

Internship at TU/e or within the Netherlands - Academic Year 24/25

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:

- ❑ We have new course codes for Internships. You do not have to fill them out. We will do this for you.

Check if your section is involved in the program you are enrolled in:

For Automotive Technology; Systems and Control and Sustainable Energy Technology:

Section	Department	Program			
		AT	S&C	SET	SET Select
Power & Flow	Mechanical Engineering	X		X	
Control Systems Technology	Mechanical Engineering	X	X		
Dynamics and Control	Mechanical Engineering	X	X		
Energy Technology and Fluid Dynamics	Mechanical Engineering			X	X
Robotics (vanaf AY 24/25)	Mechanical Engineering	X	X		
Control Systems	Electrical Engineering	X	X		
Electromechanics and Power Electronics	Electrical Engineering	X	X	X	
Electronic Systems	Electrical Engineering	X			
Signal Processing Systems	Electrical Engineering	X			
Electrical Energy Systems	Electrical Engineering			X	X
Human-Technology Interaction	Industrial Engineering & Innovation Sciences	X			
Technology, Innovation & Society	Industrial Engineering & Innovation Sciences			X	X
Model Driven Software Engineering	Mathematics & Computer Science	X			
Interconnected Resource-aware Intelligent Systems	Mathematics & Computer Science	X			
Building Physics and Services	Built Environment			X	X
Plasma and Materials Processing	Applied Physics			X	
Transport in Permeable Media	Applied Physics			X	
Fluids and Flow (vanaf AY 24/25)	Applied Physics			X	
Stimuli-responsive functional materials & devices	Chemical Engineering & Chemistry			X	
Sustainable process engineering	Chemical Engineering & Chemistry			X	
Multi-scale modelling of multi-phase flows	Chemical Engineering & Chemistry			X	
Future Everyday	Industrial Design	X			

- ❑ It is mandatory that your mentor also signs the form “registration Internship”. So, you need 3 signatures before handing in the form. We will check and then sign the document as well. You will receive a confirmation email once processed.
- ❑ Duration of the internship
- ❑ Internship contract > UNL Agreement

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1. Opening hours - International office – online, walk-in hour or e-mail

Online - Click on [Meeting](#) (choose Department Mechanical Engineering) to plan a meeting with me as coordinator (duration 15 minutes).

Walk-in hour: Mondays & Tuesdays from 10:30 – 11:30 hrs. A reservation is not necessary. Traverse 3.02 is the specific room, the area before that (3.01) is the waiting area.

e-mail 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 of each topic can be found below in the **extended checklist**

- Preparation
- Website information
- Exam program
- Exemption (Government) – Section MoM
- Registering
- Double Degree
- Internship contracts

3. Extended Checklist

3.1 Before your internship

8 months - Before the start of your internship

- Start in time with a meeting with your mentor** to discuss the possibilities of your internship and later arrange a TU/e Supervisor.

Check if your section is involved in the program you are enrolled in:

- For Automotive Technology; Systems and Control and Sustainable Energy Technology:

Section	Department	Program			
		AT	S&C	SET	SET Select
Power & Flow	Mechanical Engineering	X		X	
Control Systems Technology	Mechanical Engineering	X	X		
Dynamics and Control	Mechanical Engineering	X	X		
Energy Technology and Fluid Dynamics	Mechanical Engineering			X	X
Robotics (vanaf AY 24/25)	Mechanical Engineering	X	X		
Control Systems	Electrical Engineering	X	X		
Electromechanics and Power Electronics	Electrical Engineering	X	X	X	
Electronic Systems	Electrical Engineering	X			
Signal Processing Systems	Electrical Engineering	X			
Electrical Energy Systems	Electrical Engineering			X	X
Human-Technology Interaction	Industrial Engineering & Innovation Sciences	X			
Technology, Innovation & Society	Industrial Engineering & Innovation Sciences			X	X
Model Driven Software Engineering	Mathematics & Computer Science	X			
Interconnected Resource-aware Intelligent Systems	Mathematics & Computer Science	X			
Building Physics and Services	Built Environment			X	X
Plasma and Materials Processing	Applied Physics			X	
Transport in Permeable Media	Applied Physics			X	
Fluids and Flow (vanaf AY 24/25)	Applied Physics			X	
Stimuli-responsive functional materials & devices	Chemical Engineering & Chemistry			X	
Sustainable process engineering	Chemical Engineering & Chemistry			X	
Multi-scale modelling of multi-phase flows	Chemical Engineering & Chemistry			X	
Future Everyday	Industrial Design	X			

- Make sure who your TU/e supervisor is.
- 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.
- Website information:
 - [AT](#)

- [ME](#)
- [S&C](#)
- [SET](#)
- 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.
- **Duration**
The internship needs to be finished within a predetermined and fixed time period, which is recorded on the internship contract, according to the following rules:
 - 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.

