

EEMCS

Traineeship Guide

University of Twente

Faculty of Electrical Engineering, Mathematics & Computer Science
Mobility Office

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1 Introduction

This guide contains information about the EEMCS Traineeships. There are many synonyms for traineeship: external training, traineeship etc. In this guide we will use the word traineeship.

In the table below all the traineeship codes of all programmes are given. Also it is indicated if the traineeship is compulsory or elective. Note that all students having an “HBO”-bachelor will carry out an Individual Project within the UT and no traineeship.

Master’s programme	Course code	Compulsory/elective
Applied Mathematics	191508209	Compulsory
Computer Science	192199968	Elective
Business Information technology	201300059	Elective
Telematics	192699958	Elective
Electrical Engineering	191211208	Compulsory*
Systems & Control	201400462	Compulsory
Human Media Interaction	192199968	Elective
Embedded Systems	192199968	Elective

*International electrical engineering students take a traineeship or an individual project. This will be discussed by the student and his/her programme mentor.

In general the traineeship has a study load of 20EC which coincides with 14 weeks full time working. The learning goal of the traineeship is gaining experience in the future working field by performing a relevant assignment at an external organization. During this assignment, knowledge and skills gained at the study programme can be applied in an actual working environment.

All traineeships are coordinated by the Mobility Office. Orientation for a traineeship has to start six months prior to the desired start date for traineeships in the Netherlands and a whole year in advance for international traineeships. This extra time is required for arrangements that need to be made, such as applying for accommodation, visa and other formalities. Application for the traineeship has to be submitted to the web application [Mobility Online](#).

All relevant information, traineeship posts and all required forms for the traineeship can be found on the [Blackboard](#) organization ‘Traineeships EEMCS’.

The EEMCS master programmes offer several opportunities for adding an international dimension to the knowledge and the practical experience of a student. Therefore the traineeship may be carried out in the Netherlands or abroad. We believe a stay abroad is a valuable component of the study; therefore supporting measures like the Twente Mobility Fund (TMF-fund) and the Erasmus-scholarship are available ([International Office financial](#)).

This guide briefly presents information for the EEMCS master students who want to fulfil the traineeship in the Netherlands or abroad.

In order to discuss all possibilities and procedures concerning traineeships please make an appointment with the traineeship mediator (Belinda Jaarsma) in time (by filling out the application form at Mobility Online).

Traineeship coordinator EEMCS:

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2 General Information

2.1 Traineeship Policy

The main purpose of EEMCS-education is to improve the academic, professional and social development of a student:

- to get an overview of the professional world of his specialty,
- to get experience in applying for a (training) position,
- to do a project, profitable for the host institute,
- to learn how to function in an organisation as a young engineer,
- to practice knowledge and skills,
- to enlarge knowledge and skills,
- to experience by preference an international work situation.

The objectives are described more elaborately in the self-evaluation reports of the educational programmes. To obtain the appropriate level of quality for the traineeship assignment, it is important that the quality of the traineeship projects is checked systematically. This requires academic supervision by one of the permanent staff members of the University. Organizational assistance will be offered by the EEMCS mobility office. The academic supervisor must be a member of one of the university's research groups, performing research in a topic related to the intended topic of the traineeship.

2.2 Traineeship Objectives

The purpose of the traineeship is to provide a student with experience of the practical application of theoretical knowledge he or she has already acquired during the master's programme. Both the organization offering the traineeship position and the University of Twente will ensure that the given tasks and responsibilities correspond with the level of the competences of a student and the educational objectives for the training period. Aims of the traineeship for a student are:

- to perform an assignment applying the principles and methods of engineering in a practical situation,
- to gain insights into the functioning of a professional organisation,
- to obtain specific competences necessary for working in a professional institute or company,
- to gain insights into future career prospects.

Aims for the host organisation may be:

- to better understand the qualities and capacities of an engineering student,
- to allow students to familiarize themselves with future career prospects within the organisation,
- to make a student solve a current issue after a short introduction to the project.

The following conditions apply:

- the assignment should closely mirror the potential future working environment,
- a student should gain experience using knowledge and skills in practical research and development,

- the project should concern engineering topics,
- at least one aspect of the project should be completed by the student,
- the written report should provide useful information to the host organisation.

The traineeship has to be concluded with a report and preferably with a presentation in the organisation and/or at the UT.

