Guide for the

Student interface

of the Internship App

Available Internship Offers, Internship Processes, Pending Internship Offers and Research Topic Agreements

In this guide you will find:

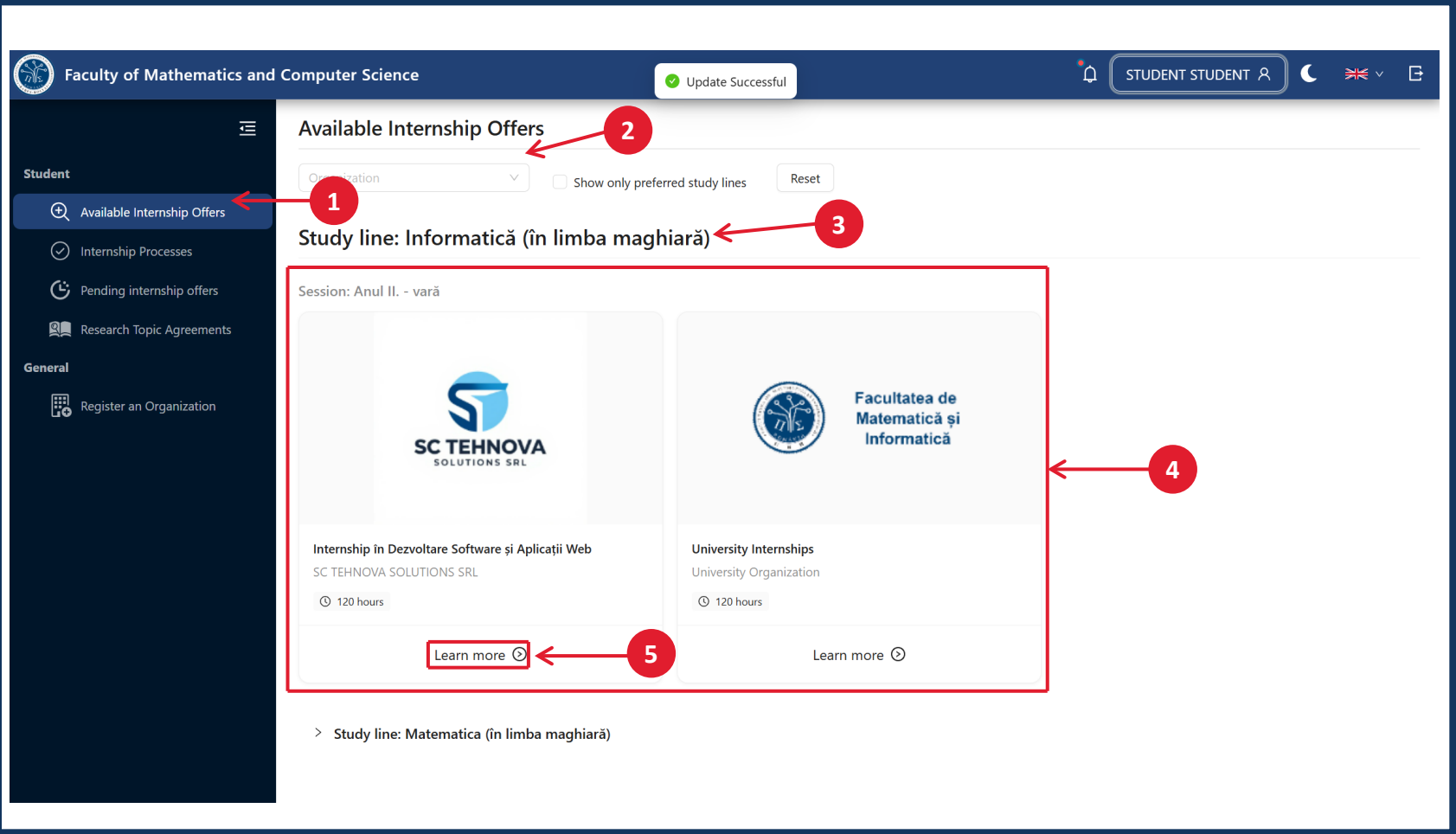
1. Available Internship Offers
2. Internship Processes
3. Pending Internship Offers
4. Research Topic Agreements

Available Internship Offers

Available internship offers from different organizations



Available Internship Offers: List of offers



1. **Available internship offers** in the Student menu. This page displays the different internship offers of the organizations.

