

International Experience Guide IAM

Contents

| | |
|--|----------|
| Preamble | 1 |
| Three ways to gather international experience | 2 |
| Coach and supervisor | 2 |
| Your study program | 3 |
| Enrolling at a foreign university | 3 |
| Further steps | 4 |
| <i>Arrangements at the host university</i> | <i>4</i> |
| <i>Arrangements at TU/e</i> | <i>5</i> |
| <i>Other steps before you go</i> | <i>5</i> |
| <i>Health</i> | <i>5</i> |
| <i>Prepare for leaving</i> | <i>5</i> |
| During your stay abroad | 6 |
| Upon your return to the Netherlands | 6 |
| <i>Before returning home</i> | <i>6</i> |
| <i>After returning home</i> | <i>6</i> |
| <i>Describe your experiences</i> | <i>6</i> |

Preamble

Going abroad expands your horizon. It gives a unique opportunity to experience other cultures and a different way of working, and to set up new international contacts. It may offer further possibilities to follow highly specialized courses in some preferred research topics. The master program Industrial and Applied Mathematics (IAM) recognizes that spending time abroad can be a useful part of the education of its students, and it wants to facilitate you to spend time abroad as a part of your education at TU/e.

There are essentially three possibilities to make your efforts abroad count towards your diploma: following courses at a foreign university, doing an internship in a foreign company, or working for the final project abroad.

To make your visit practically feasible, we have set up the schedule of the IAM courses in a way that should make it possible for you to go a quartile or semester abroad in the second year.

If you decide to go for an international experience, this will ask for a lengthy and thorough preparation during your first year. First off, you need to decide where and when you would like to go. Our master coaches can guide you in the first steps of the preparation phase. Since we want to guarantee the quality of your diploma, we want to pre-approve your activities abroad, and an essential part of your preparation will be to obtain timely approval of your overall study program from TU/e.

Then there are further formalities, such as enrolling at the foreign university and drawing up a suitable learning or training agreement with the foreign university or company. We have an international officer, Elmar Veenendaal, who knows the ins and outs of these and many further issues that need to be taken care of. Finally, you need to make various practical arrangements for your stay, such as finding a place to live, health insurance, etc.

In this document we explain all steps and people involved including the active role that you yourself should take.

Three ways to gather international experience

In the IAM master's program, students are stimulated to experience at least 15 ECTS in a form with an international dimension. This international experience is gathered by taking courses at a university abroad (preferably in Q5 and Q6), doing an internship abroad (preferably Q6), or working for part of the final project abroad (in Q7 and Q8). However, the individual planning may deviate from this preferred scheduling.

So there are three default options:

- Full semester of courses at a university
- Tailor-made one quartile internship
- Doing (parts of) your final project abroad

While it is possible to follow courses at any reputable university abroad, choosing one of our (Erasmus+) partner institutions in Europe is a highly attractive option in terms of administration and cost.

An internship of 15 ECTS can be included in the elective program. The goal of an internship is that the student gains experience in the future work field. The internship can be a start-up of the final project; the combination internship and final project is a total of 45 ECTS, but each part should be concluded and evaluated independently, and parts can be done abroad.

Decisions concerning the internship (whether to do it or not, where, in which form) should be taken in agreement with the future supervisor of the final project.

Coach and supervisor

A personal coach is assigned to each IAM student in the first quartile (Q1) of the program. Before starting the program, you have expressed a preference for one of the standard profiles, CSE, DMA, DSE or SPOR. Based on this choice, you are assigned to a coach. Based on an assessment on professional skills, the course Professional Portfolio (2MMR10), and during meetings in Q1 and Q2, the coach will help you make choices regarding courses, profile, specialization, internship, internationalization and the final project, as well as in considering different career opportunities. This phase covers Q1 and Q2, when also some preliminary decisions are being made and a reflection report is written. At the end of Q2, you can make a decision whether or not to go for an international experience.