- See appendix E for requirements and tips regarding the report.

2.3 Requirements for the Traineeship

A student can search a traineeship position for him- or herself. However to ensure that the above mentioned objectives to the traineeship are fulfilled, this should happen in close consultation with the Mobility Office. In order to obtain the above-mentioned aims during the traineeship, a number of preconditions are formulated:

- the traineeship should provide a student with enough opportunities to be at least generally oriented towards a future profession.
- the organization providing the traineeship should take care that the main activity of the traineeship is aimed at carrying out a project defined specifically for the student.
- the traineeship takes place during business hours and contains a workload of five days per week
- it is not possible to fulfil the traineeship at the UT

The traineeship coordinator decides whether a traineeship is acceptable or not. If necessary he/she collects information or opinions from experts or the director of education. The UT supervisor is responsible for the quality of the content. **The approval of the traineeship plan by the UT supervisor is therefore needed.**

2.4 Traineeship Abroad

For Dutch students it is recommended to choose an international traineeship. The requirements stated for a traineeship abroad, as mentioned in 1.3. are identical to the ones for a traineeship within the Netherlands. Traineeships abroad often mean an extra challenge for a student. It is also important and interesting to know, discover and learn from other cultures.

International EEMCS master students are recommended to do their traineeship in the Netherlands.

A student should take into account that the preparation for an international traineeship takes more time. Apart from issues regarding the content of the traineeship, it is important to arrange housing, work permit, visa etc.

Orientation for traineeships abroad has to start between six months and one year in advance. It is strongly recommended to start the actual arrangements six months before the planned starting time of the traineeship. This time is required for actual arrangements of the traineeship, accommodation and all formalities.

In many cases the [International Office](#) and the [Wilweg site](#) are good sources for information.

For practical information, see chapter 4 of this guide.

2.5 Organisation

Three parties will be concerned with parts of the supervision of the student during the preparation of the traineeship, the traineeship itself and its conclusion, back at the UT.

EEMCS Mobility Office

The mobility office of the faculty will assist the student to find a traineeship position and to organise the traineeship. When starting the preparation the student will make an appointment for an intake during which everything around the traineeship will be discussed. After the intake the student should consult the Office before taking important decisions. During the traineeship the Office will be available for advice about practical matters. After the traineeship the student will roundup the traineeship in consultation with the Office.

The first contact person of the Mobility Office for students is Belinda Jaarsma.

UT-supervisor

This is a scientific staff member from one of the chairs who is an expert on the area of the traineeship assignment. He/she will have to give approval of the assignment description before the traineeship is allowed to start. During the traineeship the UT-supervisor is available for advice regarding the contents of the traineeship. After the traineeship he/she will read the assessment by the company and the report and give the final assessment of the traineeship.

Traineeship-post supervisor

The traineeship-post supervisor represents the company during the traineeship. He/she formulates the assignment that should be approved by the UT-supervisor. During the traineeship the traineeship-post supervisor plays the role of the company manager with whom the student will discuss his tasks and progress. At the end he/she will read the report and give an assessment.

3 Procedure

3.1 Preparation

The student should contact the EEMCS Mobility Office as soon as he/she wants to start-up the preparation for the traineeship. The first step to this is to fill in the application form in [Mobility Online](#), the UT Mobility System. You can find it in your student portal at the UT-website.

After enrolment, a student will have an intake interview with the traineeship mediator to state his or her preferences and become aware of the procedures and possibilities. After the intake the student will be added to the Blackboard site, which contains the necessary forms, traineeship posts and relevant sites for preparing the traineeship (look for Traineeships EEMCS under Organizations).

Finding a traineeship post

In general at least four ways can be mentioned to find a traineeship post:

1. The Mobility Office maintains a database containing traineeship positions from the past and assignments defined by companies at this moment. Students who finish a traineeship leave a small non-technical report about their post that is stored on the Blackboard site and that can be read by student looking for a post.
2. Students may consult scientific staff members having relations with companies and institutes with which they have a scientific cooperation. These companies and institutes are often willing to make a traineeship post available.
3. Many companies and institutes maintain websites with traineeship propositions.
4. More and more small offices and organisations mediate students to find a traineeship post. This may happen at the cost of a fee. Some of these offices can be found at the Blackboard site.

