Guidelines for the NF (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 NF of the Department of Applied Physics has decided as follows:

0. **Validity period**
   - The rules under 1 to 5 will apply until further notice. Science and Technology of Nuclear Fusion 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 international experience requirement**
   Within the Master’s program Science and Technology of Nuclear Fusion students must execute research project of 15 ECTS during their (external) traineeship. The (external) traineeship must take either at a company, university or research institute abroad. There is also a possibility to do the (external) traineeship in the Netherlands, but then at least part of the graduation project of 15 ECTS (10 weeks) must be carried out abroad (OER MSc Science and Technology of Nuclear Fusion Appendix 1 to Article 3.2(c)).

   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 or (part of) their Graduation Project abroad. 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 in the Netherlands, or at a foreign university or research institute, or (part of ) their Graduation Project abroad, as stated in the OER MSc Science and Technology of Nuclear Fusion Appendix 1 to Article 3.2(c), should be exempted from this criterion.

   This rule applies to students who already started their (External) Traineeship or (part of) their Graduation Project abroad and for students who are planning to start their (External) Traineeship or (part of) their Graduation Project abroad during the Corona period.
Procedure:

1. Students discuss possible adjustments of the project with their academic supervisor and daily supervisor.
2. If the external character of the project will be changed, the student informs the Examination Committee (by email including a cc to academic 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 or (part of) their Graduation Project abroad.
4. The academic supervisor must make sure that the change of external character is also noted on the assessment form.

2. Change of the academic supervisor or daily 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 academic supervisor and daily 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, it 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 academic supervisor or external 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 academic supervisor and daily supervisor.
2. If the academic supervisor and/or daily supervisor will be changed, the student informs (by email, including cc to academic supervisor) the Examination Committee 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 (External) traineeship including the aspects duration and finalization, as incorporated in the Assessment form – (External) Traineeship (Appendix 7a to Article 4.4 of the Regulations of the Examination Committee Science and Technology of Nuclear Fusion 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 academic and daily supervisor. During the time that the (External) Traineeship is postponed or suspended, the student can follow other study components or do (part of) their Graduation Project. 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 academic supervisor and daily supervisor.
2. If the internship project needs to be postponed or suspended, the student informs (by email, including cc to academic supervisor) the Examination Committee 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 academic supervisor must make sure that this is also noted on the assessment form.

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