The IAM program is such that Q1 and Q2 leave little room for electives, while all remaining quartiles provide ample flexibility. In this way, the students starting in September have a clear view on the initial program. The coaching is therefore extremely important during Q1 and Q2, because many choices need to be made from Q3 onwards.

After the first two quartiles, you should have shaped the study program for the remaining part of the first year. Also, you should have taken a decision on the specialization within each profile. Next a final project and supervisor need to be found. Together with your supervisor, you will finalize your study program.

The contents of the study program then needs to be approved by the exam committee. We recommend all students to submit their study program for approval when they have obtained about 50 ECTS, so in Q4 when studying according to plan. Going abroad may impose strict timing constraints, since it is particularly wasteful (and costly) to find out only after your foreign adventure that it was not acceptable as a part of your IAM diploma. You are therefore strongly advised to obtain timely approval of your study program. We next describe some of the requirements your study program has to meet.

Your study program

To be eligible as a part of your IAM study program, courses you study abroad

- Must be master-level courses
- Must be relevant for the domain of your master's program (IAM)
- May not have excessive overlap with courses you study at TU/e
- May not replace IAM core courses

From the perspective of the exam committee, an internship at a company abroad is not different from an internship at a company based in the Netherlands, as long as the final grade for your work is determined by a TU/e supervisor. The same applies to a final project which is (partly) executed at a foreign university or institution. As long as your work is evaluated and graded by a TU/e assessment committee as usual, the same rules and conditions apply as for a final project carried out at TU/e. In other cases, when you want a grade determined by a foreign examiner to count towards your diploma, you should consult with the exam committee in advance, but you are advised that they will only agree to this under very strict conditions.

When you discuss your study program with your supervisor, you should consider the above conditions. This leads to a study program which is to be submitted to and approved by the exam committee. If, before you go, or while being abroad, you decide to change the study program, it needs to be approved again by the exam committee.

Enrolling at a foreign university

To follow courses abroad, you need to apply for admission at the university of your choice.

If you want to follow courses at one of our partner universities as part of the Erasmus+ program (see <https://www.tue.nl/studeren/exchange-programs/erasmus-learning-mobility/>), please contact the International Office (international.office.win@tue.nl). Our International Officer will help you with the application process and they will inform you on the documentation required. For up-to-date list of partner institution of our department, see <https://www.google.com/maps/d/viewer?mid=1oGITq6jwzLArKDgdY2VzarPLhFU>.

In all other cases, you should contact the host institution yourself to check the admission criteria and to apply. Universities tend to have different application procedures that can usually be found at the institution's website. During the application procedure it is usually

made clear which specific documents and/or agreements have to be submitted. Commonly requested documents are:

- Academic Record / Transcript of Records
This is an overview of courses that have been completed (made by the International Office)
- Identification
- Letter of motivation
- Evidence of English skills based on a rating scale such as IELTS or TOEFL (The Centre for Communication Language and Technology offers courses to prepare TU/e students to cope adequately with their international study environment)
- Resume/CV and a list of grades
- References from lecturers who know you

Gathering these forms can take quite some time. We therefore strongly recommend that you start applying as soon as possible.

If you have any questions regarding these documents, please contact the International Office.

Further steps

After applying at the foreign university, there are several further steps you need to take.

Arrangements at the host university

The first place to look for further steps is the website of your host university. The host university will provide you with the most up-to-date and relevant information. It usually offers a guide covering all matters that you need to consider before arrival and during your stay.

