e, to hand in your technical report (hard copy), Reflection report (grading and reflection) and filled-in final grading form, get 14 credits. Give title of your internship presentation.
- Evaluation and discussion of the internship report, reflection report, company feedback.
- Try-out presentation at STU on Monday preceding your presentation at the Department, see important details and presentation guidelines on <http://edu.chem.tue.nl/6Z001/>.
- Give the final presentation at the Department, discussion, evaluation, final grading
- Describe your international experience in a short report (2 A4 pages max) and hand in this report to STU.

3. Choosing a company

The first step to enter the International Experience involves checking and selecting potential companies for your internship. In general, this means that you should become aware of companies you are interested in spending your International Experience and meet all requirements.

In general there are several factors that may play a role in what you consider to be an attractive company:

- Contacts between professors of the TU/e and the external company.
- Subjects a company represents. Consider subjects that you want to focus on during your International Experience. This may include subjects from your MSc program which you want to explore further. You can also consider subjects that are somewhat outside your MSc program, although these should still be related to your program. You can select companies based on whether they represent subjects in which you are interested.
- Quality. In other countries, the quality of companies can vary more than you may be used to in the Netherlands. When considering a company, make sure the level of the internships that are offered meet the requirements of the Internship coordinator .
- Work schedule: please be aware that the start of an internship could conflicts with the end of our semester. Make sure you will be able to take your TU/e exams! You want to finalize before end of academic year? If the Industrial Internship is your very last course, you should have started the internship on 1 May at the very latest, and finished and presented mid-August.
- Culture of the country. Depending on the country or region, your International Experience may differ for cultural or geographical reasons. Aspects you could consider are climate, cost of living, crime rate, cultural habits, accessibility, travel costs etc. A destination may also be considered because of interesting sights, such as architecture, nature, history etc.

The Internship coordinator provides a number of ways to explore these aspects of possible destinations. The steps through which you can choose a company are explained below. The steps are bounded by the deadlines on which you need to be finished; see Overview of actions.

3.1. Finding a company on your own

Arranging an internship on your own is complex. Some tips for organizing this are given below:

- Start organizing early. If you are considering a company that is not known to the Internship coordinator you need to start taking action at an early point. Applying in this case means considerable correspondence and getting through multiple stages with the company.
- Involve your mentor. Discuss with your mentor which companies you are considering and try to involve your mentor in the application procedure: your mentor may have contacts with this institution and/or could give you a recommendation there. When checking your potential companies, your mentor can also advise you which company may be attractive to you.
- Involve the International Office. The International Office can organize, or inform you about, additional matters such as insurance and scholarship.
- Make a 'Plan B'. Especially in the early stage of applying it is usually uncertain whether you will be accepted. To make sure you will have an International Experience you should also have a back-up plan. We recommend you apply for multiple internships.

3.2. Meet with the Internship coordinator

After you have finished reviewing potential companies, you must organize a meeting with the Internship coordinator . You can find the deadline for this under 'Overview of actions'. During this

meeting you will discuss all the companies you are interested in. Before this meeting, make sure you have prepared the following:

- Consider which fields of study you would like to spend time on during your International Experience.
- Make a selection of companies that you like. Based on experiences, requirements and your own review of these companies. Try to come up with a number of companies that you prefer.
- An internship (abroad) isn't cheap. Contact the Internship coordinator and the International Office for possible grants.

4. Applying to a company

For the arrangement and preparation of an internship abroad it is important to start early, at least one year in advance. This due to the diverse formalities, but also deadlines for the application of grants, funds, scholarships and visa, the time to find an accommodation, insurance etc.

Please note: during the application procedure it is usually made clear which specific documents and/or agreements have to be submitted. Gathering these forms can take quite some time. We therefore strongly recommend that you start applying as soon as possible.

The application procedure involves submitting a number of forms. These are needed to confirm your application, indicating your English level, scholarship grant etc. After you have been accepted, you must submit these forms to the TU/e. During the application procedure, if anything is unclear to you please contact the International Office (io.ce@tue.nl). To prepare for an international exchange or external internship the Centre for Languages and Intercultural Communication (CLIC) offers English language courses.

4.1. Submit company forms

As well as different types of personal information, the company may require a number of documents during the application procedure. This varies between institutions.

