

Outgoing student mobility information sheet 2022 – 2023

Department of Chemical Engineering and Chemistry



Contact information

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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 cec.exchange@tue.nl

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Introduction

TU/e policy regarding International Experience

TU/e considers it important that our graduates experience a period abroad for international experience. This experience can be obtained through a mobility period at one of the partner universities abroad. Our goal is for every MSc graduate to have had some form of an international experience either during their bachelors or masters. To meet TU/e's requirements for an international experience, you must generate at least 15 EC abroad and spend at least 3 months in the host country. Students who do not meet this requirement are not eligible for a TU/e mobility scholarship.

Most international students at TU/e have already gained sufficient international experience since they have done part of their program abroad. However, they are also allowed to go abroad during their studies at TU/e.

An exchange abroad is possible from the 3rd year of study in the bachelor and in the master.

Below is an overview of the parties involved in your International Experience and their responsibilities:

- **Academic advisor:**
You can consult the academic advisor Kim Pauwels during the orientation phase and for the planning of your exchange abroad (k.f.d.pauwels@tue.nl); settle appointment via the [bookings tool](#).
- **International Office Chemical Engineering and Chemistry:**
The international office is responsible for informing you about any procedure that apply to you, helping you through the host university's application procedure and supporting you through the TU/e procedures.
 - Ouafae el Fahmi: Orientation phase
 - Gerda Baas: admission and application procedure, exchange agreements, Mobility Online.l
- **International Office / ESA can give you information on:**
 - Possibilities for grants / scholarships
 - Insurance
 - International student organizations
 - Various other items, which may be important for your period abroad
- **You as a student:** you are responsible for organizing your application and your stay at a host university. If you want to do a research project, you need to find a project yourself. If you want to do a semester abroad, you have to make sure that the courses are approved by the Examinations Committee and therefore meet the requirements of their BSc or MSc program.

Options during the bachelor's program

- ❖ **Bachelor final project – 6S2X0** (15 ECTS)
- ❖ **A semester abroad**, in exceptional cases. Upon approval by the Examination committee

Bachelor final project – 6S2X0

The Bachelor final project has two variants with two separate course codes: 6S1X0 and [6S2X0](#). Variant 6S1X0 is the standard one with a size of 10 credits and is implemented within the major program of Chemical Engineering and Chemistry. Variant 6S2X0 is the external variant with a size of 15 credits: 10 credits within the major and 5 credits from the electives. This variant is carried out at a partner institution abroad under the responsibility of a (assistant, associate) professor of the Chemical Engineering department.

Orientation phase:

Think about where you would like to do your external final bachelor project. As a starting point you can take your own interests within the field of Chemical Engineering and Chemistry, or the geographical location/university where you would like to spend your international experience, or a combination of both.

- Be aware that an international experience can only be done at partner universities:
 - within Europe at a partner institution within the Erasmus program,
 - outside Europe at universities with which the department has a memorandum of understanding. On the [Education Guide](#) you can find a list of partners. Arranging an exchange at a university which is not listed on this list is very hard to arrange. Please note: A limited number of places are available per semester at the universities mentioned in the list. Furthermore, some universities have strict deadlines for application.
- Not all partners offer possibilities to do a final/research project. Partner universities that facilitated 6S2X0-External Bachelor final project in the past are:
 - [ETH in Switzerland](#)
 - [KTH Stockholm in Sweden](#)
 - [Chalmers in Sweden](#)
 - [Politecnico di Milano](#)
 - [Universita di Parma](#)
 - [Porto in Portugal](#)
 - [Alicante in Spain](#)
 - [UCL, UK](#) (search for subjects related to projects and see [Module](#) levels and credit for transfer to ECTS).

We advise you to discuss your plans for your international experience and your interests and possibilities with your academic advisor Kim Pauwels.

Please check the [Education Guide](#) and the Canvas site of 6S2X0 for more information about the schedule, deadlines and application process. (You will need to register for the course code 6S2X0 through Osiris for access to the Canvas site).

Options during the master's program

- ❖ **Research or Design project – 6EMAC4**, 15 ECTS
- ❖ **A semester abroad**, upon approval by the Examination committee
- ❖ **The industrial internship – 6MA20** (please contact ir. P.P. Koets, e-mail: p.p.koets@tue.nl)

Research or Design project – 6EMAC4, 15 ECTS

Orientation phase:

Think about where you would like to do your research or design project. As a starting point you can take your own interests within the field of Chemical Engineering and Chemistry, or the geographical location/university where you would like to spend your international experience, or a combination of both.

