



**for students of  
TU/e Department of the Built Environment**

*Dear student,*

*The information in this handout is in addition to the [departmental](#) and [institutional](#) information on international experiences in the online TU/e education guide. If additional information is needed, you can send an e-mail to [exchange.be@tue.nl](mailto:exchange.be@tue.nl) or schedule an [online appointment](#) with me in MS Teams. On Mondays, you can come to the VRT 2.12 info desk without a prior appointment between 12.00 and 14.00h. and ask for me there.*

*Henny Houben*

***Student exchange coordinator / Erasmus coordinator**  
Education and Student Affairs (ESA) – Team Built Environment*

## **Introduction**

Independent research shows that the personal and international skills that students acquire during



an international experience, strengthen their position on the job market. We are living in a globalized world, and to succeed professionally, graduates need to be able to interact effectively across borders and cultures. TU/e therefore strongly encourages students to gain international

experience during their higher education study.

***To have your research internship count as official international experience, you need to earn a minimum of (the equivalent of) 15 EC abroad, and you need to stay abroad for at least 13 consecutive weeks. Only students that go abroad for an official international experience can apply for a TU/e mobility grant.***

## **Exceptions:**

### **International master students:**

Procedures and rules for international students gaining work experience *alongside* their study, are

not the same as for students performing an internship *as part of* their TU/e study program. The information in this handout is meant for the latter only.

For additional information, see the following webpages:

study in Holland → study options → internship → internship as part of a program in Holland  
or:

study in Holland → practical matters → working while studying

#### **Inbound exchange students:**

It is not possible for inbound *exchange* students to do a work placement or research internship outside of TU/e as part of their TU/e exchange program.

#### **Internships in The Netherlands:**

For more information you can contact the departmental ESA office, e-mail [esa.be@tue.nl](mailto:esa.be@tue.nl)

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## **Information in Osiris**



During your internship abroad you need to remain enrolled at TU/e in the master study program ABP or CME.

Our graduate students can have one of the following internships incorporated as a *free elective* course in their personal study program:

#### **Course information relevant work experience - 5 EC**

AUDE → 7QRWEO, SED → 7KRWEO, BPS → 7SRWEO, USRE + CME → 7ZRWEO

Goal: gaining work experience.

#### **Course information academic work experience – 15 EC**

AUDE → 7QAWEO, SED → 7KAWEO, BPS → 7SAWEO, USRE+ CME → 7ZAWEO

Goal: conducting scientific research on a defined topic.

Additional information on the content and learning objectives of these internships is available in Osiris.

#### **Graduation projects abroad**

Our unit AUDE offers the opportunity to combine a graduation project with the component of international experience in the form of a combined graduation studio with certain partner universities abroad (course code 7X15M0). The collaboration and exchange are content-wise related to the international graduation project itself. The duration of the stay will be between 3 and 5 months. The exact terms will be defined by the respective graduation studio. For more information you can contact our [Dipl.-Ing. Haike Apelt](#)

SED, BPS, USRE and CME students can also do a project abroad as part of their TU/e graduation program. These projects are tailor made, and the number of EC incorporated in the total number of EC for the corresponding graduation project. This means that no further information on this item is available in Osiris. Students are advised to contact their intended MSc thesis supervisor for more information.

## In general

*It is not possible to sign up in Osiris for an internship.* Students that have found an internship provider should contact the responsible TU/e lecturer. He/she is concerned with the content of your internship, and will provide you with all additional information you might need. If the result meets the predestined requirements, the internship will be graded and credited by the responsible lecturer, using one of the aforementioned course codes.

The responsible lecturers for all academic and relevant work experiences are:

Ir. Anne Marie Peters	for architectural urban design and engineering (AUDE)
Ir. Dianne van Hove	for structural design (SED)
Dr. Katrin Schollbach	for building physics and systems (BPS)
Ir. Aloys Borgers	for urban systems and real estate (USRE), and for the master program CME

If you would like to do a research internship as part of your graduation program, the responsible lecturer is your TU/e graduation supervisor.

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## Finding an internship provider

Our department does not mediate between students looking for an internship, and companies or universities looking for trainees. To find a suitable internship, you can for instance:



- Many of our exchange partners also offer research internship opportunities. If so, this is mentioned in the departmental *exchange partner survey* that you can download from the [ABP and CME study guide pages on international experience](#).
- Ask our scientific staff if they can help you by using their academic contacts abroad.
- Consult the “[Reconfirm JOEplus webpage](#)”.
- Have a look at the [CHEOPS internship vacancies](#) webpage.
- Consult one of the many databases on internet, like [AIESEC](#) or [IAESTE](#).
- Read the information on <https://internshipabroad.nl/>
- Look at websites of foreign universities, chambers of commerce, interesting companies, organizations and multinationals.
- Ask students that have already been abroad, and consult our students [travel reports](#) that are published in TU/e’s online education guide.

