

APPENDIX E: External Final Project

In case the student does their Final Project in the context of an external organisation **facilitated via the connections of the EST supervisor**, it is required to make clear arrangements and to determine conditions before the Final Project actually begins.

The following issues should be addressed timely:

- Who will coach the student within the company/institute and to whom will the student report?
- Is there a workplace within the company/institute (including an own desk where the student can work undisturbed)?
- Is confidentiality an issue to consider?
- What facilities will be open to the student?
- What other conditions of employment are there (remuneration, insurance, holidays, working hours, etc.)?

Mainly if the project is a design project, some companies or institutions will automatically offer an official contract. Others will consider it as not necessary to draw up an official contract covering the above-mentioned elements.

Anyway, the student should make sure, whether there is sufficient communication and consultation between company/institute and university on these formal issues before the Final Project takes off.

The EST programme does not contain an internship as such, but if a formal agreement should be signed for the **external Final Project**, usually the term 'internship' will be used in the documents to be signed. **The University of Twente strongly suggests and prefers the use of the standardized and legally checked 'University of the Netherlands (UNL) Internship Agreement'.**

Procedure for signing Internship Agreement

- Find the UNL Internship Agreement documents (download Dutch version 'Stageovereenkomst NL' or English version 'Internship Agreement UNL English') plus explanatory notes on:

<https://www.universiteitenvannederland.nl/onderwerpen/onderwijs/gemeenschappelijke-stageovereenkomst-universiteiten>

- Contact the BMS internship coordinator via:
internshipcoordinator-bms@utwente.nl

The BMS internship coordinator is the only person who is mandated and authorized to sign Internship Agreements for all BMS students, representing the University of Twente on the contract. So your Final Project supervisor should first agree on the content of the project and agree that their name is filled in at the role of university supervisor, but the supervisor will not be the person who signs the contract on behalf of the University of Twente. That is the task of the BMS internship coordinator.

In case the organisation where you will do your external Final Project insists on using their own internship agreement instead of the UNL document, then you must inform

the BMS internship coordinator about this, and send in the draft contract. This contract must first be checked by the University of Twente's legal department, which of course takes additional time, and the reason why it is not advised. Do take this into account.

Note 1: Students who receive any kind of payment for their internship activities are legally required to take out Dutch basic health insurance. For more information about the Dutch basic health insurance, see: <https://www.skgz.nl/english>.

Note 2: International students may need a work permit to execute a Final Project in a company or institute. In this regard, students should contact the BMS's International Student Support Officer via: internationalstudentsupport-bms@utwente.nl.

In Mobility Online you must register this Final Project as:

Option (B): Steps to complete in the Mobility Online's "Graduation –extended pipeline"
(see in paragraph 6.2)