

## Internship at the 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
<b>Robotics (vanaf AY 24/25)</b>	<b>Mechanical Engineering</b>	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	
<b>Fluids and Flow (vanaf AY 24/25)</b>	<b>Applied Physics</b>			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.

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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)

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

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

**Walk-in hour:** Mondays & Wednesdays 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.

**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. 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](#)

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Signal Processing Systems	Electrical Engineering	X			
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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			
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Future Everyday	Industrial Design	X			

## 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](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)
- 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.

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- 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**

*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](mailto: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.

LINKS

General information [Insurance](#)

Travel [Insurance](#)

[Integrity and Social safety](#)

[Central information - Internship](#)

[Legal department – Information for Students](#)

## 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](mailto: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.



### 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. 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](#)"

### 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.

### 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.

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### *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](mailto: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