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## Roadmap



1. Start by carefully reading this handout, the respective information in our [digital education guide](#), and the course information in Osiris. Remember that you do not need to sign up for an internship in Osiris.
  2. Inform the responsible internship lecturer of your unit, or your graduation thesis supervisor, about your intent to go abroad for a study related internship. He/she might want to provide you with some additional information.
  3. Once you have been accepted by a company or university abroad, you need to come to terms on the details (content, duration, number of EC) with all parties involved (responsible TU/e lecturer and internship provider).
  4. Register yourself in [Mobility Online](#) as per the instructions in the [user manual](#). During the process you will be asked to complete a “proposal form” (= project plan). At our department the completed proposal form only needs to be approved by the *responsible internship lecturer*, and thereafter by the *departmental international office*. It is not necessary to have this form signed by your mentor.
  5. Download the [work placement agreement](#) and the [annex form internship agreement](#) from TU/e’s education guide, complete it in mutual consent with all parties involved, and have the agreement signed by the *internship provider*. Note that this work placement agreement consists of 3 inextricably linked parts (A, B and C). **Instead of downloading and completing part C (project plan), you should add the approved MO “proposal form” to the contract.**
- Should the internship provider insist to use another work placement agreement format, you first need to have this deviating agreement approved by our institutional legal advisor specialized in education law. To achieve this approval, you can e-mail a copy of the agreement to [onderwijsjurist@tue.nl](mailto:onderwijsjurist@tue.nl) asking to check the contract for any legal irregularities. If the terms and conditions in the contract are acceptable, the legal advisor will send you a confirmative e-mail.
6. Once the contract is signed by the internship provider, you should submit it to the departmental ESA office, e-mail: [esa.be@tue.nl](mailto:esa.be@tue.nl) They will arrange the signing of the contract by our managing director, Ms. Merle Rodenburg, MSc. **Note that only our managing director is authorized to sign internship agreements on behalf of our department.** Make sure to hand in all required parts (parts A and B of the contract, the approved proposal form, and (if necessary) the confirmation e-mail of TU/e’s legal advisor).
  7. The departmental ESA office will let you know as soon as our managing director has signed the contract. It is your own responsibility to ensure that the internship provider receives a copy of the fully signed internship agreement, including the project plan (=proposal form). A copy of the fully signed agreement will be kept in your student file in Osiris.
  8. Do not forget to further complete all steps required by our Mobility Online tool. During the process you will also be asked to complete a learning agreement. You can keep the information in this learning agreement very limited. It suffices when you write down the title of your research, the

start and end date of the internship, the name of your TU/e supervisor, and the number of EC mutually agreed upon. Once completed you can ask the departmental international office to sign. You do not have to give any further details about the content of your internship, as this is already included in the approved "proposal form". **Do note that no rights can be derived from the content of the approved learning agreement. The information in the approved "proposal form" (project plan) will always be considered leading.**

9. Upon your return at TU/e you should hand in all documents required by the internship lecturer. The lecturer will then write out a result note that will be processed in Osiris.

10. To properly close your internship, and to preserve your right to the mobility scholarship, you must not forget to finish all required steps in your Mobility Online workflow.

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## Financial issues



### Reimbursement of travel costs

Students that receive Dutch study finance through DUO, remain entitled to this finance when they are doing an internship abroad as part of their Dutch study program. During your exchange you can put your Dutch "OV-kaart" on hold and apply at DUO for a partial reimbursement of your local travel costs ([OV-vergoeding buitenland](#): € 104,42 per month in 2022). The application form can be downloaded from the DUO site and should be signed on behalf of TU/e by the departmental international office. *Before handing in this document for signature, you should not forget to already fill the desired start and end date of the reimbursement.*

### TU/e mobility scholarships

Students can apply through Mobility Online for a TU/e mobility scholarship when they will stay abroad for *at least* 3 consecutive months, and if they will earn *at least* 15 EC. **If, and which type of mobility scholarship you are entitled to, will automatically be destined by our Mobility Online tool during the application workflow.**

#### *Erasmus scholarship for study*

*(for courses and/or internships at a European HEI (Higher Education Institute))*

*Erasmus scholarships for study* are possible for study periods and internships between 3 and 12 months at a higher education institute in an Erasmus country (EU-countries plus Norway, Liechtenstein, Iceland, Turkey and Macedonia) *on condition of the existence of a bilateral Erasmus agreement between the host university and our department.* The scholarship amount (lump sum of approx EUR 1000,-) depends on the living standard in the country of destination. **Students should have permission from both the sending and the host institution to apply with the status of**

**Erasmus exchange student. Accepted Erasmus exchange students are also allowed to take courses in addition to their internship.** For more information on this type of student mobility, you can consult the departmental handout *study semester abroad* and the *exchange partner survey*. Both documents can be downloaded from [ABP and CME study guide pages on international experience](#).

