**Please fill in digitally**

This form must be filled in by Master students **before** the start of the internship. After the form is signed by all parties, keep it for your **own** administration till your internship is finished. This form is the **only** document that TU Delft will execute in relation to your internship. Any separate document shall only be valid and executed between the Master student and the company. **Hand in** the signed form, together with your final internship report, to your TU Delft supervisor.   
Please read all notes at the end of the form and the Internship step-by-step guide and make sure you comply with all deadlines.

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|  | **PERSONAL INFORMATION** |  |

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|  | **STUDENT NUMBER** |  | |  |
|  | **LAST NAME** |  | |  |
|  | **FIRST NAME(S)** |  | |  |
|  | **DATE OF BIRTH** *(YYYY/MM/DD)* | /    / | |  |
|  | **EU-CITIZEN** | Yes /  No1 |  |  |
|  |  |  | |  |
|  | **PHONENUMBER** |  | |  |
|  | **STUDENT EMAIL ADDRESS** | @student.tudelft.nl | |  |
|  | (please note that this is not your netID) | Note that all communication will be sent to your student email address. | |  |
|  | **CURRENT STUDIES** | MASTER  Track/Study Programme | |  |
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|  | **EXTERNAL PARTY DETAILS** |  |

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|  | **COMPANY/INSTITUTION NAME** |  | | |  |
|  | **DEPARTMENT** |  | | |  |
|  | **ADDRESS** |  | | |  |
|  | **POSTAL CODE, CITY** |  | | |  |
|  | **COUNTRY2** |  | | |  |
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|  | **NAME SUPERVISOR** |  | **JOB TITLE** |  |  |
|  | **EMAIL** |  | **TELEPHONE NUMBER** |  |  |

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|  | **INTERNSHIP DETAILS** |  |

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|  | **INTERNSHIP IS PART OF THE CURRICULUM** | Yes, Course code       /  No |  |
|  | **INTERNSHIP PERIOD3** *(YYYY-MM-DD)* | From       until     . |  |
|  | **NUMBER OF EXPECTED ECTS4** |  |  |
|  | **DESCRIPTION OF CONTENTS INTERNSHIP** |  |  |
|  | **CONFIDENTIALITY CLAUSE APPLICABLE5** | Yes /  No |  |
|  | **MONTHLY REMUNERATION AMOUNTS** | €/month |  |

If your company provides you with a separate contract, please download for your information the Guideline internship contracts and confidentiality statement from the 3mE website and carefully study the guideline and your contract **before** you sign it. Remember, this form is the only document that TU Delft will sign.

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|  | **TU DELFT SUPERVISOR** |  |

As a student, you are responsible to find an **TU Delft supervisor**, with appropriate expertise. He/she needs to be part of the scientific staff within the Faculty of 3mE; this means they need to be a Professor, Assistant Professor or Associate Professor. Your TU Delft supervisor is responsible for approving the project description before the start of your internship. After you finalize your internship, both company and TU Delft supervisor need to independently judge your internship report.

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|  | **NAME SUPERVISOR** |  |  |
|  | **DEPARTMENT AND SECTION** |  |  |
|  | **E-MAIL ADDRESS** |  |  |
|  | **TELEPHONE NUMBER** |  |  |
|  | **SIGNATURE TUD SUPERVISOR** |  |  |

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|  | **PROJECT DESCRIPTION** |  |

For approval of the TU Delft supervisor, please describe the content of the project.

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|  | **PROJECT TITLE** |  |
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|  | **PROBLEM STATEMENT** |  |
|  | *Describe the context of the problem. Who will benefit from this project? Describe the most important issues that are part of the problem; a balanced project will generally include 3-5 issues. If you are describing a technical project, formulate clearly the technical questions.* |  |
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|  | **PROPOSED APPROACH** |  |
|  | *If a detailed approach is not yet known, try to describe a general approach. Describe the methods and skills required by the approach. Describe the plan of work, including required resources.* |  |
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|  | **EXPECTED OUTCOME, INCLUDING MILESTONES** |  |
|  | *Describe how the work leading to the completion of the project will be carried out. Describe needed resources and how they will be made available. Possibly, describe potential risks and specify general contingency plans. Describe any tangible outcome, such as prototypes, code, and public datasets. Describe how the outcomes will be tested / verified. Place milestones for the steps of this project and correlate them with the project outcomes.* |  |
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|  | **SIGNATURES** |  |

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|  |  | **NAME** | **SIGNATURE** | **DATE** (YYYY/MM/DD) |  |
|  | **STUDENT** |  |  |  |  |
|  | **EXTERNAL SUPERVISOR** |  |  |  |  |
|  | **TU DELFT MASTER COORDINATOR** |  |  |  |  |
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**This form shall be signed by your Master Coordinator, or in his/her absence by the Director of Education of the 3mE Faculty.**

Please submit this form to your TU Delft supervisor before the start of your internship.

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|  | **NOTES** |  |

1) Non-EU students, please consider the following:

Per 2006 a working permit is no longer obliged for non-EU students when the internship is a compulsory part of the programme. However, in case the Labour Inspection pays a visit to the internship provider, you should be able to show a copy of your residence permit, your TU delft registration card and a copy of this application form.

When you receive remuneration, there’s a likely chance you need to take out a Dutch Public Healthcare Insurance. You can find more detailed information in the factsheet for Health Insurance for Non-EU students that can be downloaded from website. If you are obliged to take out Public Healthcare Insurance but fail to do so, a fine will be charged.

2) Going abroad? Make sure to register your stay abroad in **OSIRIS** and download the Checklist for Internship abroad from the International Office 3mE website.

3) In case of problems during the internship, the company supervisor may terminate the internship before the agreed date after consulting the TU Delft supervisor/coordinator, if the student is not following the general rules and/or regulations set by the company and / or by the company supervisor. The student may terminate the internship before the agreed date, after consulting the TU Delft supervisor/coordinator, if he/she is unable to finish the internship in a successful and reasonable way.

4) 1 EC corresponds to 28 hours of work

5) If applicable, the university will keep confidential the report/data marked as such at the moment of disclosure in accordance to article 1.16 of the collective labour conditions of VSNU. The university is well accustomed to treating not only our own research but also that of our industrial partners with the necessary care and caution. You are obligated to submit your internship report to the TU Delft supervisor/coordinator. Without a report, you will not receive a mark. The TU Delft supervisor/coordinator stores all reports in a secured place and will not make them publicly available. When the nature of the project requires so, you are allowed to censor parts of the report. Details like numbers and names may be left out of or stroked-through in the report, as long as the report maintains an overview of the proceedings of the project.