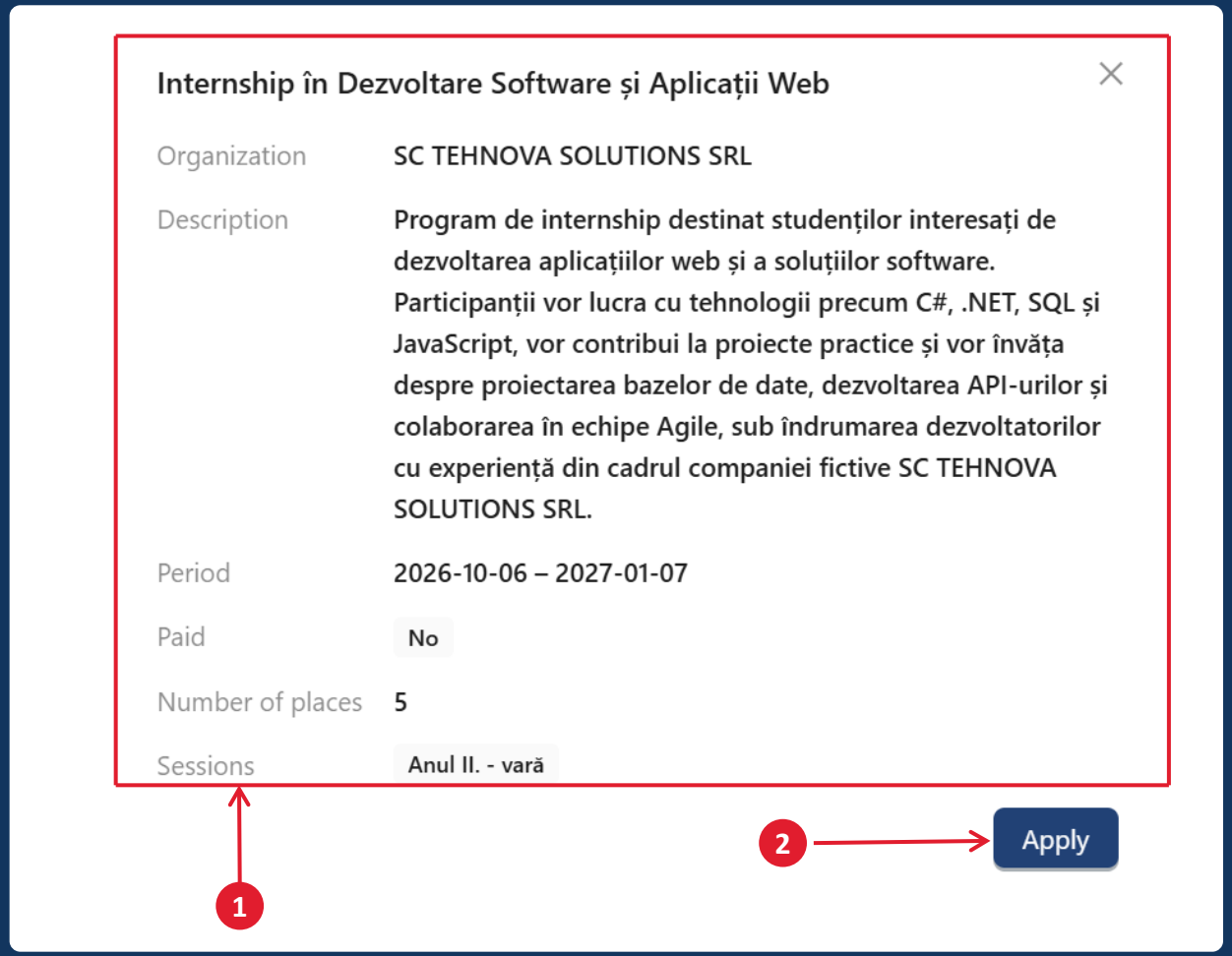
2. **Organization selector:** Select which organization's internship offers you would like to see.

3. **Study lines:** The internship offers are grouped by study lines. Preferred study lines are shown first.

4. **Details:** A card for each internship offer displaying the internship's name, the organization and the time it takes to finish the internship.

5. **Learn more:** Shows extra information about the internship offer.

Available Internship Offers: Offer details



1. **Internship offer details:** A detailed description of the internship offer. Contains the organization name, a description of the internship, the time period when it takes place, if it is paid for, the total number of available spaces for the internship and the session.

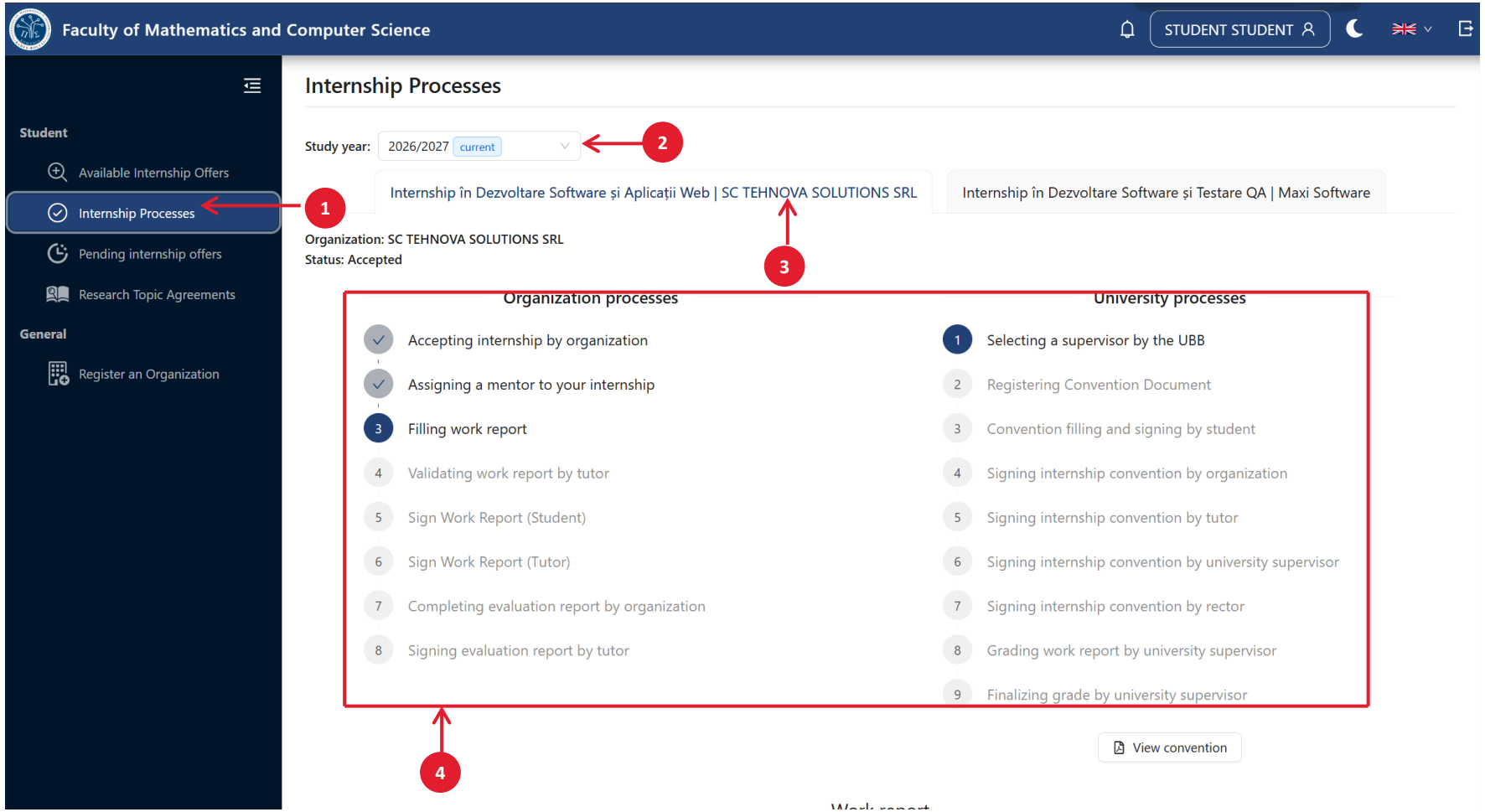
2. **Apply** to the internship by clicking the button on the bottom right. A student can only apply to internships that's study line matches the student's.

