

ME Checklist for Internships

The Faculty of ME has no official internship office. The MSc coordinator of every department functions as overall internship coordinator. The international office ME can help students who are going abroad with practical matters. **Kindly note that for internships the conditions and instructions may vary per Programme, please check the specific conditions via your MSc Programme as they are leading/binding**

What you will find in this checklist:

1. Orientation phase
2. Preparation phase
3. Arrange practical matters
4. During internship
5. Completion

1. Orientation phase	NL	Abroad
<p>Check your study plan (with MSc and/or track Coordinator) Check whether an internship has any influence on the duration of your study and make sure you do not delay your study plan with major consequences concerning:</p> <ul style="list-style-type: none"> • <i>Graduation planning</i> • <i>Finances/tuition fees</i> • <i>Momi/visa</i> • <i>Housing</i> 	✓	✓
<p>Find a subject Determine the direction in which you want to specialize and gain more experience by pursuing an internship.</p>	✓	✓
<p>Check internship criteria Know what the study goals of your internship are before contacting any external parties. See e.g. the Bright Space page of your MSc programme for conditions regarding internships.</p>	✓	✓
<p>Find a supervisor Look into your network and those of your professors and MSc Coordinator for relevant contacts and assignments.</p>	✓	✓
<p>CV and motivation letter Visit TU Delft career centre for tips on composing your CV and motivation letter when you are going to apply for an internship.</p>	✓	✓

2. Preparation phase	NL	Abroad
<p>UNL Internship Agreement The UNL Internship agreement needs to be completed & signed before the internship starts and only when the internship is part of your study programme. It needs to be signed by the three parties involved: you, your MSc Coordinator (on behalf of the Dean), and the company supervisor.</p> <p>Annex 1 project description – supplement to UNL Internship agreement Please complete the Annex 1 – Project description, and describe the content of the project. This must be used as a supplement to the UNL Internship agreement.</p> <p>Agreement criteria Please note that the agreement is only for internship and not for graduation purposes. The criteria and content of the original UNL agreement may not be changed in any circumstance.</p> <p>Internship agreement Be aware that TU Delft and the Faculty of ME will not co-sign any other internship agreement. The only agreement for internship the faculty will co-sign is the UNL Internship agreement.</p>	<p>✓</p>	<p>✓</p>
<p>Internship Application Form For an internship abroad you need to complete the ‘Internship Application Form’ and have it signed by your external supervisor and the MSc coordinator before the start of your internship abroad.</p>		<p>✓</p>

3. Arrange practical matters	NL	Abroad
<p>Before going abroad</p> <p>If you are going abroad for your internship, you can contact the ME International Office for practical information on e.g. scholarships, vaccination refunds, OV compensation. Enroll for our BrightSpace page InOff for updates. Before your departure make sure you have read and completed below steps. If you have further questions you can join our on campus walk-in hours on Monday and Thursday between 12:30 h and 13:30 h. or make an appointment online.</p>		✓
<p>A. Register your stay abroad</p> <p>Register in Osiris - mandatory</p> <p>When you decide to study abroad, you are obliged to register your contact information (stay abroad, (temporary) address, contact abroad) in OSIRIS, prior to your departure. When you do not have all the information yet or in case something changes, you can always change the data later. At 'purpose of stay', you need to fill in 'Internship'. Once registered in Osiris you will receive a free TUD travel insurance.</p>		✓
<p>B. Scholarships for internships in EU or Non-EU countries</p> <p>Check whether you are eligible for a scholarship. Please enrol for our BrightSpace page with info regarding scholarships.</p> <p>> EU internships: you can apply for the Erasmus+ Traineeship Grant. See for the application procedure and eligibility here. The International Office can (co-) sign on behalf of the sending institute. Send the completed and signed grant form at least 6 weeks before the start date of your internship to the erasmusgrant.</p> <p>> Non-EU internships: find here the info regarding scholarships for non-eu countries. The International office can (co-)sign scholarship application forms.</p>		✓
<p>C. Safety, Insurance & Vaccinations</p> <p>Safety</p> <p>Travel Safety Training - mandatory</p> <p>Register and attend the mandatory TUD Travel safety training before the start of your stay abroad (internship/thesis/research/field work).</p> <p>Visit the website of the Dutch government with travel advice and check the safety code of the country you are going to.</p> <p>Visit the TU Delft website on Safety, Insurance and Medical Services for all necessary information when going abroad.</p>		✓