The student is free to choose between these options to find a traineeship. However the student should never promise anything to anyone before consent has been obtained from the UT.

When a student has found a traineeship post, the Traineeship Assignment Form in Mobility Online should be filled out; the assignment form should be approved by the UT supervisor and handed in to the coordinator.

Also, in most cases a traineeship contract will have to be made up and signed by the company and the student. Before signing the student should first show the contract at the Mobility Office to be sure that the contract does not contain unfavourable clauses.

Before starting the traineeship, students have to arrange and be aware of all kinds of practical things like insurance, housing and changes in the OV-student card. For students going abroad it is also important to get information about grants, transports and visa.

It is a student's **own responsibility** to take care of a good insurance!

Note that the fact that you have a temporal job may influence your insurance for illness. Please check with your insurance company that your insurance will keep its validity during your traineeship.

For a traineeship post abroad, a student can find more information in chapter 4 of this guide and on the websites of: [International Office](#); [Wilweg](#); [Nuffic](#).

Reimbursement

Many companies will be willing to pay a reimbursement. Note that the reimbursement should be indicated in the contract. In general institutes and universities will not pay a reimbursement.

3.2 Traineeship period

It is necessary for a student to notify the coordinator that he/she has arrived at the traineeship post. Therefore, students need to fill out the Notification Form (Meldingsformulier) in the web application Mobility Online. Please especially fill out all fields regarding contact information. The Notification form is meant to be able to contact you in case of trouble at the traineeship post or at home.

Students need to discuss possible problems (e.g. the assignment differs too much from the agreed assignment) with the traineeship-post supervisor, UT supervisor and the Mobility Office as soon as possible.

A student will receive supervision from the traineeship-post supervisor during the traineeship. This supervisor will help the student on a daily basis to get acquainted with the work environment and to supply the necessary information. He/she will also give an assessment about the student's functioning by filling out the supervisor evaluation form at the end of the traineeship.

In principle the report is in the public domain, and as such all persons interested can read it. However, in some cases the employer regards the information in the report as confidential. This means that the report will not become public. In this case the mentor or another employee needs to contact the coordinator or the UT supervisor, so as to agree to another procedure about finalising and evaluating the external project.

3.3 Completion of the traineeship

The traineeship has to be completed with a report. See appendix E for requirements and tips for writing the report. The report is an essential part of the assignment and necessary to complete the traineeship. The report will also function as the basis for an effective evaluation discussion.

Normally the report is public and all persons interested may read it. Sometimes, however, the employer regards the information in the report as a company secret and wishes to keep the report confidential. This means that the report will not become public. In that case, the student or the traineeship-post supervisor needs to contact the coordinator or the university supervisor to find an agreement about completing the assignment.

Hand in the report to the UT supervisor and coordinator as soon as possible after your return. It is not allowed to hand in the report later than 2 months after the final date of the assignment. If there are special circumstances preventing the handing in within this term, the student should contact the UT supervisor and the Mobility Office.

In some cases, the traineeship-post supervisor would like the student to give a presentation about the research and its results. Furthermore, it is important to have a final evaluation with the supervisor at the end of the traineeship about the student's work and attitude. For this evaluation, the traineeship-post evaluation form should be used. This evaluation form will be taken into account by the UT supervisor for the final assessment.

4 Supervision, Assessment and Evaluation

4.1 Supervision

The traineeship is a unique learning opportunity, the learning process of a student is crucial and both this learning process and the dedication of a student are central issues. The supervision, assessment and evaluation are important parts of the traineeship. Feedback on the student's knowledge, skills and behaviour is a valuable part of the assessment and evaluation at the end of the traineeship.

Role of the traineeship-post supervisor

The traineeship-post supervisor plays an important role in a student's traineeship. This supervisor:

- is the primary contact person for the student at the traineeship post
- provides the student with the traineeship project proposal
- coaches the student both in content and process
- is available for the student during the traineeship
- discusses the functioning of the student
- advises the UT supervisor about the evaluation and assessment of the traineeship

The traineeship-post supervisor assesses the way in which the student executed the tasks in this period and he judges the competences of the student in relation to the work. The criteria to be judged are:

- Adequate realization of the assignment
- Level of knowledge
- Technical insight
- Critical judgement
- Creativity
- Self-reliance
- Initiative
- Flexibility regarding problems and criticism
- Co-operation with colleagues
- Communication skills, oral
- Communication skills, written
- Total Impression

At the end of the traineeship period, the traineeship-post supervisor evaluates the student's traineeship using the Traineeship Supervisor Evaluation Form (appendix C).