Internship Processes

A list of the ongoing internship processes

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Internship Processes: Internship process tabs



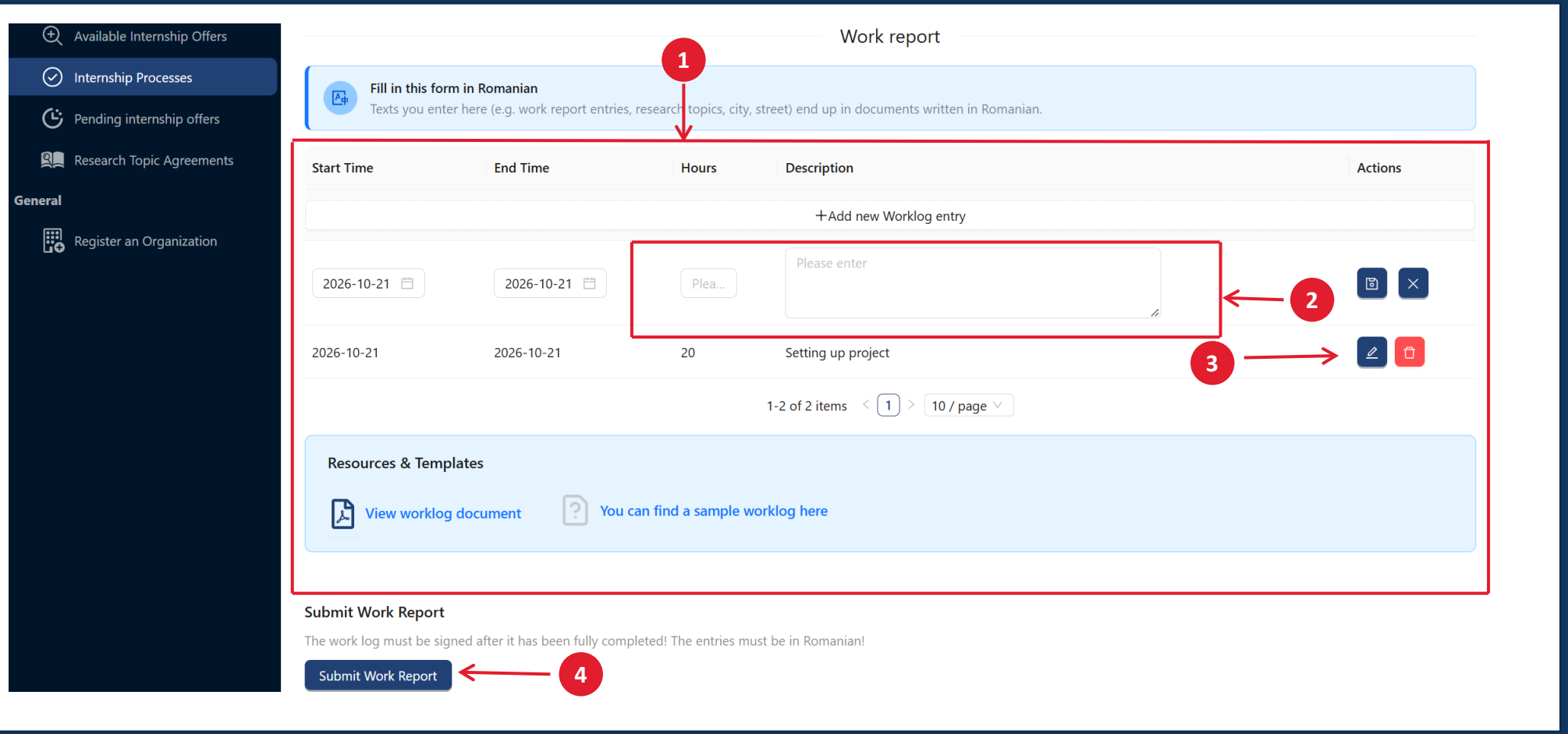
1 **Intenrship Processses** in the Student menu. This page displays the ongoing internships and their status.