- Take into account that an international experience can only be done at partner universities:
 - within Europe at a partner institution within the Erasmus program,
 - outside Europe at universities with which the department has a memorandum of understanding.On the [Education Guide](#) you can find a list of partners. Arranging an exchange at a university which is not listed on this list is very hard to arrange. Please note: Limited number of places are available per semester at the universities mentioned in the list. Furthermore, some universities have strict deadlines for application!
- Not all partners offer possibilities to do a final/research project. Partner universities that facilitated 6EMAC4 research projects in the past are:
 - [ETH in Switzerland](#)
 - [KTH Stockholm in Sweden](#)
 - [Chalmers in Sweden](#)
 - [Politecnico di Milano](#)
 - [Universita di Parma](#)
 - [Porto in Portugal](#)
 - [Alicante in Spain](#)
 - [UCL, UK](#) (search for subjects related to projects and see [Module](#) levels and credit for transfer to ECTS).

We advise you to discuss your plans for your international experience and your interests and possibilities with your academic advisor Kim Pauwels.

Please check the Canvas site of 6EMAC4 for more information about the schedule, deadlines, and application process. (You will need to register for the course code 6EMAC4 through Osiris for access to the Canvas site).

A semester abroad, upon approval by the Examination Committee

A semester abroad can only be done at partner universities:

- within Europe at a partner institution within the Erasmus program,
- outside Europe at universities with which the department has a memorandum of understanding. On the [education guide](#) you can find a list of partners.

Please note: Limited number of places are available per semester at the universities mentioned in the list. Furthermore, some universities have strict deadlines for application, so please contact cec.exchange@tue.nl well in advance to avoid disappointment when applying to partner universities with an early application deadline.

You are advised to carefully study the academic calendar of the partners of your choice. You can find this calendar on the respective partner's webpage. Sometimes the academic year abroad starts with the autumn/winter semester (= our semester B). It also often happens that foreign semesters do not coincide with the TU/e semesters. This could have an impact on your exams.

For a semester abroad, you need approval by the Examination Committee. The academic advisor can help you with the preparation of your proposal to the Examination Committee.

Experiences abroad - Travel reports

For inspiration about an international experience and an overview of the partner universities please check the educational guide:

- Bachelor Chemical Engineering and Chemistry:
<https://educationguide.tue.nl/programs/bachelor-college/majors/chemical-engineering-and-chemistry/curriculum/internship-and-going-abroad-opportunities/?L=2>
- Master's Chemical Engineering: <https://educationguide.tue.nl/programs/graduate-school/masters-programs/chemical-engineering/track-chemical-and-process-technology/international-experience/>
- The experience reports of TU/e students can be found [here](https://tuenl.sharepoint.com/sites/esa_root/Experiences/SitePages/Home.aspx):
https://tuenl.sharepoint.com/sites/esa_root/Experiences/SitePages/Home.aspx

Travel advice

In countries or regions where students of TU/e conduct education-related activities as part of an International Experience program, it is possible that safety risks or calamities may occur. (For example the Covid pandemic) In such instances, the country or region in question may be designated as a risk area.

In all cases TU/e respects and follows the guidelines from RIVM and the general travel advice issued by [the Ministry of Foreign Affairs](#) (BZ) regarding the area (country) concerned.

Outgoing mobility of all types (courses, internships, and thesis research projects) is allowed to green, yellow and in some cases to “Covid” orange countries (temporary exception (1), conditions apply). This goes for countries within and outside Europe. In all cases travelling to code red countries is not allowed.

There are strict conditions for this. For more detailed information about these conditions, please check the [FAQ on our website](#) and [Mobility FAQ](#). It is your own responsibility to meet all the respective requirements and procedures.

Mobility Online

Mobility Online is an online tool to guide our students through the internal TU/e exchange application process, including the mobility scholarship application. The tool should be used by all TU/e students going out for a study semester, project or internship abroad and can be accessed through the TU/e webpage on [Mobility Online](#). From this Mobility Online webpage you can also download the Mobility Online user manual.

For a project (6S2X0 or 6EMAC4), use the online application process for 'internship or research project abroad'.

For a semester abroad, use the online application process for 'courses abroad'. Please register before the respective deadline and indicate the three partners of your 1st, 2nd and 3rd choice. You will be notified through Mobility Online which partner has been allotted to you. These deadlines are **March 31** (for autumn semester exchanges, and **September 30** for spring semester exchanges).

Please be aware that some universities have strict deadlines for application (sometimes before April or October) so please contact cec.exchange@tue.nl well in advance to avoid disappointment when applying to partner universities with an early application deadline.

Financial Support

To meet TU/e's requirement for an international experience, you need to generate a minimum of 15 EC abroad, and you need to reside in the host country for at least 3 months. Students that do not meet this requirement are not eligible for a TU/e mobility scholarship.

During your international experience you need to remain enrolled at TU/e as a fulltime student.