### *Erasmus Placement scholarship*

Erasmus Placement grants are only possible for internships at *companies* in an Erasmus country. The Erasmus Placement scholarships for TU/e students are handled by [Reconfirm](#). If you are eligible to apply for an Erasmus Placement scholarship, our Mobility Online tool will automatically direct you to Reconfirm during the application process. Students that receive a reimbursement from the internship provider can only receive an Erasmus Placement Scholarship if this reimbursement does not exceed EUR 750 per month (in 2021/2022).



### *Fund International Experience (FIE) and Holland Scholarship (HS)*

The FIE scholarship amount is a lump sum between EUR 300 and EUR 500 (in 2022/2023). The exact amount depends on the nature of your mobility, and on your destination abroad. Students with the Dutch nationality that are entitled to a FIE scholarship, will automatically enter the selection for the Holland Scholarship grant (lump sum of EUR 1250,-- in 2022/2023). This HS scholarship will be awarded based on a student's study progress and GPA (Grade Point Average = gewogen studiegemiddelde). Students that win the HS scholarship will automatically lose their rights on the FIE scholarship.

### *No TU/e mobility scholarship possible?*



*It is important for our university to have a detailed overview of all students that are abroad as part of their study program. In case of a calamity, we need to be able to immediately localize our students in the stricken area. You are therefore required to fully complete your application in Mobility Online, even if no TU/e mobility scholarship can be awarded.*

#### **Duitslanddesk**

An ample amount of grants is available for students that have been accepted for an exchange or internship by a German university or company. For more information you can consult the webpages of the [Duitslanddesk](#). It may be possible to receive one of their grants *in addition* to one of the Erasmus mobility grants.

#### **Other scholarships**

The [Beursopener](#) search engine provides information on a wide range of grants and scholarships for study semesters and internships abroad.

## **Additional information on the ERASMUS program**

### *Erasmus+ App*

The *Erasmus+ App* can be downloaded from the Google Play store (for Android) or from the Apple Store (for iOS).

### Erasmus OLS test

Students that go abroad with the Erasmus status to a country that has German, English, Spanish, French or Italian as mother tongue, will be asked to take an [Erasmus OLS test](#) at the start and end of their internship. This Online Linguistic Support Test is compulsory, but the results will not have any consequences for your personal situation. The information will mainly be used to monitor the linguistic development of mobility students in general. The OLS tool can also be used by students to improve their skills in the respective language.

### Erasmus scholarships for recent graduates

Recent graduates that start a traineeship within 12 months after their graduation, are also eligible for Erasmus support **provided** they have already applied for this scholarship during their final study year. For more information you can contact [TU/e Reconfirm](#).



### Erasmus for young entrepreneurs (EYE) program



If you have well-defined plans to start your own business, or if you already have started your own business recently, the EYE program may be of interest to you. The EYE program is a European exchange program which gives new and prospective entrepreneurs the chance to learn from experienced entrepreneurs running small businesses in participating countries. For more information on the conditions and available scholarships, you can consult the [Reconfirm webpage](#). *On the condition that the EYE-internship is approved by the responsible lecturer, it may count as a 5 EC internship.*

## Insurances, work permits, and visa applications

For internships in *The Netherlands* as part of your TU/e study program, no work permit is required, and there is no limit to the number of hours you are allowed to work for the internship provider.



Dutch and international students *going abroad* for an internship, should check with the embassy or consulate of the country of destination if, and which type of visa is required, and how to apply for it. Depending on your nationality and the country of destination, a work permit may also be required. Work permits need to be arranged by the internship provider. Note that universities abroad often assist students with their visa application and will arrange a visa on your behalf.

In any case we advise you to never go abroad for study or an internship with a tourist visa, unless the embassy has explicitly given this advice. You should also be aware that visa procedures may take a couple of months. It is therefore important that you start preparing your stay abroad well in advance.

### Travel and cancellation insurance

TU/e has arranged [collective travel insurance](#) for students going abroad for their study. Once registered in Mobility online, you will automatically be registered by TU/e for this collective insurance for the duration of your internship abroad. **Note that this TU/e insurance does not include any cancellation insurance.** Before taking out cancellation insurance you are advised to read the points of attention summarized on the respective [Consumentenbond](#) pages.



### Liability insurance

During their internship activities, students are covered by TU/e's liability insurance. This insurance however only covers damage caused *on the job*. It is your own responsibility to arrange proper health and liability insurance in the internship country (f.i. through [AON Student Insurance](#) ).