Role of the UT supervisor:

The following tasks belong to the UT supervisor:

- assessment of the quality of the project before the student will start the traineeship.
- advice about research related questions and about the project report. Especially when a student encounters problems in his/her project work during the traineeship, it is important that the UT supervisor is available
- assessment of the traineeship using:

- the report; the report is normally written during the training period. Students deliver the report immediately after return (in unforeseen circumstances this can be later, but no more than two months after returning)
- the evaluation report of the local supervisor
- at least one final meeting with the student for the evaluation and filling out the supervisor evaluation form for giving the final mark to the student (Appendix D)

Role of the Mobility Office – EEMCS

In addition, the EEMCS department has an Mobility Office which:

- provides a student with the necessary information about the traineeship
- supports a student in the preparation and application process
- makes sure that the traineeship-providing organizations know what to expect from the traineeship, supervision and assessment
- can be addressed in case of general or organizational questions and observes possible problems and contacts the UT supervisor if necessary
- collects and updates relevant traineeship contacts
- maintains a database with the finished traineeships (Blackboard)

Furthermore, the mobility office EEMCS:

- arranges exchanges and is involved in setting up contacts and contracts with other institutes/universities
- discusses and approves traineeship plans and proposals before the start of the traineeship period
- evaluates traineeship presentations
- is the contact person for International Office (UT)
- is responsible for the traineeship policy.

4.2 Assessment and Evaluation

Procedure

A student hands in the report to the UT supervisor and the Mobility Office as soon as possible after the return at the University. It is not allowed to hand in the report over 2 months after the final date of the assignment.

If there are special circumstances preventing the handing in within this term, a student must contact the UT supervisor and the Mobility Office.

The final assessment of the assignment will be done by the UT supervisor. For the assessment the following criteria are taken into account:

- the assessment by the traineeship post supervisor
- technical and scientific aspects of the assignment
- the written communication skills

Final discussion with the traineeship coordinator

The student will fill out the student evaluation form (appendix B). Together with the traineeship-post evaluation form and the UT supervisor evaluation form the students experiences will be discussed in a final interview with the traineeship

coordinator. At the end of this session the grading report will be given to the student if all requirements of the traineeship have been satisfied.

Quality control

In order to maintain the quality standards, the following aspects will come up before the actual start of the assignment:

- the traineeship-post supervisor writes a project proposal
- the coordinator chooses (possibly in consultation with the student) a UT supervisor to evaluate the assignment and gives support if needed
- the UT supervisor checks the assignment against the objectives
- the student discusses the work plan with the UT supervisor and (if needed) makes some changes before leaving

During the traineeship, the following steps are taken to maintain the quality standards:

- the student informs the traineeship coordinator and the UT supervisor if he/she finds that the project intended does not meet his expectations, if the infrastructure is insufficient, or if the supervision fails. Together, they will decide if the student will continue the assignment.

After the traineeship, the following steps are taken to maintain the quality standards:

- the traineeship-post supervisor gives his assessment by filling out the supervisor form (appendix C)
- the student hands over the report and the assessment by the traineeship-post supervisor to the UT supervisor
- the UT supervisor gives his assessment by filling out the UT supervisor evaluation form (appendix D)
- the student will have a final evaluation discussion with the EEMCS traineeship coordinator

By paying attention to the aspects mentioned above the University tries to keep the quality and level of the traineeship as high as possible and tries to continuously improve itself.

5 Additional information for a traineeship Abroad

The master programmes of EEMCS offer students several opportunities for adding an international dimension to their knowledge and their practical experience.

This way, students can determine if “going abroad” suits them and to what extent they want this to play a role in their further career.

We believe that a stay abroad is a valuable component of the study. Some stimulating support is available: support in the formulation and execution of an international project and /or a grant for travelling, like the Twente Mobility Fund (TMF-fund) and the Erasmus-scholarship.

The requirements for a traineeship abroad are identical to the ones stated for a traineeship within the Netherlands.

When a student has decided to go abroad, keep in mind that it takes 6 to 12 months to make all the necessary arrangements for a traineeship, assignment or to study in a foreign country; so planning must start as soon as possible.

