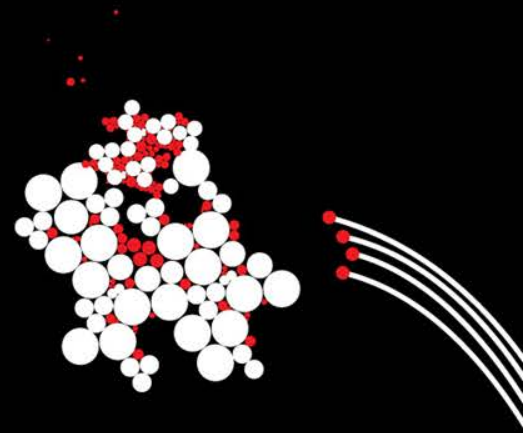


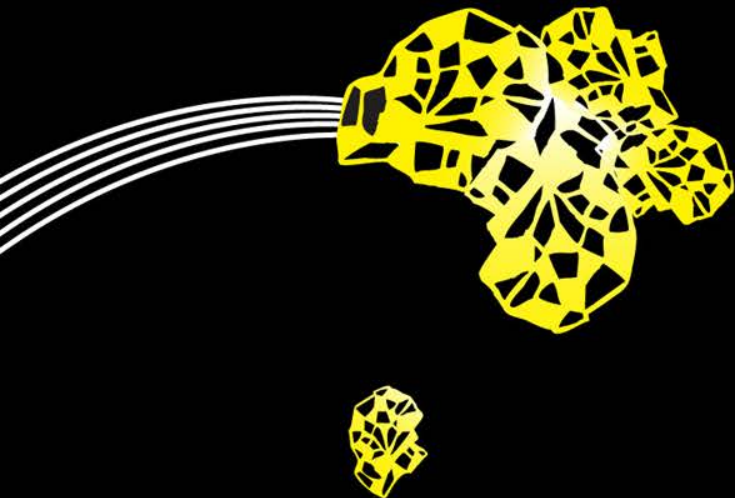
UNIVERSITY OF TWENTE.

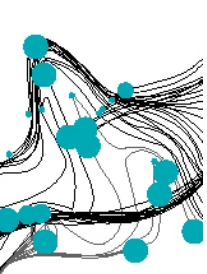


# TRAINEESHIP (INTERNSHIP) EEMCS

BELINDA JAARSMA

MAARTEN KORSTEN





# PROGRAMME

---



- Maarten Korsten
  - The traineeship, a timely preparation opens perspectives!
- Mike Kriele - Curtin Institute of Radio Astronomy, Perth, Australia
- Cees Trouwborst – TESLA Motors, Fremont, USA





# OBJECTIVE OF THE TRAINEESHIP

---

- Your first professional experience as an engineer
  - At an academic level
- Preparation for your first job.



# FIRST EXPERIENCE AS AN ENGINEER

---

Your first job experience outside the UT

- Orientation on the engineering world outside the UT
- Application
- Working in a company
- Tackling a real world problem
- Applying your knowledge and competences
- Learn where to find help and information in the company
- The (International) Community of Engineers

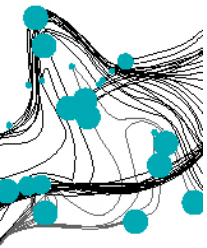


# REQUIREMENTS TO YOU AS AN ACADEMIC

---

## You should

- structure a problem definition and the plan for finding a solution
  - fitting your stay of 14 weeks
- apply your knowledge and competences
- find and acquire additional knowledge, where necessary
- work according to a planning
- draw correct and clear conclusions
- report about everything in a clear and concise way



# WHERE

---



- The UT prefers students to go abroad
  - But it is up to you, where to go.
- Company, institute or university:
  - Depends on ambitions and future plans
  - UT is not allowed
- The sky is the limit!
  - (Unless you find an internship at NASA or ESA 😊)
- The internship is a once in a life time experience!





## WHEN

---



- Finished master's courses  $\geq 45$ EC for all programmes
  - Possibly including core courses
  
- 14 weeks, 20 EC





# ORGANISATION

---

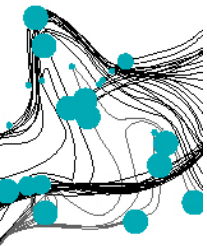
## Mobility Office (stagebureau)

- Belinda Jaarsma, Maarten Korsten
- email: [mobility-eemcs@utwente.nl](mailto:mobility-eemcs@utwente.nl)
- Zilverling
- 1018 (1022)

