





# 3mE checklist for Internships

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1. Orientation phase			
<p><b>Check your study plan (with MSc coordinator)</b></p> <p>Check if an internship has any influence on the duration of your study and make sure you do not delay your study plan with major consequences concerning;</p> <ul style="list-style-type: none"> <li>• <b>Graduation planning</b></li> <li>• <b>Finances/tuition fees</b></li> <li>• <b>Momi / Visa</b></li> <li>• <b>Housing</b></li> </ul>	✓	✓	
<p><b>Find a subject</b></p> <p>Determine the direction in which you want to specialize and gain more experience by pursuing an internship.</p>	✓	✓	
<p><b>Check internship criteria</b></p> <p>Know what the study goals of your internship are before contacting any external parties.</p>	✓	✓	
<p><b>Find a supervisor</b></p> <p>Look <del>WR</del> in your network and those of your professors and master coordinator for relevant contacts and assignments.</p>	✓	✓	
<p><b>CV and motivation letter</b></p> <p>Visit the TU Delft <b>career centre</b> for tips on composing your CV and motivation letter when you are going to apply for an internship.</p>	✓	✓	
2. Preparations phase			
<p><b>Internship Application Form</b></p> <p>Fill in and sign the <b>3mE Internship application</b> form. This form needs to be signed by the three parties involved; you, your master coordinator (on behalf of your supervisor) and the company supervisor.</p>	✓	✓	
<p><b>Contract criteria</b></p> <p>Inform the internship organisation about the TU Delft internship criteria and read the <b>guidelines internship contracts</b>.</p>	✓	✓	
<p><b>Internship contract</b></p> <p>Be aware that the TU Delft and the faculty of 3mE will not co-sign any internship contract. The only form that the faculty will co-sign is the 3mE Internship application form.</p>	✓	✓	
<p>You yourself can sign a two party's <b>internship contract</b> with the internship organisation. We advise you to look carefully at the contract conditions and discuss with your supervisor if the conditions such as financial and Intellectual properties and confidentiality penalties are in relation to the work you will be doing there.</p>	✓	✓	

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## Arrange practical matters ✓

If you are going abroad for your internship, you can **contact the 3mE international office** for practical information on scholarships, vaccinations refund, OV compensation, and official letters for visa application.

Make use of the official **online walk-in hours every Tuesday and Thursday between 12:30 h and 13:30 h.** or make an **appointment** online.

### a. Register in Osiris ✓

When you decide to study abroad, you are required to register your contact information (stay abroad, (temporary) address, contact abroad) in OSIRIS, prior to your departure. When you do not have all the information yet or in case something changes, you can always change the data later.

At 'purpose of stay', you need to fill in 'Internship'. You can find information about the mandatory central registration of contact information in OSIRIS **here**.

### b. Scholarships for abroad. ✓

Check whether you are eligible for **a grant**.

1. **EU Internships:** you can apply for the Erasmus Internship Grant. You can ask for application forms at the international office 3mE by sending an e-mail to [internationaloffice-3mE@tudelft.nl](mailto:internationaloffice-3mE@tudelft.nl).

- **The International Office 3mE will sign this on behalf of the sending institute.**

2. **Non-EU internships:** You can apply for the International Internship Fund through Osiris.

- **The International Office 3mE will sign this on behalf of the sending institute.**

### c. Safety, Insurance & Vaccinations. ✓

Visit the [TU Delft website on Safety](#), Insurance and Vaccination for all necessary information when going abroad.

#### Safety

Visit the website of [the Dutch government](#) with travel advice and check the safety code of the country you are going to. We recommend following a [TU Delft Travel Safety Training](#) when you go abroad for studies or internship. The training is obliged for students who go to areas with safety code orange

#### Vaccinations

TU Delft reimburses €50,- for each trip if the vaccinations are done at the SGZ.

Please check the TU Delft webpage and find the application form **here**.

