



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.

Tip: Contact your study advisor for a sound study planning.



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 your internship supervisor. **UT 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!

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.

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.

Sign an internship agreement. Tip: use the format provided by the University of Twente, which you can find on our **internship website**. The contract has to be signed by you, the organization providing the internship, and the Managing Director of the faculty of EEMCS, University of Twente.

Has the organization providing your internship offered you a contract? Make sure you read it carefully before signing! You can also ask the EEMCS Internship Coordinator to check it for you. If the document is confidential, arrange a Non-Disclosure Agreement (NDA)/Confidentiality Agreement for your UT supervisor, or request a third-party contract.



INTERNSHIP OUTSIDE THE NETHERLANDS

PREPARING FOR AN INTERNSHIP

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.

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.

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

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

Register at Ministry of foreign affairs.

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STARTING YOUR INTERNSHIP..

AND COMPLETING IT SUCCESSFULLY

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.

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. **Make an appointment** [🔗](#) with the Internship Coordinator. After this meeting your grade will be forwarded to Educational Affairs to be registered in Osiris.

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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