Reimbursement of travel costs ("OV-kaart")

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.

TU/e mobility scholarships

Students can apply in Mobility Online for one of the TU/e mobility scholarships listed below, on the condition that they will stay abroad for at least 3 months and that 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 scholarships for study Erasmus scholarships for study are possible for study periods between 3 and 12 months 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 institution and our department.

The scholarship amount (lump sum of approx. EUR 1000 in 2022/2023*) depends on the living standard in the country of destination.

Fund International Experience (FIE)

Via this fund, you could get an allowance for travel- and accommodation expenses that you make while studying or interning abroad (outside EU). 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 exchange, and on your exchange destination

Holland Scholarship

Students that are entitled to a FIE scholarship, will automatically enter the selection for the Holland Scholarship grant (lump sum of EUR 1.250,-- in 2022/2023*). The grants are allocated based on ranking of the study results of the applicants during their current study program. Students that win a Holland Scholarship will automatically lose their right on the FIE scholarship. A limited number of Holland Scholarship grants are available.

*The amounts mentioned are subject to change

Other financing possibilities

For general information on the financial part of your international experience you can consult the website: <https://educationguide.tue.nl/programs/exchange-programs-for-studying-abroad/preparation/grants-funds-and-scholarships/?L=2>

Insurances

Travel 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.

Liability insurance

Ask your internship company or host institution if you'll be insurance for legal liability. If not, then it's recommended to fix this yourself.

Health insurance

Check your health insurance to see whether it's valid at your destination. The basic insurance provides world coverage but check whether this coverage is enough for the country where you're heading to. Some Dutch health insurance companies assume Dutch prices when paying an amount for medical costs that have been made abroad. This isn't always enough. Find out if you might have to get an additional insurance.

Sometimes a Dutch health insurance isn't applicable anymore because you'll receive an internship allowance when you're abroad. This means that you have to get an international health insurance.

More information can be found on:

- [Nuffix Wilweg](#)
- [Globetrotter, studying abroad](#)
- [ICS complete](#)
- [Insure to study](#)
- [Student insurances, interning abroad](#)

Step-by-step plan

There is much to arrange for your exchange. Here is a checklist:

Before the exchange	
Orientation	Orientate yourself towards the possibilities offered by our official exchange partners, and discuss your study abroad plans with the mentor that has been appointed to you. He/she can advise you how you can best fit a study semester abroad in your personal TU/e study program.
Register yourself in Mobility Online .	Mobility Online is an online tool to guide our students through the internal TU/e exchange application process, including the mobility scholarship application.
Apply at the partner university.	Once the nomination procedure at the partner officially opens, the CEC departmental international office will officially nominate you at the respective partner as our candidate for this exchange. Once the respective partner knows your name and e-mail address, you will probably be contacted directly with details on their (online) application procedure. If not, you can best consult the partner's webpage for incoming exchange students for more details on the procedure.
Proceed with the TU/e application process in Mobility Online	Part of this process is the application of a TU/e mobility scholarship.
Preparations:	Check the insurances
	Check the travel advice: https://www.nederlandwereldwijd.nl/reisadvies Travelling to code orange and red areas is not allowed.
	Put your ' OV-studentenkaart ' on hold temporarily to get a compensation for your time abroad.
	Registered for housing / housing arranged? (possibly in consultation with the host institution)
	Check health and travel advice and if necessary check Visa and work permits
During the exchange	
	Should you like to (or need to) change the content of your study program abroad (courses) you will need the departmental examination committee's approval. In this case it is also necessary to have the "during the mobility" form of your learning agreement (in Mobility Online) signed by all parties involved.
After the exchange	
Confirmation of stay	At the end of your stay abroad, you should ask the host institution's international office to complete, sign and stamp the form "statement of the host institution". In this document the partner needs to confirm your period of stay/enrollment at the

	<p>host institution. You should download this form from Mobility Online and upload it again once it has been signed and stamped.</p>
<p>Transcript of records Host institution (courses abroad)</p>	<p>Upon completion of your study abroad period, you will receive a transcript of records (upon request) from the host institution. This transcript of records contains the study program you took at the host university, your grade list and the number of credits you have for the courses taken. You must submit this transcript of records to the education administration (STW2.39) so that the courses taken abroad can be added to your study results.</p>
<p>6S2X0 or 6EMAC4:</p>	<p>Remember to make arrangements with your supervising CEC teacher for completion and assessment and remember to have the professional skills evaluation form completed at the host institution (see Canvas - 6S2X0). For 6EMAC4: For further information on the completion of 6EMAC4, see the Canvas site.</p>
<p>Close your TU/e mobility online application</p>	<p>To officially close your exchange, and to secure your right to the mobility scholarship you need to finish the last steps in the Mobility Online tool.</p>