<p>Insurance Once registered in Osiris you will receive a travel insurance via TU Delft. Please make sure you have read and understood the section Insurance on the TU Delft website. Make sure you bring your emergency number and insurance numbers while going abroad.</p> <p>Vaccinations TU Delft reimburses €50,- for each trip if the vaccinations are done at the SGZ. Please check the TU Delft webpage and find the application form here.</p> <p>Visa Check if you need a visa and/or whether your visa is valid abroad For Non-EU students, check the work conditions of your Dutch visa.</p>		
<p>D. OV refund Only applicable to Dutch / EU Nationals with a study grant from the Dutch Government can apply for a public transport compensation at the DUO. Download the form at www.duo.nl, fill in and go to the International Office ME for a signature and stamp of the University.</p>		✓
<p>E. Subletting your room? When you are planning to sublet your room during your stay abroad, check with the owner if this is possible. More information on subletting or finding a room elsewhere you can visit https://www.tudelft.nl/en/education/study-programme-orientation/practical-matters/housing.</p>		✓

Forms to be signed by the International Office ME: internationaloffice-me@tudelft.nl

- Erasmus+ traineeship grant form (going abroad within EU)
- The International Internship Fund form (going abroad to Eu or non-EU countries)
- OV verklaring: Verklaring Onderwijsinstelling bij ov-vergoeding buitenland
- Vergoeding voor vaccinatie – vaccinatie formulier ([medical services](#))

! Please make sure that when you send above mentioned form(s), you need to send along a proof from your internship/master coordinator that your internship/research project etc abroad is part of your MSc study programme. The proof can be a e.g. a signed form or email from the coordinator.

4. During internship	NL	Abroad
<p>Matters concerning your stay Check whether you need to register yourself at the municipality you will live during your internship.</p>	✓	✓
<p>Making changes: When you have arrived, in some cases, there might be some minor changes to your project or internship assignment or the duration of your stay abroad. Check on a regular basis if you have made any changes and communicate these with your TU Delft supervisor/coordinator and scholarship organization.</p>	✓	✓
<p>Check internship criteria for TU Delft and Scholarship Know what you have to present in the end to both supervisors and the scholarship organizations and know what their criteria and deadlines are.</p>	✓	✓
<p>Stay enrolled at TU Delft Make sure you stay enrolled (Studielink) at the TU Delft while abroad and pay TU Delft tuition fee.</p>	✓	✓
<p>Plan ahead Plan ahead for your return and do not forget to register for courses or exams while abroad or in The Netherlands.</p>	✓	✓
<p>Stay up-to-date Do not miss important information and check your student mail on a regular base.</p>	✓	✓
<p>Know how to find medical aid Know how to find a doctor when needed and what you need to bring with you when visiting medical aid. Make sure you have all relevant emergency numbers (health insurance, liability insurance, TU Delft travel insurance) with you while traveling abroad.</p>		✓
<p>Embassy abroad Know where your embassy is situated, for if you need to seek help. https://www.nederlandwereldwijd.nl/documenten/vragen-en-antwoorden/reis-app-buitenlandse-zaken</p>		✓

5. Completion	NL	Abroad
Final report Make sure you have the necessary filled-in and signed evaluation forms back from your internship organization.	✓	✓
Receive ECTS in Osiris Hand in your final report and the internship evaluation forms to your TU Delft supervisor. When assessed with a V (pass) the MSc coordinator/supervisor will publish this in Osiris and you will receive the ECTS for your internship.	✓	✓
Inform scholarship When you receive a scholarship, make sure you hand in the necessary evaluation and proof of your ECTS in Osiris of the internship.	✓	✓

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