Guidelines for the External Traineeship during the Corona period

Information for teachers and students

The Department Applied Physics follows the decision made by the Executive Board for all the rules below. The Executive Board follows the national measures recommended by the National Institute for Public Health and the Environment (RIVM) with regard to the Coronavirus.

NB For the readability 'he' has always been used in the text. Where 'he' stands, 'she' can of course also be read.

Introduction

As a consequence of the measures adopted by the Executive Board in relation to the Corona virus students may experience difficulties when arranging, starting or carrying out their External Traineeship.

To minimize those difficulties the Departmental Board, in consultation with Program Director and Examination Committee AP of the Department of Applied Physics has decided as follows:

0. Validity period
   - The rules under 1 to 5 will apply until further notice. Applied Physics students and staff will be timely informed before the rules will be revoked.
   - Decisions made on the basis of rules 1 to 5 remain valid until the student has passed the master’s exam.

Students may complete their External Traineeship as usual or as follows:

1. Adjustment of the external character of the External Traineeship

   Within the Master’s program Applied Physics students must execute an external traineeship (internship) outside the TU/e and in a company of research institute, and if possible outside the Netherlands. As a consequence of the national measures adopted by the Executive Board in relation to the Corona virus students may experience difficulties when arranging, starting or carrying out their External Traineeship. Therefore, it is decided that for students who, due to the measures adopted by the Executive Board in relation to the Corona virus cannot start or execute their external traineeship in a company or research institute, as stated in the OER MSc Applied Physics Appendix 1 to Article 3.2(c), should be exempted from this criterion. If the student makes use of this exemption, he must meet the additional requirement that his formal TU/e supervisor during the External Traineeship is not the same as his formal graduation supervisor.

   This rule applies to students who already started their External Traineeship and for students who are planning to start their External Traineeship during the Corona period.

Procedure:

1. Students discuss possible adjustments of the internship project with their TU/e supervisor and external supervisor.
2. If the external character of the internship project will be changed, the student informs the Examination Committee (by email, including a cc to the supervisor) and the Center for Student Administration.
3. The student adds a note to his report in which he describes the impact of the measures adopted by the Executive Board in relation to the Corona virus have on his external traineeship.

4. The TU/e supervisor must make sure that the change of external character is also noted on the assessment form.

2. **Change of the TU/e supervisor or external supervisor of the internship project due to change in subject**

At the beginning of the External Traineeship the student defines a subject and a project title in consultation with his TU/e supervisor and external supervisor. Due to the consequences of the measures adopted by the Executive Board in relation to the Corona virus, it could be the case that (part of) the defined internship project cannot be executed. Therefore, is decided that students may change the subject, title and/or the description of their internship project. These changes may lead to a change in TU/e supervisor or external supervisor. If the supervisor is changed, the change must meet the additional requirement that the student’s formal TU/e supervisor during the External Traineeship is not the same as his formal graduation supervisor. This rule applies to students who already started their External Traineeship and for students who are planning to start their External Traineeship during the Corona period.

**Procedure:**

1. Students discuss possible adjustments of the internship project with their TU/e supervisor and external supervisor.

2. If the TU/e supervisor and/or external supervisor will be changed, the student informs the Examination Committee (by email, including a cc to the supervisor) and the Center for Student Administration.

3. The student adds a note to his report in which he describes the impact of the measures adopted by the Executive Board in relation to the Corona virus have on his graduation project.

4. If the supervision is changed during the project, the TU/e supervisor must make sure that this is also noted on the assessment form.

3. **Duration of the External Traineeship**

At the beginning of the External Traineeship, the student makes a description of the overall setup of the internship project including a provisional deadline of the internship project, reporting, etc. Due to the consequences of the measures adopted by the Executive Board in relation to the Corona virus, it could be the case that the execution of the internship project will take longer than originally planned. Therefore, it is decided that in the assessment criteria of the internship including the aspect ‘Internship: was/is not completed within the planned time’, as incorporated in the Assessment form – External Traineeship (Appendix 7a to Article 4.4 of the Regulations of the Examination Committee Applied Physics 2019-2020) a corona-crisis induced delay will be taken into account. This rule applies to students who already started their External Traineeship before or during the Corona period.

4. **Postponement or suspension of the External Traineeship**

As a consequence of the measures adopted by the Executive Board in relation to the Corona virus students may experience difficulties when arranging, starting or carrying out their External Traineeship. Therefore, is decided that students can postpone or suspend their External Traineeship for a period to be determined in consultation with their TU/e and external supervisor. During the time that the External Traineeship is postponed or suspended, the student can follow other study
components or can do (part of) their Graduation Project. This means that a student may reverse the
order of his External Traineeship and Graduation Project (see Guidelines Graduation project during
Corona period). This rule applies to students who already started their External Traineeship and for
students who are planning to start their External Traineeship during the Corona period.

Procedure:

1. Students discuss whether it is necessary to postpone or suspend their internship project
with their TU/e supervisor and external supervisor.
2. If the internship project needs to be postponed or suspended, the student informs the
Examination Committee (by email, including a cc to the supervisor) and the Center for
Student Administration.
3. If the internship is postponed or suspended, the student adds a note to his report in
which he describes the impact of the measures adopted by the Executive Board in
relation to the Corona virus have on his internship.
4. If the internship project needs to be postponed or suspended, the TU/e supervisor must
make sure that this is also noted on the assessment form.

5. Courtesy of the Examination Committee AP
The Examination Committee AP will handle requests for changing the student’s External Traineeship
in a courteous manner.