PREPARING FOR YOUR INTERNSHIP

Eager to put the knowledge you've gained during your studies into practice soon? Excellent! In this PDF we present all the steps involved, from finding an internship to handing in all the paperwork.

TAKE THE FOLLOWING STEPS:

MAKE AN APPOINTMENT WITH THE COORDINATOR

Make an appointment with the Internship Coordinator to discuss your internship preparations. More information can be found on our internship website

FIND AN INTERNSHIP

Register for EEMCS Internships on Canvas and look for assignments in the announcement section. You can find experience reports and a list with companies. You can use social channels such as LinkedIn. You can consult with UT lecturers in your research department and ask the lecturer in the field of expertise closest to your assignment to be to be your internship supervisor.

REGISTER AT MOBILITY ONLINE

Register at Mobility Online. Follow the steps (using the EDIT button). You will receive a confirmation by email after your entry has been checked by the Internship Coordinator.

Do you have any questions about finding an internship, or organizing practical matters for your internship? We are here to help, so feel free to contact us!

CONTACT US

Have you found an internship? Good job!
Got 45 EC and cleared all compulsory courses?
Send BOZ-EEMCS an email for approval.
Not enough credits yet? Consult with your Internship Coordinator and study advisor about what to do. You may need to send a request for dispensation.

SEND REQUEST

You do have the right number of credits? Complete the proposal form on Mobility Online. For changes, use the EDIT button. Download the form, have your UT supervisor sign it, sign it yourself and then upload it onto Mobility Online.

COMPLETE FORM

Sign an internship agreement. Preferably the format provided by the University of Twente. The contract has to be signed by you, the host, and the Internship Coordinator of the faculty EEMCS, University of Twente.

INTERNSHIP AGREEMENT (NL)

INTERNSHIP AGREEMENT (EN)

Has the host organization offered you an agreement? Make sure you read it carefully before signing! You can also ask the EEMCS Internship Coordinator to check it for you.

STARTING YOUR INTERNSHIP...

AND COMPLETING IT SUCCESFULLY

STARTING YOUR INTERNSHIP

Register your arrival in Mobility Online by filling out your (temporary) home address in the first step of the 'Notification form'. This information is crucial for our UT-wide calamity protocol!

Keep your UT supervisor informed and updated by e-mail.

No later than two months after your internship has ended, you need to send in the various papers and documents required for the completion of your internship.

The forms are available on the **EEMCS internship website.** The following deliverables are expected.

DELIVERABLES

Hand in the internship report and send along the UT supervisor assessment form to your UT supervisor, cc to the internship coordinator.

As soon as the internship coordinator has received all deliverables, you can schedule an evaluation meeting (not compulsory).

SCHOLARSHIP REMINDER

If you have received a scholarship, make sure you submit the required forms and documents. The scholarship office will have sent you an e-mail with instructions.

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CONTACT US

INTERNSHIP OUTSIDE THE NETHERLANDS

PREPARING FOR AN INTERNSHIP ABROAD

Is your internship in a country outside the Netherlands that is not your home country? In this PDF we present all the steps involved.

Dutch students: put your studentenreisproduct on hold. Request a refund from DUO and have it signed by your internship coordinator.

SEND REQUEST

Apply for a scholarship via Mobility Online after completing the proposal form step. Fill out the steps at least ten working days before the start of your internship. Complete all forms and have the forms signed by your internship coordinator.

SCHOLARSHIP INFORMATION

Check the WilWeg website on foreign internships to find out more about matters, such as insurance, visa and housing.

WILWEG

Go over the list on this website regarding the arrangement of practical matters, such as vaccinations, insurance and flights.

PRACTICAL MATTERS

Register at Ministry of foreign affairs.

REGISTER NOW

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CONTACT US

UNIVERSITY OF TWENTE.