5.1 Visa and passport

Take care of the valid “papers”. This means that a student should find out what documents are necessary (e.g. at the embassy or the consulate of the country of the destination).

The website of the International Office gives a lot of information about the latest regulations, forms and schedules for the start of the studying abroad.

5.2 Finances

In general the student will have to take care of his own finances. There are several ways to find finances for the additional costs a traineeship brings with it.

Reimbursement

As discussed previously, companies may be willing to give a reimbursement for your work during your traineeship.

Scholarships

The scholarship of the Dutch government and most other scholarships will continue during the traineeship. Students may claim a monthly amount if they hand in the Dutch OV-card during the stay abroad.

More information with regard to the OV compensation can be found on the webpage of the IB-group “[Tijdelijk in het buitenland](#)”.

Erasmus and TMF subsidies

The European Union awards grants to students going abroad. This is possible if the student visits a European university with which the UT has an agreement for exchange. However it is also possible to set-up your traineeship in the EU as an Erasmus Placement, in which case no agreement for exchange is necessary. It can be used for traineeships in companies as well as in universities and institutes. If you do not qualify for an Erasmus grant, you may apply for a grant from the Twente Mobility Fund (TMF).

Both subsidies are administered by the International Office. See <https://www.utwente.nl/en/study-abroad/internship/information> for information about these subsidies and some other possibilities.

Please check and double check the conditions for a subsidy and the procedures for application.

5.3 Language

When visiting a foreign country, the language may be an issue to consider. In general this does not pose a problem if the foreign language is English or German. A lot of information about possible language courses can be found at: <http://www.utwente.nl/tcp/>

If you visit a university, a possibility to learn a new language is following an intensive summer course at your host university.

5.4 Accommodation abroad

Finding a place to stay is the student's own responsibility.

Universities and companies who regularly receive interns are generally willing to help you finding a room.

Every Erasmus-partner is obliged to arrange the accommodation of foreign students as good as possible (and in accordance with the accommodation of the own students). In most cases, a student will be placed in student accommodation, but placement in a room at a privately owned accommodation is also possible, in general the accommodation costs will be somewhat higher than the costs a student has 'at home'. That is quite understandable since additional investments will have to be made in order to offer a furnished room.

5.5 Insurance

A student has to arrange his or her own health insurance. The student's own insurance company should be able to give information about the coverage abroad of the present insurance.

The UT has entered into a WA insurance (legal liability insurance against third party risks) – and a travel insurance for all its students and employees. In principle, this insurance sufficiently covers the different risks. This insurance is free of charge. It can be applied for by registering your trip using the [Mandatory Registration & Travel Insurance page](#).

It is also possible to arrange the insurance with Lippmann or AON. This insurance covers, not only medical costs, but also accidents, luggage, liability, extraordinary costs and legal support in case of physical harm. The advantage of this insurance is that a student can discontinue his or her own health insurance for the duration of the stay abroad.

This is especially interesting if a student pays his or her own premium.

General information on insurances can be obtained at the International Office in the Bastille.

5.6 Health

Check with the family doctor or the GGD (the health service of your municipality) to what extent vaccinations and other medical preparations (tablets) are needed. Also take good notice that you bring enough medication with you, because your specific medication may not be available on the spot.

A declaration of the family doctor (posed in English) may be helpful, especially if you use medication.

6 Appendices

6.1 Checklist for procedures regarding the traineeship

From one year to at least 3 months prior to start of the traineeship

- Student announces start orientation by submitting the “application form” in the Student Mobility System which you can find at Mobility Online.
- Traineeship mediator makes an appointment with the student;
- Student chooses one or more of the following options for finding an appropriate traineeship:
 - Help from the Mobility Office and using the Blackboard site;
 - Traineeship via lecturer/professor;
 - Traineeship personally arranged by student;
 - Looking for a mediation office.
- Traineeship mediator and student agree on actions to be taken and keep each other informed by means of e-mail;
- Student checks possibilities for grants and other information at the site of the Mobility Office, [International Office](#) and the [UT Traineeship site](#)

Traineeship place is found

- Student submits the “Assignment form” in Mobility Online.
- UT-supervisor confirms suitability of traineeship, by signing the assignment form.
- Student arranges the traineeship contract with the company and submits the contract at the Mobility Office for approval.
- Student fixes insurances.
- (If applicable) Student submits: [forms for grants](#) available at the site of the International Office (and if applicable, has traineeship coordinator sign the form of the “Twente Mobility Fund” [TMF-form](#)).
- Dutch students may put their “OV-kaart” on hold and request a refund from the IBG (the traineeship coordinator sign has to sign a document).
- Student arranges possible housing and travel.