#### Visa

Check if you need a visa and/or whether your visas are valid abroad



For Non-EU students, check the work conditions of your [Dutch visa](#).

### d. OV refund ✓

Only applicable to Dutch / EU Nationals with a study grant from the Dutch Government can apply for a public transport compensation at the DUO. Download the form at [www.duo.nl](http://www.duo.nl), fill in and go to the International Office 3ME for a signature and stamp of the University.

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<p><b>e. Cultural Differences</b></p> <p>Before you go abroad, we also recommend studying the culture of the country you are visiting, for example by taking a language course or the safe and secure travel training.</p> <p>Please visit <a href="http://buitenland.tudelft.nl">http://buitenland.tudelft.nl</a> and <a href="http://www.wilweg.nl/praktische-zaken">http://www.wilweg.nl/praktische-zaken</a> for additional information and practical arrangements.</p> <p><b>Make sure you bring your emergency number and insurance numbers when going abroad.</b></p> <p>More information can be found via <a href="http://www.studyabroad.tudelft.nl">www.studyabroad.tudelft.nl</a></p>	✓	✓
<p><b>f. Subletting your room?</b></p> <p>When you are planning to sublet your room during your stay abroad, check with the owner if this is possible.</p> <p>You can visit <a href="http://www.HousingAnywhere.com">www.HousingAnywhere.com</a>* where people who are subletting a room and people that are searching for a room are brought together.</p> <p>More information on subletting or finding a room elsewhere you can visit <a href="https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/housing-abroad/">https://www.tudelft.nl/studenten/ondersteuning/study-internship-abroad/housing-abroad/</a>.</p> <p><small>* TU Delft is not responsible for use of this website. Use of the website is free and is only used by students (no intermediaries).</small></p>		✓
<h3>3. During internship</h3> <div style="display: flex; justify-content: space-between;">   </div>		
<p><b>Matters concerning your stay</b></p> <p>Check whether you need to register yourself at the municipality you will live during your internship.</p>	✓	✓
<p><b>Making changes:</b></p> <p>When you have arrived, in some cases, there might be some minor changes to your project or internship assignment or the duration of your stay abroad.</p> <p>Check on a regular basis if you have made any changes and communicate these with your TU Delft supervisor and scholarship organisation.</p>	✓	✓
<p><b>Check internship criteria for TU Delft and Scholarship</b></p> <p>Know what you have to present in the end to both supervisors and the scholarship organisations and know what their criteria and what deadlines are.</p>	✓	✓
<p><b>Stay enrolled at TU Delft</b></p> <p>Make sure you stay enrolled (studielink) at the TU Delft while abroad and pay TU Delft tuition fee.</p>	✓	✓
<p><b>Plan ahead</b></p> <p>Plan ahead for your return and do not forget to register for courses or exams while abroad</p>	✓	✓
<p><b>Stay up-to-date</b></p> <p>Do not miss important information and check your student mail on a regular base.</p>	✓	✓

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### Know how to find medical aid

✓

Know how to find a doctor when needed and what you need to bring with you when visiting medical aid. Make sure you have all relevant emergency numbers (health insurance, liability insurance, TU Delft travel insurance) with you while travelling abroad.

### Embassy abroad

✓

Know where your embassy is situated, for if you need to seek help.

<https://www.nederlandwereldwijd.nl/documenten/vragen-en-antwoorden/reis-app-buitenlandse-zaken>

## 4. Completion



### Final report

✓

✓

Make sure you have the necessary filled in and signed evaluation forms back from your internship organisation.

### Receive ECTS in Osiris

✓

✓

Hand in your final report and the internship evaluation forms to your TU Delft supervisor. When assessed with a V (pass) the supervisor will publish this in Osiris and you will receive the ECTS for your internship.

### Inform scholarship

✓

✓

When you receive a scholarship, make sure you hand in the necessary evaluation and proof of your ECTS in Osiris of the internship.  
After this, you have finished the scholarship application.