Please be aware!

In principle the duration of the internship is fulltime (including time for writing the report) without any breaks in between. In exceptional cases (see below) it’s allowed to include a small break or holiday. Make sure to communicate the planned break/holiday with your supervisor(s). If agreed don’t forget add the extra week(s) to the total duration on the registration form and also mention the breaks with dates in your email to the Internship Office.

- Christmas Break of 2 weeks is obligatory!
- Optional:

Carnival holiday	+1 week
If a large part of your internship is in Q4 during the public holidays (e.g. Good Friday, Easter, King’s Day, Ascension Day, Bridging day, Whit Monday).	+1 week
Summer break	+2weeks

3.2 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 (MoM)** should have arranged the exemption via the government **before or at the beginning of** the internship. Make sure to submit the exemption request **as soon as** you can provide a general graduation project description.
 - If you did not apply for the exemption yet or are still waiting for the outcome, this implicates that you have to stop the finalization of your internship until the outcome of that application is known.
 - Consequence is then that the grade of your internship can’t be processed and therefore you can’t start with phase 2 of the graduation project.
- **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.

- Non-EEA student?
 - It is determined by Dutch law that students from non-EEA countries doing an internship or graduation project in the Netherlands must sign a three-party agreement. Signing a two-party agreement conflicts with Dutch law and can affect the organization (fine) as well as the student (IND investigation).
 - Non-EEA TU/e students also use the UNL internship agreement. The UNL internship agreement meets all legal requirements for non-EEA students to do an internship in the Netherlands.
 - If requested by the organization a non-EEA student can annex the UNL agreement with a [NUFFIC AGREEMENT](#), but this is not mandatory. It is common practice for organizations to ask you to sign a NUFFIC agreement. Check this website for more information on whether a NUFFIC agreement must be signed.

3.3 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 and mentor.
 - **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 email 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.
 - It is mandatory that your mentor also signs the form “registration Internship”. So, you need 3 signatures before handing in the form. We will check and then sign the document as well. You will receive a confirmation email once processed.

NOTE (*)

1. When the form is submitted later than the 4 weeks prior to the start of your Internship a delay in starting the Internship is possibility.
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.

We strongly advise every student to use a written agreement when doing an internship or graduation project with an organization. An agreement ensures that both you and the organization have a mutual understanding of the expectations and responsibilities. As a legal document it can save you from potential issues down the line.

4.1 UNL internship agreement

- ☞ Please use the standard and approved **UNL internship agreement** in all cases.
 - After the contract is signed by the company and the student, it needs to be sent to me.internship@tue.nl for a signature.
 - An Internship agreement cannot be signed by your TU/e supervisor or mentor.
 - A copy signed by the responsible manager from TU/e is sent to you, and uploaded into your OSIRIS student file.
 - The approved format can be found here: [Internship Agreement for Academic Education](#).
 - For more information, see: [Information for students](#),
OR check the [Comprehensive guide](#).

Please be aware that:

If the organization does not want to make use of the UNL internship agreement and offers you the organization's own agreement, always try to get them to use the UNL internship agreement. If the organization insists on using their own agreement, make sure to send it to me.internship@tue.nl. In consultation with your department, the education lawyer will check and negotiate the agreement to make sure you and TU/e run no risks. This procedure will take several weeks to complete!

4.2 Nuffic Agreement

Non-EEA TU/e students also use the UNL internship agreement. The UNL internship agreement meets all legal requirements for non-EEA students to do an internship in the Netherlands. If requested by the organization a non-EEA student can annex the UNL agreement with a [NUFFIC AGREEMENT](#), but this is not mandatory.

4.3 Other contracts

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.

ASML

Please note that in case of an Internship at ASML an NDA is not necessary. There is an overall agreement between the TU/e and ASML which makes the usage of an NDA not necessary.

5. Links

General information [Insurance](#)

Travel [Insurance](#)

[Integrity and Social safety Central information - Internship](#)

[Legal department – Information for Students](#)

6. After the Internship

6.1 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"

6.2 Presentation

Questions related to Presentation, reports, etc. please contact your TU/e Supervisor, mentor or someone else in your research group when the first two people cannot help you with that.

6.3 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.

6.4 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.

6.5 Proceed with organizing your preparation/ project phase

- Please check the to-do list how to proceed