At traineeship post

- Student announces the start of the traineeship by submitting “Notification form” in Mobility Online immediately when an internet connection is available.
- Mobility Office sends an e-mail with evaluation form to the daily supervisor.
- Student submits the traineeship thesis to the daily supervisor for evaluation.
- The traineeship post supervisor fills out the Traineeship Supervisor Evaluation Form

After return at UT

Student takes the following actions:

1. Submits to UT-supervisor:
 - Traineeship thesis.
 - Traineeship Supervisor Evaluation Form (filled out by the traineeship post supervisor)

- The Traineeship Evaluation form UT-Supervisor (empty, to be filled out by the UT-supervisor)
- 2. Discusses the traineeship with the UT-supervisor
 - Receives the Traineeship Evaluation form UT-Supervisor with the final mark.
- 3. Submits to the Mobility Office:
 - Traineeship thesis.
 - Traineeship Supervisor Evaluation Form (filled out by the traineeship post supervisor)
 - Traineeship Evaluation form UT-Supervisor (filled out by the UT-supervisor with the mark)
 - Experience report of the traineeship;
- 4. When applicable, submits to the International Office
 - Report for TMF-grants.

UT-Supervisor takes following actions:

- Evaluation of traineeship and filling out the Traineeship Supervisor Evaluation Form.

Mobility Office takes following actions:

- Arrangement of an overall evaluation of the traineeship in a concluding conversation with the student;
- Filing of data and arrangements for completion of the traineeship (e-mail to provider of the traineeship);
- Closing the traineeship file of the student.

6.2 Student Evaluation Form

University of Twente
 Mobility Office EEMCS
 Belinda Jaarsma
 Telephone: 053 - 489 3887
 E-mail: Mobility-EEMCS@utwente.nl

Name student	
Educational Programme	
Traineeship post	
Period	
Supervisor	
UT Supervisor	

ASSIGNMENT, WORK OUT AND RESULT

1. What were your activities during the traineeship? Short description of the assignment:

.....

2. Were these activities in accordance to the traineeship assignment form you filled out before you started your traineeship?

yes not really not at all

If not really or not at all can you explain?

.....

3. Were you motivated to work on the assignment?

yes not really not at all

4. How well do you think the knowledge-level of the assignment matched your level?

insufficient sufficient good very good

5. How much did you learn during the traineeship?

insufficient sufficient much very much

6. Did you gain insight into the functioning of the organization where you have fulfilled your traineeship?

yes not really not at all

7. Did you gain insight into your future 'working field'?

yes not really not at all

KNOWLEDGE-, SKILLS- AND ATTITUDE LEVEL

8. Did you notice some inadequacies in your knowledge during the traineeship?

yes somewhat no

Remarks:

.....
.....
.....

9. Did you notice some inadequacies in your skills during the traineeship?

yes somewhat no

Remarks:

.....
.....
.....

10. Did you notice some inadequacies in your attitude during the traineeship?

yes somewhat no

Remarks:

.....
.....
.....

ORGANISATION

11. Did you have adequate information in advance by using the traineeship guide and attending the information meeting?

yes not really not at all

12. Did you have proper guidance while searching for the traineeship post?

yes not really not at all

13. Did you have enough supervision during the traineeship?

Traineeship post supervisor : yes partly no
UT supervisor : yes partly no

14. Did the organization offer sufficient amenities like: PC, workplace and other technical tools?

yes no

15. Was the traineeship duration sufficient for the assignment to be carried out?

- yes
- more hours app.:...
- less hours app. :.....

16. What is your general opinion about the traineeship post?

- suitable
- unsuitable
- don't know

If 'unsuitable', can you explain?

.....
.....
.....
.....

ASSESSMENT

17. Was it clear in advance how you would be assessed?

- yes
- not really
- not at all

18. Are you satisfied about the way you've been evaluated?

- yes
- not really
- not at all

19. Do you have remarks about the evaluation?

.....
.....
.....

