

General internship information

1 Company details

- Company / Institution name: ZEF B.V.
- Department: Engineering
- Statutory info (use this for communication with your educational institution)
 - Address: Statensingel
 - Postcal code, city: 3039 LP Rotterdam
- Visiting address
 - Address: Leeghwaterstraat 39
 - Postal code, city: 2628 CB Delft
- Contact details Jan (contact for all technical matters use this for communication with your educational institution)
 - Name supervisor: Jan van Kranendonk
 - Emails: jan@zeroemissionfuels.com
 - Telephone number: 0624603322
- Contact details Ulrich (contact for all operational / financial / legal matters)
 - Name: Ulrich Starke
 - Email ulrich@zeroemissionfuels.com
 - Phone number: 0614680887
- Contact details Hessel (contact for all commercial/strategic matters)
 - Name: Hessel Jongebreur
 - Email hessel@zeroemissionfuels.com
 - Phone number: 0622542678

2 Expectations

In the company we value a productive working environment. We believe that, that is the basis of doing excellent work and growing personally.

1. **No asshole policy:** don't be an asshole, does not matter how intelligent or talented you are if you are an asshole it will not work and we are forced to part ways. If you have the feeling that someone is being an asshole please let us know.
2. **Working times:** in general we are flexible about working times. We do believe that working together in one place helps for the communication. Starting time at ZEF is between 08:00–10:00. At 10:00 we start with the daily scrum in which everyone gives an update about their work and challenges. Once you start we will explain in more detail. Adjust your stopping time accordingly based on your starting time. In general we are more focused on output then on activity, but in practice getting results means putting in the work (i.e. making the hours).
3. **Days off:** If you are going to be out of office please arrange this in advanced (so not a day before). Let me (Ulrich) know and also put it in the team ZEF google calendar (which you will get access to).
4. **Lunch time:** You can determine yourself when you have lunch, generally most people have lunch around 12:00–12:30 and the break time is officially 30 minutes. If you want to eat in the office please make sure that the smell of the food is not invading the space.

5. **Monthly socializing session:** we have weekly Friday afternoon drinks with beer and snacks.
6. **Introvert/extravert:** respecting each other is the basis. Some people are outgoing and extravert and others are not. Some people want to visit all social events and others not. Respect each other and give people the time to get out of their shell. Also give people appropriate time to think things through and come up with counterarguments if you have a discussion.
7. **Work together:** everyone will work on a specific topic but of course you are free to help each other out if possible. Of course if someone is really focusing on a task at hand also respect this and don't disturb people.
8. **Multicultural environment:** you will work in an international environment with people from many different cultures. Try to learn about the different cultures so that there is a smooth cooperation. The "official" language at ZEF is English.
9. **Motivation/competition:** you will work with people who are in general highly motivated. However, it is not a competition amongst each other. Aside from wanting to hit targets we strive to have a friendly atmosphere (point 1).
10. **Work pressure:** if you have the feeling that the workpressure is too high, please let us know so that we can take appropriate measures.
11. **Safety:** safety is very, very, very important. Whenever in doubt about something please ask either Jan, Ulrich or Hessel before you proceed. If we do not know it we will make sure to ask help from someone who does.
12. **Cleaning** Whenever you have used a tool, put it back where you found it. Before you leave the office at the end of the day take a look at your desk and ask yourself if it is appropriate to leave it this way. If you work in the workshop do NOT leave it before it is clean again. The office is for doing office work, the lab is for doing experimental work and the workshop is for building and assembling your subsystem. If you have to do some small things in the office it's not a problem, but do not build whole machines in the office.

3 Internship/thesis details

- Internship period: to be determined in consultation
- Legal paperwork:
 - Confidentiality agreement
 - Internship contract
- Remuneration: to be determined in consultation

4 Supervisors

In theory you are responsible for finding your own supervisor. However, we work in close collaboration with several members of the staff at Delft University. We have also briefed them about this project and the fact that they can expect to be approached by students. We have experts that can guide you per topic. In principle it would be nice to have a supervisor who knows something about your topic but it is not per se necessary, bottom line: someone needs to sign your form and approve your internship. Consult with us for the best fit; it depends on your topic of course.

- Process & Energy TU Delft
 - Yashar Hajimolana
 - Wiebren de Jong
 - Thijs Vlugt, Mahinder Ramdin and Peter v/d Broeke
 - Bendiks-Jan Boersma
 - Willem Haverkort
- Control
 - Internships are not supervised in principle, master theses are. Bart de Schutter is our contact at Control.
- Industrial design
 - Bas Flipse / Jos Oberdorf

5 Checklist

- Please provide us with a copy of your passport or ID (copy of front and back!).
- Make sure that you have filled in the survey with the expectations:
<https://goo.gl/forms/aGOqvDPkst7Od3Cy2>
- Make sure that you have filled all necessary forms from your educational institution
- Make sure that you have signed both your internship contract and the NDA.
- Make sure that you have access to the Drive, whatsapp group and slack communication channel.