An overview of documents that may be required is given below:

- Academic Record / Transcript of Records: An overview of Experiences that have been completed (made by the International Office)
- Identification
- Learning Agreement: See description in the next section
- Motivation letter: Some institutions select, among other factors, applications based on a letter of motivation
- English level: Some institutions require an additional level of English skills based on a rating scale such as IELTS or TOEFL
- Résumé
- References: In some procedures references are required from lecturers who have experience of you in an academic context

Before or at least during the application procedure you should be aware of the requirements that apply to you. If you have any questions regarding these documents please contact the International Office.

4.2. Submit TU/e forms

Once you have been accepted by your company you must submit forms for the TU/e. The following form is required, which can be downloaded from the Industrial Internship website:

<http://edu.chem.tue.nl/6Z001/>

- Internship project description form. This contains the entire overview of your internship. You and the Internship coordinator have to sign this form. Once this form is signed, you are authorized to follow an internship and this will be included in your MSc program.

4.3. Make arrangements for abroad

The company will provide you with the most up-to-date and relevant information that applies to you.

The most important things you should consider are given below.

- Date of arrival / return home. Find out when the internship starts and ends. Based on this information, decide on the date of arrival and possibly also the date time of returning home.
- Housing. Find out how accommodation is organized in the city of your company and arrange accommodation for your stay abroad, while keeping in mind the planned arrival and departure dates.
- Travel arrangements. Decide how you want to travel to the city, your accommodation and the company. Make sure you have enough time to buy your plane ticket if necessary.

4.4. Arrangements at TU/e

The most important matters that are normally dealt with through TU/e are given below:

- Scholarship. There are many scholarships that might apply to your International Experience. Which scholarships apply can depend on factors such as the type of enrollment (e.g. exchange contract or not), the destination (e.g. inside or outside Europe), etc. A good place to start checking for scholarships that might apply to you is the scholarships section of Nuffic. A complete overview of different grants can be found their website. For any questions about Erasmus+ contact the International Office.
- More information on grants and funds can be found on the website of the International relations Office of STU (<https://educationguide.tue.nl/broadening/exchange-programs-for-studying-abroad/>). There you can find more information on Erasmus grants, ‘Fonds ECTS punten buitenland’ and others. Note the deadlines for applying for a scholarship!
- Insurance. TU/e has arranged collective business travel insurance for students who are going abroad for a study or an internship. The International Office will apply for such insurance through the Student Service Center (STU).
- Visa. The government of the destination abroad may require you to apply for a study visa. If you are not sure, visit the relevant government’s website for more information about the policy and the application procedure.

4.5. Prepare for leaving

When all the above arrangements have been made, you should start preparing for your departure to your destination. A number of suggestions to consider when preparing for your departure are given below:

- Consult the website of your destination’s government to find out about any specific policies and/or requirements, especially for intercontinental destinations.

To perform the project independently, we expect that you contact your TU- and daily supervisor, and take the initiative for:

- Regular meetings;
- Report on progress;
- Present midterm results;
- Discuss problems (and suggest a probable solution);
- Weekly adjust the planning (keeping the end date into account).

Do not forget to schedule time for preparing a final report and presentation, and time for processing feedback on the written report.

If necessary your project and planning can be adjusted (after the midterm report and evaluation). Deadlines for appointments should be made in such a time frame that you can finish your internship in the given time.

5. Returning home

After your internship you will return home. Before you depart there are some matters you should arrange. After returning, and to finish the semester properly, you need to complete a few procedures.

5.1. Before leaving

The Industrial Internship is finished with a report (in English), a summary and a public presentation (in English).

The Internship coordinator is responsible for level, quality, finishing and grading of the internship. The parts that are graded are the work during the internship (on aspects independence, analytical ability, practical and experimental skills), the report and the oral presentation. The grading is in half grades.

5.2. After returning home

Plan a date and time for the (try out and final) oral presentation as well as for the evaluation of the Industrial Internship. During this meeting you can discuss the results, report and other aspects of your work.

One copy of the report needs to be handed in to the Internship coordinator. The reports are handled confidential at all times.

On the front page you list:

- Project title;
- Student name and number;
- Location of the external internship;
- Names and affiliations of the supervisors;
- Start and end date of the project.

If you received any grants or funds, check the procedures with regard to the settlement of grants or funds.

5.3. Describe your experiences

A final task you need to complete is to fill in a report about your International Experience (max 2 A4 pages). Your experiences, suggestions and assessments about your International Experience will help future students to make an informed decision about preferring a destination.

It is important that you describe your experiences in an objective, honest and generalized way so other students can relate to your answers. Your report about your international experience will have **no consequences** for grading of your Industrial Internship