2 **Study Year:** Select which study year's internships should be shown.

3 **Internship tabs:** Multiple internships are separated into tabs. Each tab displays the internship's name the the name if its organization.

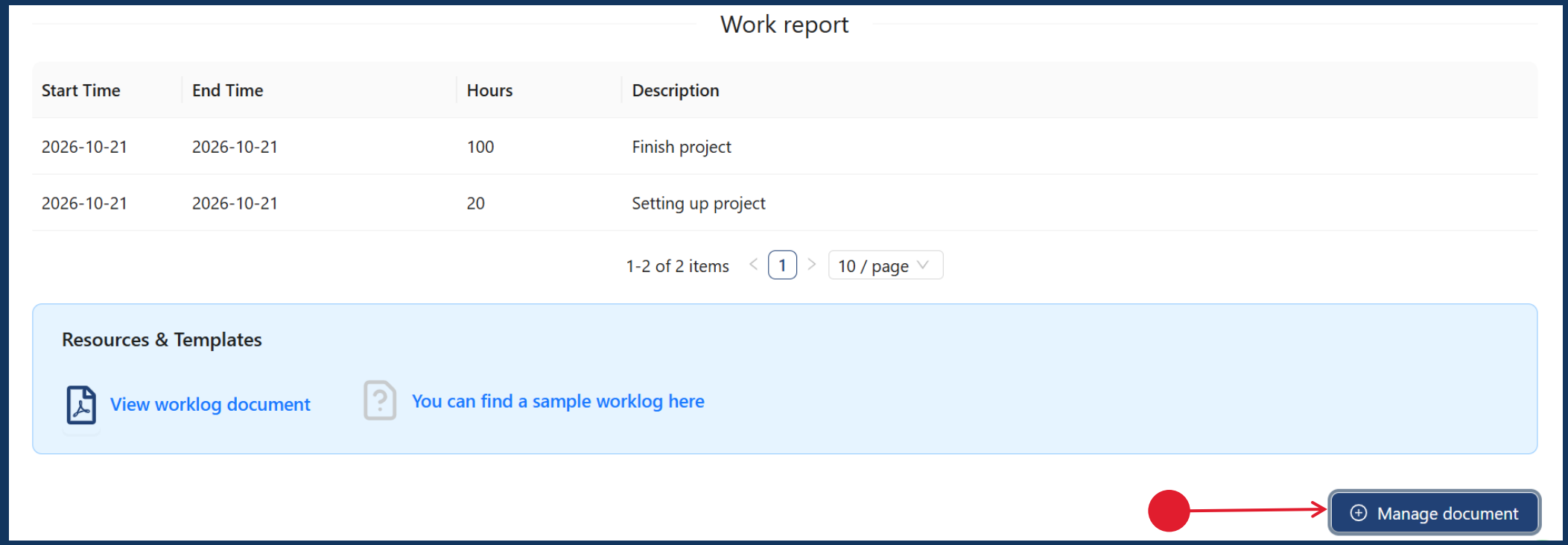
3 **Internship processes:** The tabs display the process steps of the internship. The organization processes contain accepting the student, handling the work report and providing a grade by the tutor. The university processes entail the assigning of a supervisor from the university, signing the convention document and grading the student's work by the supervisor.