## Supervisor UT (Stagedocent)

## Supervisor from the company (Stagebegeleider)





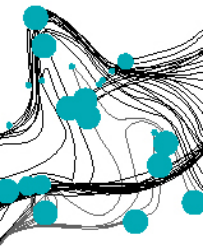
# SCHEDULE

---



- This information session
- Mobility Online registration (student mobility system)
- Intake (opstartgesprek)
- Orientation
- Application
- Contract, assignment description
- Preparation and paper work
- Departure
- Internship
- Return
- Finishing up



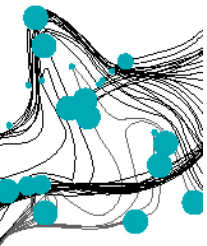


# WEBSITE: MOBILITY-EEMCS

---

<https://www.utwente.nl/en/eemcs/traineeship/>





# MOBILITY ON LINE: REGISTER YOUR INTERNSHIP

---



- Registration of your preparation results
  - Personal data
  - Provisional plans
- Assignment form (opdrachtformulier)
- Registration of the final information about your internship (meldingsformulier)
  - Start and end data
  - Location of your company and housing
  - Contact information





# INTAKE

---

- Half a year or more before departure
- Subscribe with Mobility Online
- Appointment with Belinda Jaarsma (email)
- Bring your study results (BOZ)
- Bring a planning of your remaining program before the internship
- Preferences regarding your external training
  - Company/university/institute
  - Kind of work
  - Location (country)
  - Area of interest



# ORIENTATION

## HOW TO FIND A TRAINING POSITION

---



- Own research
- Blackboard site
  - Positions
  - Experience reports
- Contacts with a research group
- Mediation organisations
  - IAESTE/AIESEC
  - Commercial organisations (see Blackboard)

UT prefers that Dutch students go abroad, but you are free in your choice  
International students are abroad already 😊.

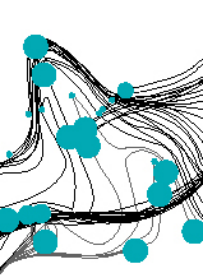


# APPLICATION

---

After consulting the office:

- Contact the company using the email
- Application letter
- CV (resume)
- Professional record (list of courses and marks)
- Meeting (using Skype)



# TASK DESCRIPTION AND SUPERVISION

---



- Supervisor at the company (stagebegeleider)
- Task (problem) description from the company
  - Mobility Online assignment form (opdrachtformulier)
- UT supervisor from one of the chairs who knows about the subject (stagedocent)
- UT supervisor must approve the task description





# CONTRACT WITH THE COMPANY

---

- Standard contract at our Blackboard site
- Think about the reimbursement (stagevergoeding).
- Show the contract to us before you sign.
- Legal document





# PREPARATION AND PAPER WORK

---



- Declaration from the university, residence permit, working permit, visa etc.
- Living (room)
- Subsidy: TMF, Erasmus Placement
- Other financial issues (like public transport card)
- Ticket
- Insurance, UT travel insurance, registration





# TMF AND ERASMUS PLACEMENT

RULES HAVE CHANGED AND WILL CHANGE!!!!!!

---

## Erasmus Placement

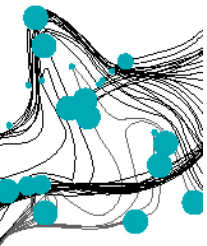
- Europe
- Guaranteed
- Can be added to reimbursement

## TMF (Twente Mobility Fund)

- Outside Europe
- Slight risk: number of subsidies is limited
- Reimbursement will be partially subtracted from the subsidy

**Application for both: At least two weeks before departure  
DO OR NO SUBSIDY!!!!!!**

Consult: <https://www.utwente.nl/nl/study-abroad/stage/> (Dutch)  
or: <https://www.utwente.nl/en/study-abroad/internship/> (English)



## DEPARTURE .....

---

- Report (See [https://www.utwente.nl/en/eemcs/traineeship/information\\_for\\_students/report](https://www.utwente.nl/en/eemcs/traineeship/information_for_students/report) for instructions)
  - ***But also consult your UT-supervisor***
- [Assessment form](#) from your company supervisor

..... AND RETURN





## FINISHING UP

---



- Report and company assessment form
  - from the company supervisor
  - to the UT supervisor
- Assessment by the UT supervisor
- Assessment form (special training assessment form, cijferbriefje)
- Finishing up at the office (signing the assessment form by the coordinator)





# WEBSITES AND INFORMATION

---

- Open website Mobility-EEMCS:  
<https://www.utwente.nl/en/eemcs/traineeship/>
- Blackboard site: <http://blackboard.utwente.nl> after registration with the office
  - Internship guide, forms, standard contracts
  - Company database, experience reports
- <https://www.utwente.nl/en/study-abroad/internship/> (English)
- or: <https://www.utwente.nl/nl/study-abroad/stage/> (Dutch)
- <https://www.wilweg.nl/hoger-onderwijs/stage>