

Graduation project - Abroad

Master Artificial Intelligence and Engineering Systems



Photographer: Bart van Overbeeke

Contact details of the departmental international mobility coordinator:

- Ms. Janneke Cohen
- E-mail: ee.exchange@tue.nl
- Phone: +31 (0)40 247 8762
- Online appointments via [Bookings](#)

Useful websites:

- The [Going Abroad](#) page of TU/e
- The external website [WilWeg](#) (in Dutch)
- [Graduation project site of our education guide](#), please review the sub pages and downloads, this includes links to our [essential Study guide](#) for graduation projects.

This guide is meant for TU/e students who are

- enrolled for the master's program Artificial Intelligence and Engineering and;
- meet the [entry requirements](#) of their graduation project
- your program of examinations (study program) has been approved by the Examination Committee and;
- are interested in conducting their graduation project abroad.

Please be aware: the focus of this guide is on (administrative) processes related to international experience on departmental level. This is only part of the whole picture. Therefore, you will be referred to other websites, too, and instructed to carry out additional steps.

Orientation – How to find an graduation project abroad

Please find below some suggestions on how to search for an graduation project abroad.

- You have to find a supervisor for your graduation project yourself. A graduation project can be supervised by an assistant professor, associate professor or full/part-time professor in one of the research groups involved in your track.
- You can find the list of all research groups per track here: [Msc AI&ES Overview department - research groups - tracks](#) please download the document from the downloads section for the most recent version. In most cases, a (potential) supervisor might have connections with foreign institutions, who might be looking for students to conduct a graduation project, therefore it is always advised to check on the possibilities with your (potential) supervisor.
- Reach out to track [mentors](#) or other academic staff to discuss your international options as indicated in the Study guide. Ask if they have connections abroad.
- Search online for foreign universities, research institutes, companies, organizations, multinationals, and chambers of commerce.
- Read [experience reports](#) from TU/e students who went abroad
- Consult external databases and mediators, such as [Integrand](#) or [AIESEC](#).
- If without success, contact ee.exchange@tue.nl for additional help.

Always discuss your plans for a graduation project abroad with your supervisor or track mentor.

IMPORTANT:

Prerequisites

Before you are allowed to start your graduation project, you must meet the [entry requirements](#) and your program of examinations (study program) must be approved by the Examination Committee. Please note: the information in your approved program of examinations is leading.

Your approved program of examinations form contains a graduation project (including ECTS and course code) in regards to your own program. This can differ, therefore it is important to look into the different course codes that apply to your situation.

Make sure this course code is correct and your program of examinations is approved, if yes, it is your responsibility to ensure the information corresponds to the information you fill out on the [registration form](#).

If your program of examinations (study program) changes, e.g. due to personal or project related reasons and you are not able to complete your graduation project by the end date you have indicated in the Registration webform for graduation project, please contact the AI&ES academic advisor for possibilities. There are options available, such as extension of completing your graduation program. Please read the [Document Study guide graduation project AI&ES](#) (situated in the downloads section) for more information regarding this topic.

If changes in duration occur, please **always** contact the departmental international mobility and academic advisor.

Application procedure

Education guide Artificial Intelligence and Engineering Systems (TU/e)

In the section [Graduation project](#) and the submenu's you will find all necessary information about the graduation project. Please also read the Study guide document for graduation projects carefully! All information is applicable to students going abroad as well, so please read it carefully and follow the instructions! In regard to international experience within the MSc AI&ES, more exclusive information can be found on the following link [International Experience](#) .

Mobility Online (TU/e)

Your application for an international experience will be managed from start to finish in our online registration system [Mobility Online](#). Be aware that this is a process and a total pipeline from before the mobility, till during and after. Once you register yourself, you will be required to follow all the steps necessary for your application procedure.

Please do not apply in Mobility Online until your graduation project has been arranged and (most of) the details are known, because in that situation we will not be able to proceed. Among other things, you will be asked to fill out the start/end date of your mobility, a project description, and the contact details of your supervisor(s).

Application procedure at the host institution (external)

Your host institution may want to register you as an incoming student or visiting researcher and have their own procedures for this. If so, you will receive further instructions from your host institution.

Please be aware: if you will be obtaining an internal double diploma, you will need to use the correct course code of 5AIESIDD30 and read the following [instructions](#) carefully (check the submenu's as well) Your graduation project needs to include elements and be applicable to both your degrees.

You will be required to fill in the registration forms for both your degree's, please check this yourself with the CSA offices of the faculties. The Mobility Online application must only be conducted for one degree. The international coordinator will check which degree this is and will inform you and if necessary, direct you to the other faculty.

*Another option for students doing an internal double diploma is to do two separate graduation projects. Please contact your academic advisor regarding this and inform the departmental international mobility coordinator (ee.exchange@tue.nl) accordingly since this process can differ than stated above.

Finances – budgeting and funding

When going abroad, some financial aid is always welcome.

- Our [Going Abroad- Grants, funds and scholarships page](#) contains links to databases where you can search for scholarships as well as information about funding offered by TU/e. Please do not overlook [the sub-menu TU/e Funds Exchange](#). The application procedure for grants, funds and scholarships is integrated in Mobility Online. You do not have to fill in any forms until you reach the scholarship step and receive further instructions via the system. However, if you have any questions about TU/e funding, please send an e-mail to goingabroad@tue.nl.

- [WilWeg](#) (Dutch only) provides useful tips on budgeting and information about expenses abroad.
- Check if you are eligible to receive student finance and/or a compensation for temporarily cancelling your student travel product from [DUO](#) (Dutch only). The form *Aanvraag Ov- vergoeding buitenland en/of uitwonendenbeurs* can be sent to ee.exchange@tue.nl for signing.

Practical matters

Our [Going Abroad – Preparation page](#) (see sub menu's as well) explains more about insurance, health and travel advice, accommodation abroad, visa, language preparation, etc. If you have any questions about any of these topics, please contact the person or organization that is listed on the website.

Graduation project contract

Agreements that you and the host organization make about working hours, financial compensation, intellectual property rights, confidentiality, etc. are recorded in a contract. This is particularly important for a graduation project, since strict rules apply.

Types of contracts and (un)acceptable clauses

It is our way of working, that TU/e students use the workplace agreement that has been created by our educational lawyers. Please download the [Work Place Agreement](#).

It can occur that your host institutions wants to edit clauses within the model agreement or, insist on using their own created contract. It is important to check whether clauses concerning intellectual property rights, confidentiality, penalties, and liability are acceptable and in line with TU/e policies. Please go to [the Education Guide > Internships and graduation projects](#) for further information.

Having your contract checked and signed

Contracts can be sent to ee.csa@tue.nl . The staff member will have a legal advisor review your contract (if necessary) and forward it to the Managing Director of the department of Electrical Engineering, who is authorized to sign graduation project contracts. Please be aware that reviewing contracts and implementing changes takes time. Therefore, please send your contract as soon as possible to our Central Student Administration of Electrical Engineering.