Internship Processes: Filing the work report



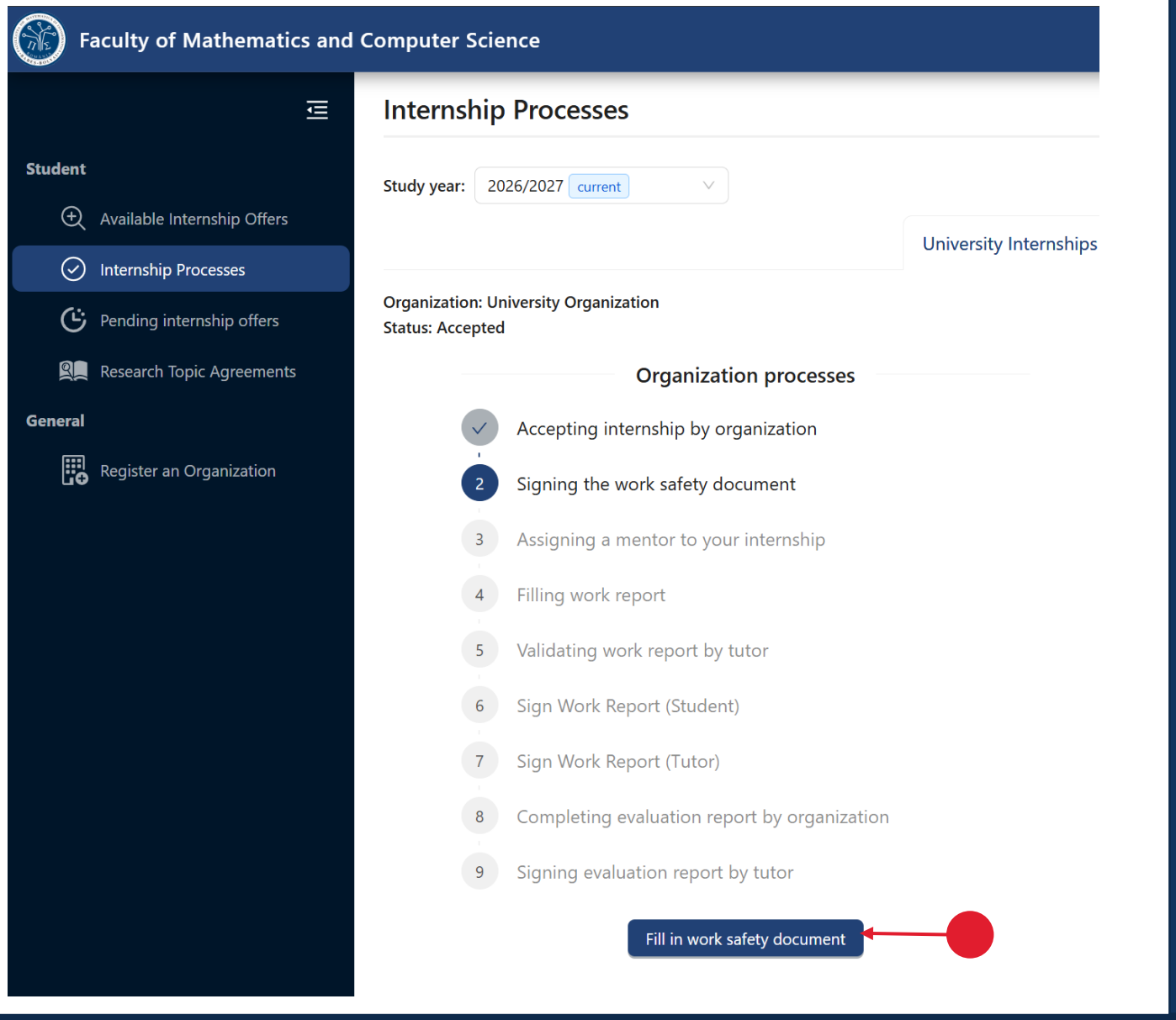
1. **Work report filing** happens through this page. This is only available when the corresponding process step is initialized.
2. **Worklog entries** can be created providing a start and end time, the number of hours worked in that interval and a description about the work.
3. **Edit entries:** These entries can be edited or deleted.
3. **Submit Work Report:** Submit the work report for the tutor to accept or reject. Once submitted, the work report can not be edited.

Internship Processes: Signing the work report



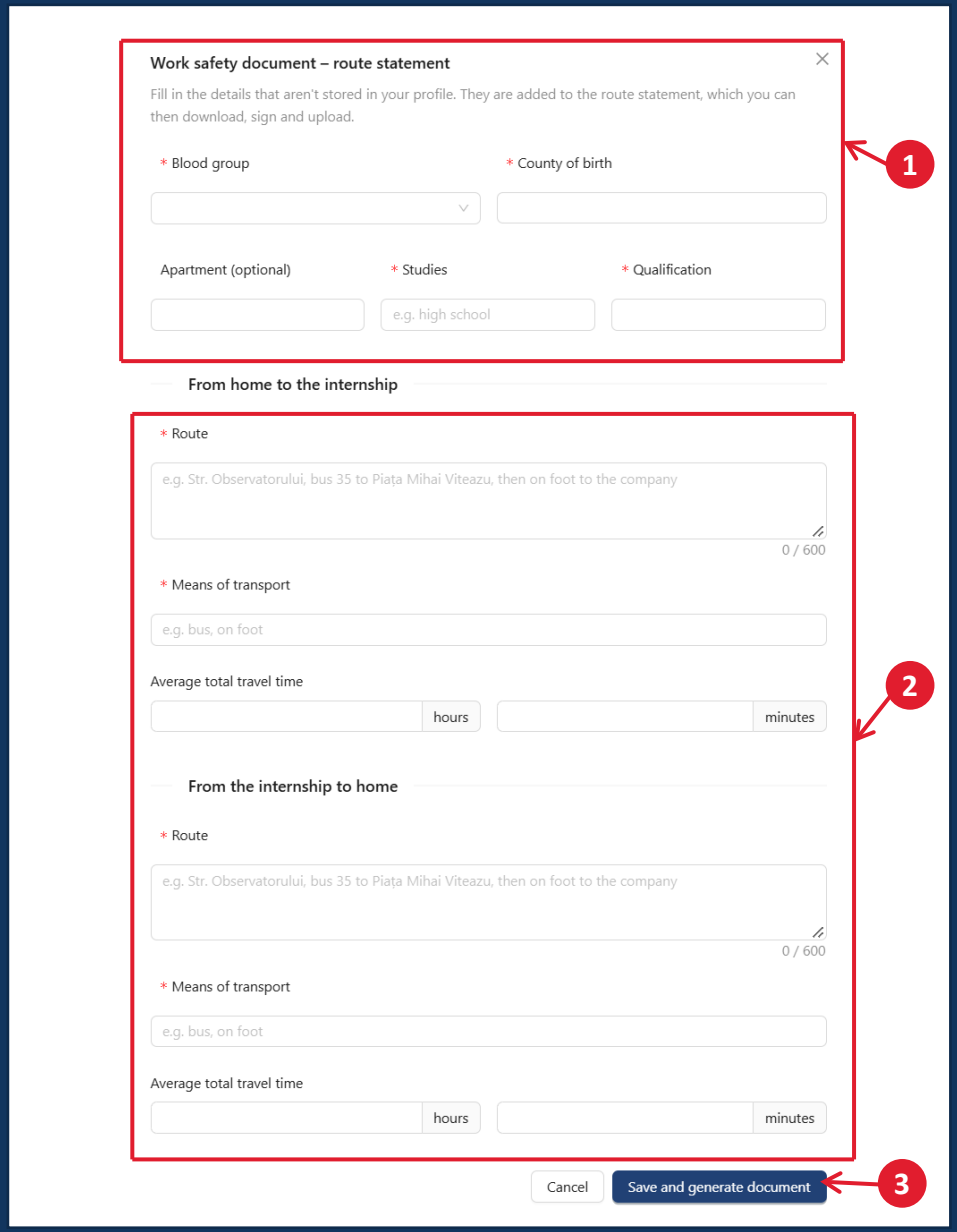
Manage document: Sign the approved work report.

