



## **STUDENT DETAILS**

University department / faculty: **FACULTY OF PROCESS AND SYSTEM TECHNOLOGY**  
Field of study: **Process safety and environmental Engineering**  
Home university: **Otto-von-Guericke-Universität Magdeburg**  
Nationality: **Pakistani**  
Duration of traineeship (*from ...to...*): **01-02-2020 ---01-07-2020**

## **TRAINEESHIP INSTITUTION**

Country: **Netherlands**  
Name of traineeship institution: **TNO**  
Web page: **<https://www.tno.nl/en/>**  
Address: **Princetonlaan 6, 3584 CB Utrecht**  
Contact person: **Tom Ligthart**  
Telephone / E-Mail: **tom.ligthart@tno.nl**

## **EXPERIENCE REPORT** (*approx. 3 pages + more photos if applicable*)

### **1) Traineeship institution**

*Please give a brief description of your host traineeship institution.*

TNO is one of the best institutes in the Netherlands focusing on applied sciences. TNO is an independent institute and conducts both self-research and contract-based research and also provides consulting services. TNO provides quality assurance of products by conducting tests on products and grants licences.

### **2) Searching for a traineeship**

*How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?*

One of my friends was already working in TNO, He recommended me to apply for this internship position. I recommend the following link for checking the opportunities <https://www.tno.nl/en/career/vacancies/>.

### **3) Preparation**

*How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?*

Netherlands is one of the best country for foreigners because everybody speaks English and Dutch are really warm and welcoming. So, no need for any special preparation before moving to Netherlands.

### **4) Accommodation**

*How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?*

It was really difficult to find accommodation in Netherlands and specially cities like Utrecht, Amsterdam, Hague and Rotterdam. It took me almost two months to find a suitable place to live in Zeist (35 minutes cycling away from Utrecht). following are the tips and links for finding accommodation: start looking for accommodation as soon as possible, kamernet, fb groups

### **5) Traineeship**

*Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?*

My task was to assist in developing the Integrated Risk Management Measure Library. Mainly I had to conduct a literature review study using TNO department's DIAMONDS platform: screening and selection of relevant studies; review and extraction of information from selected studies and data entry into the library.

I was introduced in a really good way to all the team members department. There was a welcome tea and cookie party to introduce me to all the CAS staff and colleague.

It was a very nice experience to work in such a big institute. What I observed was that all the project members worked in a coordinated way. I must say that, It was a completely new and best experience for me. Everybody in the department was cooperative and helping.

At the start of the internship I was given a comprehensive briefing regarding the project and my part of work. Later on, I had a weekly meeting with my supervisor for project guidance, tasks and weekly targets. Along with that, my supervisor was always available to answer my queries.

working condition was super good apart from the work from home due to pandemic situation. The workload was completely normal and manageable. I never felt too much over-burdened during the whole internship.

### **6) Acquired qualifications**

*Which qualifications and skills could you acquire or improve during your traineeship?*

During my internship I learned how to retrieve data on the efficiency of risk management measures aimed at reducing the emissions of (hazardous) substances to the environment. I am able to interpret the data sources for the suitability for uptake in TNO's ECEL tool. Given the very unusual circumstances, the COVID pandemic, I had to work a large part of his traineeship outside TNO's office and so I missed direct and personal interaction with my supervisor and other colleagues at TNO. Notwithstanding these circumstances I was able to fill the ECEL database with well over a thousand records. Furthermore, I was also involved in the further development of the, contents, of the web-based ECEL tool.

### **7) Country-specific features**

*Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage)? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?*

No, i have not faced any such type of circumstances/situation.

### **8) Visa, residence and work permit (only for international students)**

*Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?*

For international students: you have to start the procedure ASAP. company will send you list of documents that can be arranged easily from university. HR will do all visa related process on your behalf.

### **9) Other**

*Is there anything else you want to let other students know?*

Make sure to deregister yourself from city hall before leaving country. you can not be registred in two european countries at same time. No need to take new Health insurance, german health insurance works in netheralnds.

### **10) Conclusion**

*What is the conclusion drawn after your traineeship experience abroad?*

It was a very nice experience to work in such good institute. it gave me a chance to see how people in different organizations and different countries works. I strongly recommend to try to have experience in different countries.

Please send this report by email to [julia.schubert@ovgu.de](mailto:julia.schubert@ovgu.de)!  
Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].