

An aerial photograph of the TU/e campus in Eindhoven at dusk. The sky is a mix of light blue and orange, with some clouds. Several modern, multi-story buildings with glass facades are illuminated from within, their lights glowing against the twilight. The buildings are surrounded by green trees and some lower-level structures. The overall scene is a mix of urban architecture and nature.

# Artificial Intelligence and Engineering Systems Going abroad

International Experience

Janneke Cohen, Departmental International Experience Coordinator

# About

- International experience policy
- PER Regulations
- Exchange : roadmap for following courses abroad or conducting a graduation project abroad
- Scholarships, grants and finances

Please note: this presentation is about internationalization and does not cover topics such as

- Course codes, credits and registration
- Supervision and assessment

# International experience policy

The policy regarding international experience is as follows:

[The travel advice of the Ministry of Foreign Affairs](#) determines whether students are allowed to travel to a certain foreign destination. Travel to destinations with color code green or yellow is allowed, travel to destinations with color code orange or red is not allowed.

\*For code orange countries an exception might be considered if this orange code is related to only a mandatory negative PCR test before arrival at the foreseen destination and/ or an obligation to go into quarantine after arrival or after return to the Netherlands. *If you wish to visit an orange code country, please contact me!*

Please note that you are responsible to keep track about the actual situation and measurements that are in place in the country of your destination.

# International experience policy

- \*As a student, you are responsible for determining whether your departure abroad is in accordance with the TU/e rules, and for complying with the TU/e notification obligation with regard to the travel advice. Failure to comply with this may have negative consequences (e.g. for being allowed to write off credits obtained abroad).
- \*If your travel advice is negative, and you are therefore not allowed to go abroad, you cannot recover any costs already incurred for on the TU/e, for example, a plane ticket or accommodation. This is also the case if the situation suddenly changes prior to your departure.
- \* If you are not allowed to go abroad but still proceed with the exchange/graduation project all possible consequences are for the student.

# PER regulations

**In the Program and Exam regulations AI&ES 2023-2024, the following is stated**

**(Appendix 1 to Article 3.2, paragraph 1, section J, The study components from which students must choose for the elective part of their degree programs)**

"For the elective part of their degree programs, students must make a choice from the study components at master level offered at an academic university. Students should ascertain that study components in their study package do not have overlap in contents.

- courses of at least 15 credits in total at a university abroad,

- graduation project abroad."

- **The focus of this presentation will be upon following courses abroad and the graduation project.**
- **Due to the nomination deadlines, taking courses abroad is possible from September 2024 onwards.**

# Structure of the AI&ES master's program

## Nominal progress

- Core courses
- Specialization / free electives (60)
- Team Project

Specialization / free  
Electives (15)

Graduation project (45)

# Structure of the AI&ES master's program

an example including courses abroad

- Core courses
- Specialization electives (60)
- Team Project

Free electives = Courses abroad

(15 - 30)

Graduation project (45)

- Your program can in the end add up to a total of above 120 EC
- The extra credits can be recorded on the program form in the section: 'extra-curricular courses'
- Make sure to clearly decide on the exchange courses you will include in the free electives and the courses you will mark as extra-curricular.

# Roadmap - courses abroad & graduation project

1. Orientation
2. Receiving approval from your mentor & the Examination Committee AI&ES
3. Application procedure for both TU/e and the host institution
4. Practical organization
5. During the Mobility
6. After the mobility



**Timing is key!**

For courses abroad, orientation needs to be conducted 8 months in advance, approval needs to be conducted 6 months in advance.

# Step 1: Orientation

## Why go abroad?

- Immerse yourself in another culture
- Work on projects or take courses that are not available in the Netherlands
- Develop (soft) skills like (intercultural) communication, adaptability and problem-solving
- Strengthen your position on the job market
- Become independent, it is an individual experience!



# Step 1: Orientation

## Question to ask yourself

Some questions to ask yourself:

- Is there a particular region or city that you have always wanted to discover? Or a culture that fascinates you?
- What do you want to learn? Do you want to gain any specific knowledge or skills, and is there a country or organization that specializes in this?
- How far do you want to step outside of your comfort zone? What kind of person are you? Where do you (not) feel comfortable?
- What is your budget?



# Step 1: Orientation

## Start making arrangements for courses abroad

- Contact [ee.exchange@tue.nl](mailto:ee.exchange@tue.nl) and include your top 3 of countries/cities/universities. Exchange EE will inform you accordingly upon the possibilities.
- Please be aware that foreign universities work with semesters (mostly 30 EC). 15 EC is suitable within your free elective space. Any credits you take additionally, depending on the division of these credits over your courses abroad, can be placed extra-curricular. These extra-curricular credits will also be visible on your MSc diploma.
- Exchange EE must nominate you at a host institution 6 months in advance!
- For a start in September 2024, the nomination deadline = February 2024.
- A semester starts either in August/September or in January/February \* depending on the institution. Foreign institutions also have a different academic calendar, this might conflict with your TU/e planning.
- The orientation phase ends whenever you have chosen your top 3 universities, have been nominated and have chosen the courses you wish to take.