Internship Processes: Filing the workplace safety document



Fill in work safety document: Complete the work safety document with information about the student and about the commute to and from the work location.

Internship Processes: Filing the workplace safety document

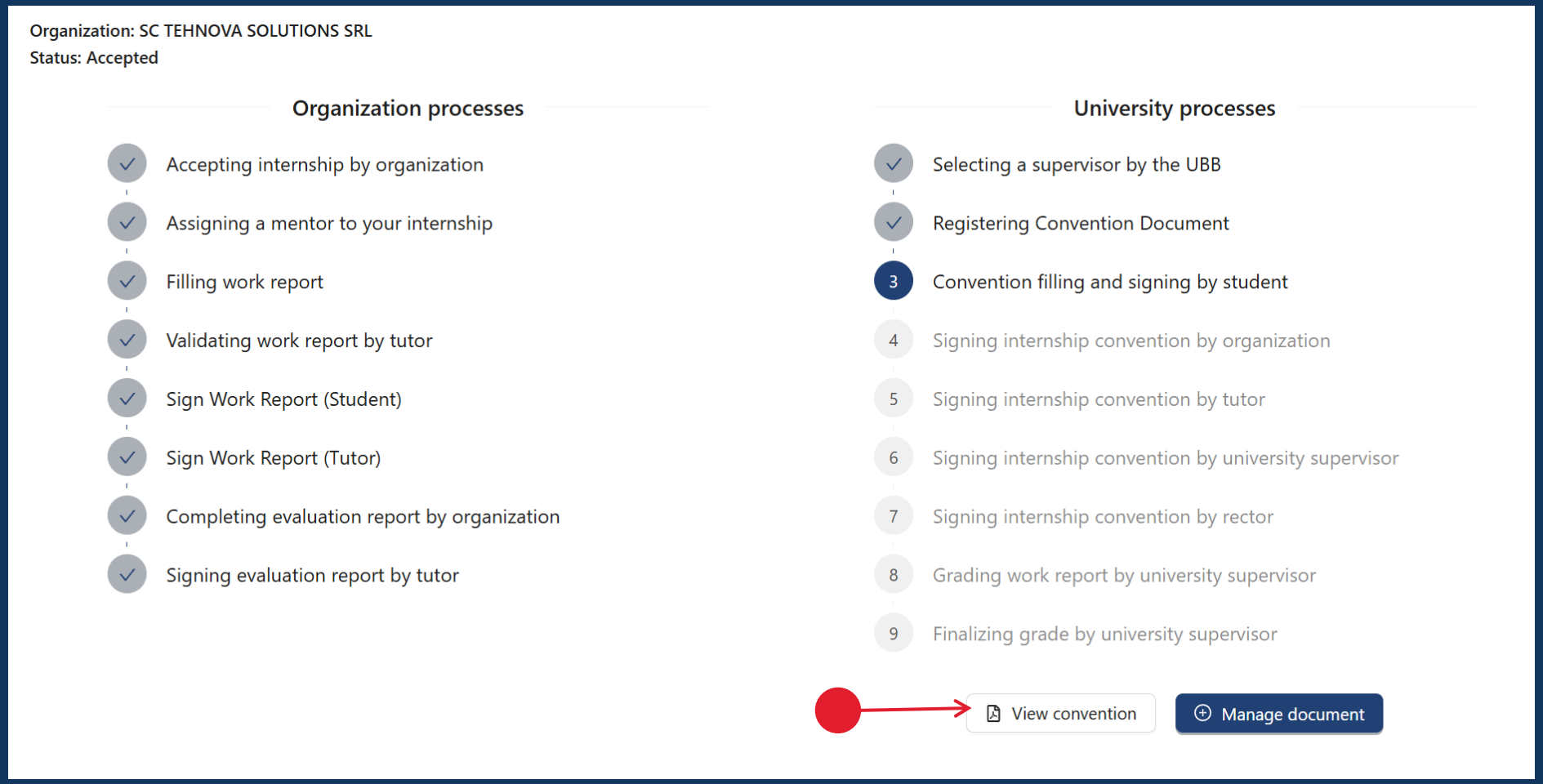


1. **Personal information:** Extra personal information required to complete the workplace safety document.

2. **Transport information** about the commute to and from the workplace location.