The most important things you should consider are given below:

- Date of arrival and return. Keep in mind that most universities work with semesters or trimesters and that the start and end dates may conflict with the quartiles at TU/e. Also consider introduction programs that you may want to attend
- Housing. Find out how accommodation is organized at the city of your host university and arrange accommodation for your stay
- Travel arrangements. Decide how you want to travel. Make sure you have enough time to buy a plane ticket if necessary
- Introduction activities. Most host universities offer a number of activities to introduce you to your new study environment aimed at new master's students and newly arrived international students. Check what is available and what you would like to attend
- Get in touch with fellow students. See which students from TU/e will also stay at your host university. You can also look for active (international) groups on social media. Both can help you check matters that may be important for you, both during preparation and during your stay

- Apply for an International Student Identity Card (ISIC). This card allows you to prove your student status, so that you can get discounts in many countries

Arrangements at TU/e

The most important matters that are normally dealt with through TU/e are given below:

- Scholarship. There are many scholarships that may apply to your International Experience. Which scholarships apply can depend on the type of enrolment (e.g. exchange contract or not), the destination (e.g. inside or outside Europe), tuition fees etc.
- A good place to start checking for scholarships is the scholarships section of Nuffic, see <https://www.epnuffic.nl/en/scholarships>
- If you intend to follow courses in one of the partner institutions as part of the Erasmus program, you may be eligible for the Erasmus scholarship. In such a case, the International Office will apply on your behalf and you will be informed on further actions
- TU/e has its own Fund International Experience (FIE). Please check the website <https://educationguide.tue.nl/broadening/exchange-programs-for-studying-abroad/preparation/grants-funds-and-scholarships/tue-funds-exchange/> for the latest information. The application procedure for the 2016/2017 academic year (for mobility starting July 1st, 2016) is different from previous years
- Insurance. TU/e has arranged collective business travel insurance for students who are going abroad for study or internship. The International Office will apply for such insurance through the Student Service Center (STU). Check the Lipmann Insurance, it is especially made for students who will stay abroad
- Visa. You may need to apply for a study visa. If you are not sure, visit the relevant government's website for more information or check the Nuffic website

Other steps before you go

- At DUO you can hand in your 'OV-studentenkaart' temporarily and apply for financial compensation. More information can be found on the DUO website
- When applicable: Apply for an 'uitwonendenbeurs' during your stay abroad
- Your bank can authorize parents or a partner to help you in case of emergencies. Make sure that you have access to 'internet banking'. Arrange a credit card (when applicable).

Health

For some countries you need vaccinations. Please consult the Local Health Service GGD for information about vaccinations and health advice.

Prepare for leaving

When all the above arrangements have been made, you should start preparing for leaving. A number of suggestions to consider when preparing for your departure are given below:

- Host universities typically offer a guide for incoming international students
- Consult the website of your destination's government to find out about any specific policies and/or requirements, especially for intercontinental destinations. For travel

advice consult the Ministry of Foreign Affairs concerning up-to-date information about safety in your country of destination

During your stay abroad

Should you need any help from the TU/e International Office during your stay then you can reach us at international.office.win@tue.nl. If you want to change the courses you are taking abroad, please contact your TU/e supervisor and together make sure that your new study programme is again approved by the exam committee.

Upon your return to the Netherlands

You will need to make some arrangements before you return to the Netherlands and as soon as you are back.

Before returning home

If you have opted for following courses abroad, please ask for a final Transcript of Records. These transcripts should include the grades obtained. If possible, bring the original document back to TU/e.

If your host university cannot provide this document before you leave, arrange for the document to be sent to you in the Netherlands. Make sure your host university officially signs the Transcript of Records.

After returning home

- If you have participated in a research project or industrial internship, the local supervisor should submit the Internship Assessment Form including the grade
- Hand in, on paper, the Transcript of Records that you requested before leaving from your host institution to the International Office
- Hand in the form of host institution containing your arrival and departure dates. This should be signed and stamped by the host university and delivered to the International Office
- You may be requested to repeat the Online Language Assessment. Results of this assessment will be compared with the assessment you have taken before your stay

Describe your experiences

Please talk with the international office coordinator Elmar Veenendaal, email: international.office.win@tue.nl. Your experiences will help future students to make an informed decision for their international experience.

Please visit <https://educationguide.tue.nl/broadening/exchange-programs-for-studying-abroad/back-home/> for details.

You can also consider contacting the TU/e Cursor newspaper and write a small article (about 300 words). The Cursor team can publish your article online or in the regular newspaper.