



INTERNSHIP

Sustainable Energy Technology

At the University of Twente 'practical experience' is considered to be an essential part in the education of an engineering student. After all, only in a company or research institute the student can discover the relationships between knowledge and skills acquired in the class room and the application of it in a real situation. In addition to this, additional skills can be obtained as well as valuable insight into real world situations, all of which cannot be gained from reading books. For this reason an internship is a compulsory part of the master's programme in Sustainable Energy Technology at the University of Twente, for those students without any relevant work experience. During this internship, the student works independently on (a) real problem(s).

CURRICULUM

The Master's programme in Sustainable Energy Technology is a two year programme. The first year consists of courses only, while the second year is split into two parts. The first three months are reserved for the internship, while for the rest of the year the student is working on the Master's assignment. The internship is carried out outside the university, in the Netherlands or (preferably) abroad. The Master's assignment is mostly carried out in one of the research groups of the department. Since the student has finished (most of) the theory, (s)he is supposed to work at the level of a junior engineer, under the supervision of a member of the company.

OBJECTIVES OF THE INTERNSHIP

The main objectives of the internship are:

- to become acquainted with the future field of the sustainable energy technology student
- to apply the acquired knowledge and skills in a practical situation
- to become acquainted with real life problem solving
- to work independently
- to learn how to plan things out carefully
- to practice oral and written skills
- to develop social and communicative skills
- to carry out a project which is useful for the employer

In addition to these general objectives, a student can also define objectives regarding content.

ASSIGNMENT

The starting point is that the assignment has to be useful to the employer, which is the reason that in most cases the assignment is defined and formulated by the employer. The description of the assignment will be discussed with the internship coordinator and the UT supervisor, before the start of the internship. The UT supervisor is one of the members of staff of the research group where the student is part of, and

(s)he will be the contact person for the student for subject related questions. The UT supervisor will also assess the assignment after the student returns.

The assignment has to be in the field of (applied) technical sciences, and can be either (part of) a fundamental research project, a product development or a production (re)organisation.

SUPERVISION BY THE ORGANISATION

The student is supposed to be treated like a new employee, i.e. to get a place to work and to be properly introduced to his/her colleagues. It is desirable (but not essential) that at least once a week a meeting will take place between student and supervisor regarding the progress of the assignment. The student has to write a report about the assignment, and the supervisor is expected to comment on the report, fill in an assessment form and have a final meeting with the student. A presentation can be part of the completion of the internship, but that is up to the company. The assessment form will be used by the UT supervisor in the final assessment of the internship.

EXPENSES AND INSURANCE

Lack of finances should not prevent a student from doing an internship. Therefore it would be appreciated if the student would be reimbursed for expenses, whereby the amount can be determined by the organisation.

The University of Twente has taken out a Civil Liability Insurance for all students during their internship. Since the student is working for the company, the company is liable for accidents. Most organisations therefore sign a contract with the student, so that the employee's insurances are applicable. The student has access to a three-party agreement, designed by the Faculty of Engineering Technology, which should preferably be used.



REPORT

The student has to write a report about the assignment. Therefore, it is desirable that at least one aspect of the assignment is completely finished. The report should contain useful information to the organisation. Often this report will be used to fully inform a potential successor in the project about the current state of affairs. Additionally, the report should reflect the student's work such that the UT assessor can get the complete picture of what the student has done.

At the end of the internship the student will have finished a concept report; comments by the company or UT supervisor can still be processed at a later stage. Copies of the final report will be sent to the company, the UT supervisor and the Student Mobility Centre (SMC). The UT supervisor will assess the final report, whereby the assessment form of the company supervisor will be taken into consideration.

Like any other official document related to or produced by the student, a digital copy of the report will be archived and added to the student's records. This is done in particular for three reasons:

- providing information about past internships to students who are currently looking for an internship
- quality assurance of the internship as part of the curriculum
- comprehensiveness of the student's archive

Generally speaking the reports can be examined by students, staff members of the faculty and members of an assessment committee during an accreditation procedure. The digital archive is connected to the repository of the University of Twente, which is part of the University's library. The accessibility of the report depends on the confidentiality as indicated by the company supervisor.

CONFIDENTIALITY

From what has been stated above, it might be clear that all reports are treated in a confidential manner. However, if the contents of the report are regarded as 'strictly confidential' then the report will remain inaccessible to any other parties outside the agreed confidentiality loop. Confidentiality should be indicated by adding 'CONFIDENTIAL' to the title page as well as to either the header or the footer of each page.

Reports labelled as 'Confidential' will be treated as such for a period of up to one year. One of the two situations applies:

- The student prepares an appendix which includes all the confidential information, which will be added to the student record and in the repository of the UT and will be published 1 year after completion. The report without the

confidential annex will be placed public in the UT repository.

- The student writes two reports: One with the methods and public information for the repository. The second with the confidential information included. The latter will be archived in the student records and will be published 1 year after completion.

In exceptional situations a two-year confidentiality may be required. If a company feels that one year is not sufficient, a written argumentation for that purpose should be submitted to the university. Full and permanent non-disclosure/confidentiality of the report is only acceptable in very extreme cases. In case of study-programme accreditation the report needs to be available to the accreditation committee.

In case it is deemed necessary by the company to sign a Non-Disclosure Agreement, it is preferable to use the Confidentiality Agreement designed by the Faculty of Engineering Technology, to which the student has access.

If there are any further questions about confidentiality, please contact the SMC.

CONTACT INFORMATION

The organisation of the internship is supported by the Student Mobility Centre (SMC) of the Faculty of Engineering Technology. According to the aims of the internship, during the internship there is in general little contact with both the student as well as the company supervisor. The company will be contacted at the beginning and towards the end of the internship. However, both the UT supervisor as well as the internship coordinator can be contacted at any time by the student or by the company supervisor, if needed or if there are any questions regarding the organisation and/or position of the internship in our curriculum.

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