3. **Save and generate document:** The document will be saved and the process will continue. The student can edit the document until a tutor is assigned to them by the organization

Internship Processes: Signing the convention document



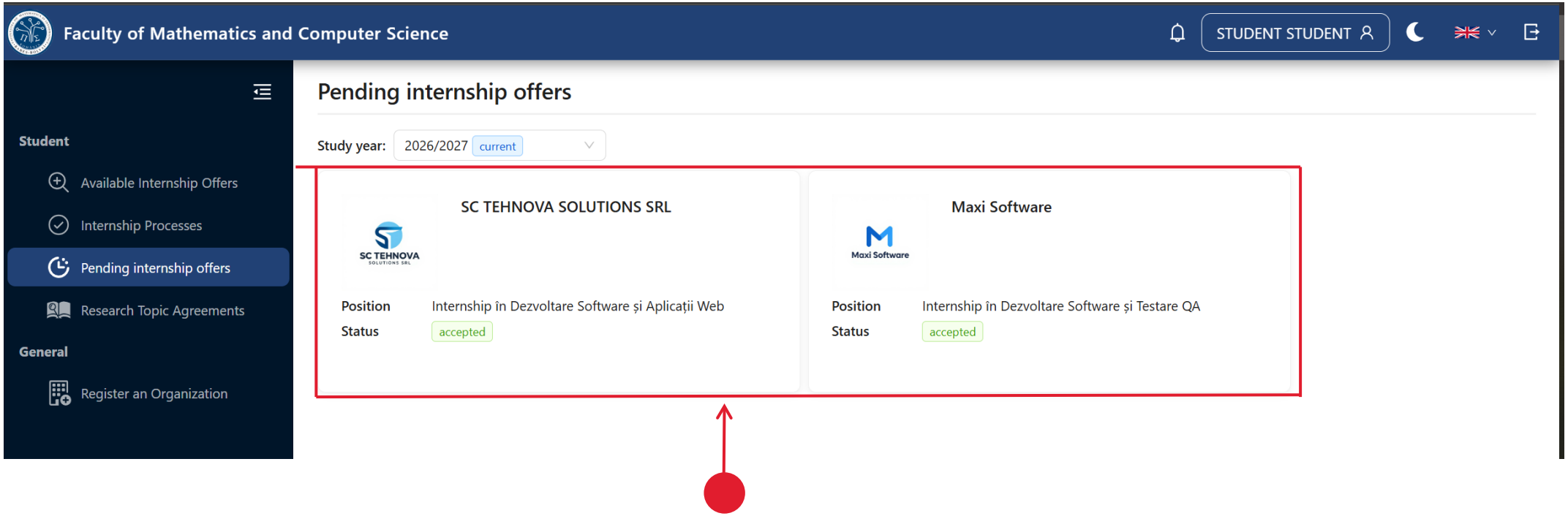
View / Manage Convention: Download and sign the convention document.

Pending Internship Offers

State of the internship offer applications



Pending Internship documents



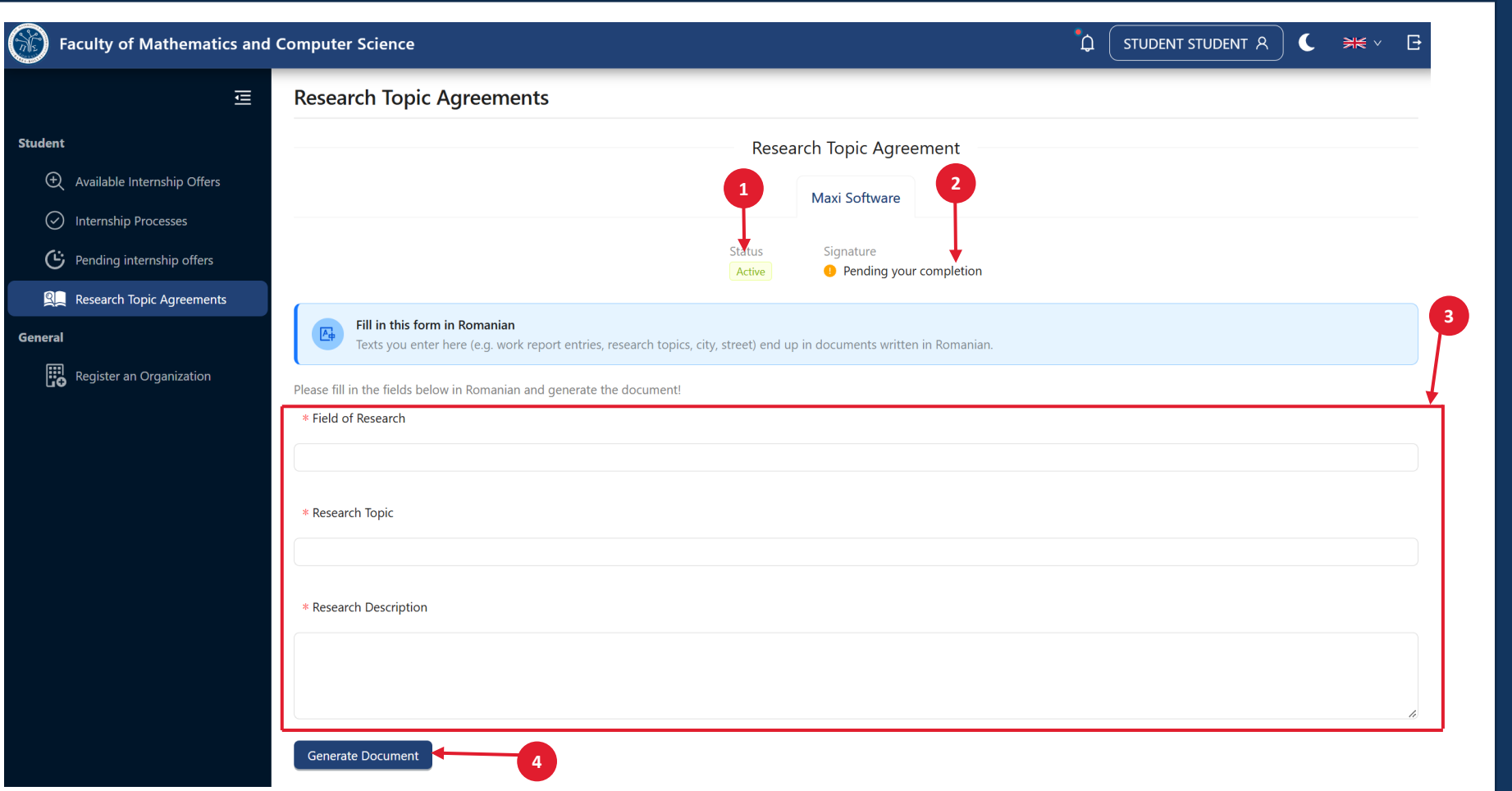
Internship offers: Every internship offer in the study year the student is participating in.