20. Do you have any further remarks or questions?

.....
.....
.....
.....

Date:

Thank you for filling out this form!

PLEASE SEND THIS FORM BACK TO THE TRAINEESHIP OFFICE WITHIN ONE MONTH AFTER YOU HAVE FINISHED YOUR TRAINEESHIP

6.3 Traineeship Supervisor Evaluation Form

University of Twente
 Mobility Office EEMCS/ ZILV 1018
 Telephone: +31 53 489 3887
 E-mail: Mobility-EEMCS@utwente.nl

Name student			
Start date traineeship		End date traineeship	
Company			

N.B. Please fill in this questionnaire as complete as possible. It will be treated as confidential.

EVALUATION:

	Excellent	Very good	Good	Satisfactory	Sufficient	Insufficient	Not Applicable
Adequate realization of the assignment							
Level of knowledge							
Technical insight							
Critical judgement							
Creativity							
Self-reliance							
Initiative							
Flexibility regarding problems and criticism							
Co-operation with colleagues							
Communication skills, oral							
Communication skills, written							
Total Impression							

REMARKS:

.....

.....

.....

.....

.....

.....

.....

.....

Would you like to admit more students from the University of Twente in the future?

yes, from the field of study: _____

do not know yet, because: _____

no, because: _____

Date: _____ Name supervisor: _____ Signature supervisor: _____

6.4 Traineeship Evaluation form UT-Supervisor

This form will be added at short notice. Until then the supervisor is requested to fill out the classical “cijferbriefje”.

6.5 Tips for writing a report

Introduction

Writing a report is an integral part of your external training. The report is the main source of information about your activities for the company and your successors. After you have returned home, for them it is the *only* source of information. Also, the UT supervisor will use it to base his assessment on (together with the information from the company supervisor). To conclude, writing a report is a good way to structure your own thoughts which may help you to work more efficiently.

Keep a daily logbook. This ensures that you have all the required information available when you are writing the report. Keep in mind however that the report is not an extended logbook. The logbook is written in chronological order. Each daily description will contain a certain logical order, but every day may contain a new story. In a report, all relevant activities should be described within a logical context including introductions, explanations, discussions and conclusions.

Setup of a report

A report may contain the following elements:

- Title page, with the title of the report, name of the author, UT and company supervisors, date, company, report number, period of the training
- Preface, acknowledgement
- Summary
- Table of contents
- Core of the report

The core may consist of:

Introduction

- Background, objectives, literature, overview of the remaining parts of the report

Problem analysis

- Description, structure, theory and analysis

Approach and method

- Model, design, measurement setup

Results

- Model validation, simulations, measurement results

Discussion

- Comparison with the results from the literature. Can the results be trusted? Review of the objectives of the work.

Conclusions and recommendations

- Note that no new elements can be introduced here. The reader should be ready for your conclusions from the previous parts of the report.

The report is concluded with:

- References

- Keywords
- Abbreviations and symbols
- Appendices

Non-scientific report

From every student, an experience report is expected that describes the non-technical aspects of the training period. AM-students should add it as an appendix in their report. Other students are requested to send it to the Mobility Office. It will be placed on the Blackboard site to inform other students. Its size should be two to four pages.

For most students it is a joy to write the experience report 😊.

It may contain the following elements:

Description of the company

- History
- How is the company organised. Is it part of a bigger holding, or is it independent? What departments are there? Scheme of the organisation
- What does the company produce? What are the products used for?
- Turnover, profit, export
- Future plans of the company

Your project

Short description of your project for laymen (don't violate confidentiality) and the place it has in the company.

Your environment in the company

- The supervisor, colleague employees, students, other trainees
- Culture and atmosphere, habits (coffee, tea, lunch)
- Your best and worst experience in the company

Experiences with the city and country

- People, habits, friends, dangers and annoyances.
- Cultural differences with your own background.
- Eating, drinking, holidays and leisure, occasions for fun.
- Medical issues.
- Local transport
- Geography, plans, locations.
- Your best and worst experience in the country
- Tips and tricks
- And other information that you would like to share

How did you get the training position?

- How did you find the company?
- Paperwork, visa experiences
- Finding a room
- Flight information, connecting transport

Illustrations

Feel free to add maps, photographs, drawings and whatever you like.