### Health insurance

In general Dutch health insurances already include some coverage for medical costs abroad. If this coverage appears to be insufficient, the remainder can be claimed from TU/e's collective travel insurance. In some countries it is compulsory to take out specific student health insurance, even if your health insurance is already offering the required coverage. In this case this compulsory health insurance is needed to be able to apply for a student visa for that country. This goes for e.g. Australia and South Africa. If this indeed applies to your exchange, you will receive further instructions directly from the respective host institution.

### International students

International students that have taken out AON student insurance should check if their insurance policy also covers health and liability insurance during their internship activities (this also goes for traineeships performed in the Netherlands). If not, they should take out additional insurance.

For more information on insurances during your internship, you may contact Ms. Petri van de Vorst from our institutional international office (e-mail: [p.g.j.v.d.vorst@tue.nl](mailto:p.g.j.v.d.vorst@tue.nl)).

## Housing

If your internship provider does not arrange your accommodation, he might be able to provide you with information on how to find suitable student accommodation on the private market yourself. There are also platforms like [Housing Anywhere](#) that may be of help to you in this regard.

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## Language courses

You can brush up your language skills prior to your departure, by signing up for a course at e.g.:

**English** → [TU/e's Center for Languages and Intercultural Communication \(CLIC\)](#)



Spanish → [TU/e Innovation Academy](#) or [Fuentes](#) in Eindhoven  
German → [Goethe-Institut](#)  
Several languages → [Babel](#)

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## Further points of attention

- Consult [GGD](#) for information on vaccinations and health advice in the country of destination.
- **IMPORTANT:** Consult the [travel advice webpage](#) from the Dutch Ministry of Foreign Affairs concerning Covid-19 regulations and other safety issues in your intended country of destination, and download the BZ reisapp on your cellphone. When you subscribe to your destination country you will automatically get a notification from the app when the situation in your destination country changes.
- Take care of arranging your banking business – if necessary, authorize your parents/partner.
- You can buy an international driving license (needed outside the EU) at [ANWB](#).
- An [ISIC card](#) is an official student identification card and is supported by UNESCO, the European Union and many ministries of education worldwide. It is the only international proof of being a fulltime student. With this card you can take advantage of more than 42.000 discounts worldwide.
- If you have been abroad for an exchange semester and would like to share your international experience with other students, you might consider giving your experience a national platform by becoming a [WilWeg ambassador](#).
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### Interesting/useful websites:



<https://www.nederlandwereldwijd.nl/>

[www.wilweg.nl](http://www.wilweg.nl)

<http://about.couchsurfing.com/how-it-works/>

<http://www.craigslist.org/about/sites>

Also see the annex



## Annex

*No rights can be derived from this survey. If, and which scholarship you are eligible to, will automatically be destined by TU/e's online mobility tool.*

### Survey of TU/e mobility scholarships for full-time students, for internships as part of their TU/e study program

Internships in The Netherlands	Internships in an Erasmus country** (European internships)	Internships outside of Europe
<p>students with an EEA*nationality ↓ no scholarships available</p> <hr style="border-top: 1px dashed black;"/> <p>non EEA-students* ↓ no scholarships available ↓ students are compelled to use the <b>Nuffic training agreement</b></p>	<p>-internship at a <u>company</u>, and -duration: at least 3 months, and -min. 15 EC ↓ <b>Erasmus+ Placement Scholarship</b></p> <hr style="border-top: 1px dashed black;"/> <p>-internship at a <u>university</u>, and -existing bilateral Erasmus agreement for student exchange, and -duration: at least 3 months, and -min. 15 EC. ↓ <b>Erasmus+ study scholarship</b> See the departmental handout "study semester abroad" for more information on the procedure.</p> <hr/> <p>-internship at a <u>university</u>, and -no bilateral Erasmus agreement for student exchange, and -duration: at least 3 months, and -min. 15 EC. ↓ <b>Fund International Experience (FIE)</b></p> <hr/> <p>internships that do not meet the above requirements ↓ no scholarships available</p>	<p>-duration: at least 3 months, and -min 15 EC. ↓ <b>Fund International Experience (FIE)</b> or <b>Holland Scholarship (HS)</b> (HS is for Dutch students only).</p> <hr/> <p>internships that do not meet the above requirements ↓ no scholarships available</p>

**\*European Economic Area (EEA):** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland (citizens of Switzerland enjoy the same rights as EEA nationals).

**\*\*Erasmus countries:** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovenia, Slovakia, Spain, Sweden, Turkey, *The United Kingdom (England, Scotland, Wales and Northern Island)* will take part in the Erasmus program till the academic year 2024-2025.