Research Agreements

Research Agreements of the student

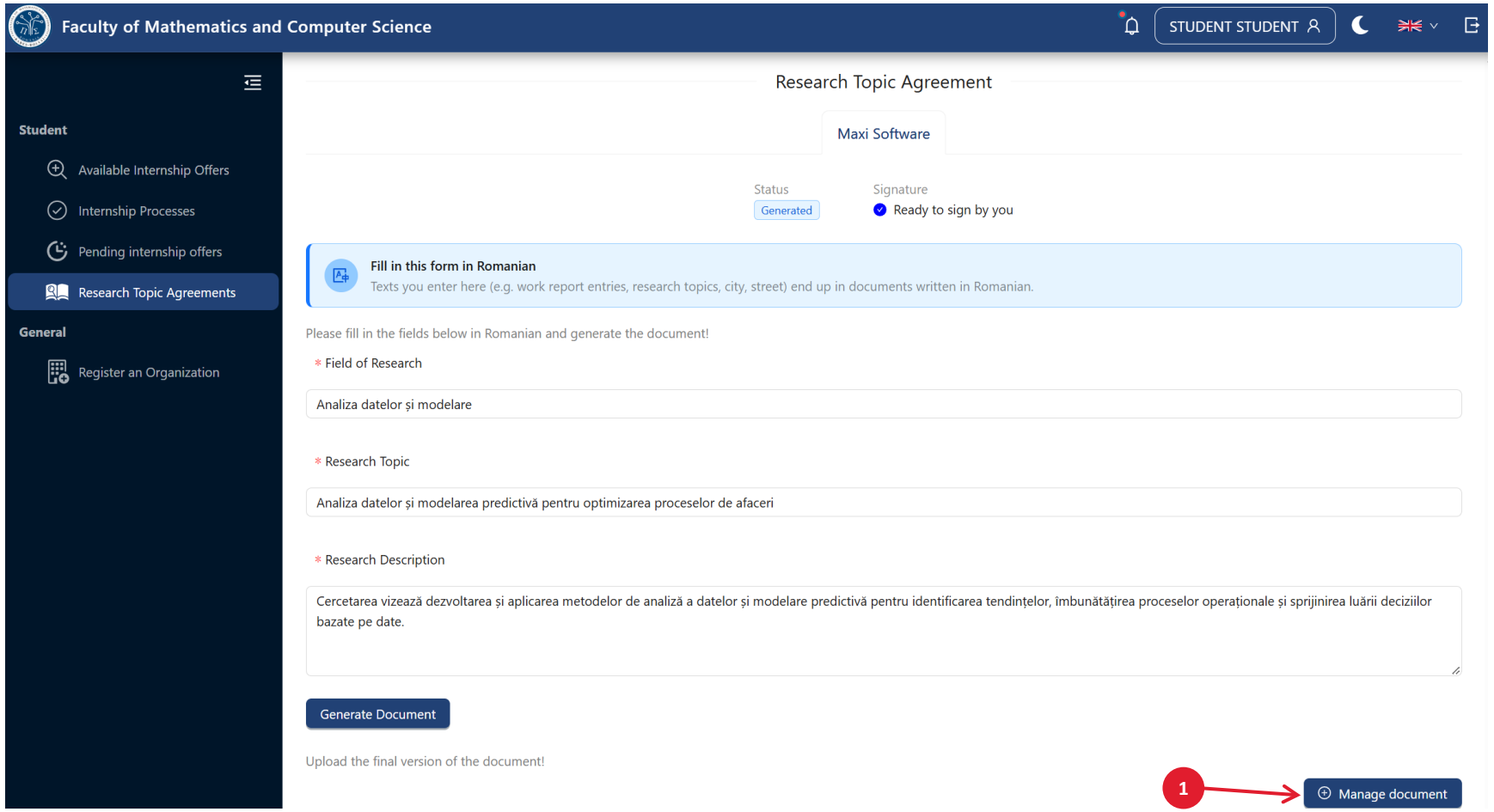
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Research Topic Agreements: Generate Document



1. **The Status** of the research agreement.
2. **Signature:** Who is required to sign the research agreement.
3. **Research agreement form:** Complete with information about the research.
4. **Generate Document:** Generate the research agreement document.

Research Topic Agreements: Sign Document



1 **Manage document:** Sign the research agreement.