# Step 2: Approval

## Ask approval from the examination committee for following courses abroad

### If you want to take courses abroad:

- contact your mentor or [academic advisor](#) to discuss your study plan (possible delay)
- when you have been nominated by Exchange EE to your host institution, contact [the Examination Committee](#) to have your study program and courses abroad approved.

### What elements do you need to inform the Examination Committee about?

A motivated request in which the following is included:

- An overview of your program of examinations
- The course choices you would like to do abroad (course descriptions & learning objectives, course credits, course level, and contact details of the lecturers)
- Explain why there is no overlap with other courses in the program of examinations

***Be aware: rejections can occur in terms of courses, make sure you have a list of other courses you want to take.***

***Note: the conversion of credits and grades will be done by the Examination Committee***

# Graduation project

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.

## How to find a graduation project abroad?

- Think about your wishes for certain institutions, countries, content etc. Consult the academic staff and research groups, search online for foreign universities, research institutes, companies, organizations and chambers of commerce etc.
- 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.
- Read [experience reports](#) from TU/e students who went abroad
- Consult external databases and mediators, such as [Integrand](#) or [AIESEC](#).

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

# Graduation project

## Procedure and requirements:

- Please visit the [Education guide Graduation Project](#) link, please review the sub pages and downloads, this includes links to our essential Study guide for graduation projects.
- 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.

## Registration:

- If you have found a graduation project abroad, please contact [ee.exchange@tue.nl](mailto:ee.exchange@tue.nl) on time to receive essential information on the application procedure

## Contracts:

- Standard workplace agreement set up by TU/e. Can be [downloaded](#) and safely used.
- Contracts can be sent to [ee.csa@tue.nl](mailto: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.

# Step 3: Application

Registering for an international experience at TU/e

## Education guide:

[Mobility Online](#), online application system

## Information about:

Application process for an international experience

## When to apply in Mobility Online:

- When plans have been made and agreed on
- Well in advance of your start date (completed application two weeks prior to leaving)

# Step 3: Application

## Use mobility online

Manage the entire process in one workflow:

### Before the mobility

- Application form
- Proposal form
- Learning agreement
- Grant application

### During the mobility

- Foreign address
- Changes

### After the mobility

- Experience report
- Transcript of records (if applicable)



**Mobility Online**

Mobility Online offers a centralized administrative system to register and manage all international incoming and outgoing exchanges and is also used for managing the bilateral exchange agreements with international partner universities. Next to that, the procedures and scholarships concerning exchange, internships and research projects abroad will be managed in Mobility Online as well.

**Exchange – courses abroad**

[On this page](#) you will find instructions and a manual for your online application process for courses abroad. Before applying for courses abroad, please first contact your departmental coordinator. Please note that you first need your departments/programs approval for courses abroad before you start your application in Mobility Online.

**Internship, project or research abroad**

[Here](#) you will find instructions and a manual for your online application process for internship or research project abroad. Before filling in the proposal form in Mobility online for abroad, please first contact your departmental coordinator.

**Information of the departments**

# Step 3: Application

Application procedure of host institution

Follow instructions given to you by the host institution.

# Step 4: Practical organization

- VISA (start in time!) & Work permit
- Health insurance
- Travel insurance (also via TU/e Business Travel Insurance)
- Liability insurance
- Vaccinations: [www.ggdbzo.nl](http://www.ggdbzo.nl)
- Travel advice government: [www.minbuza.nl](http://www.minbuza.nl)
- DUO (compensation public transport card)
- Accommodation
- Language and culture preparation
- [Experience reports TU/e students](#)

# Step 5: During the Mobility

- If any changes occur during the Mobility, contact [ee.exchange@tue.nl](mailto:ee.exchange@tue.nl)
- Changes can occur in terms of change of dates, courses etc.
- These changes can be indicated on Mobility Online
- If any changes occur within your initial course list, you must update the Examination Committee accordingly. The examination will have to review your course list again in order to make a decision for approval.

# Step 6: After the Mobility

- When your exchange has been finalized, please conduct the necessary steps on Mobility Online
- You must upload your Transcript of Records from your host institution accordingly for the grades to be processed by the Examination Committee.

# Contact details

Departmental international experience coordinator for the Department of Electrical Engineering: Janneke Cohen

## Information about:

- Exchange (e.g. orientation)
- Registration and application (e.g. mobility online, forms and signatures)

## •Contact details:

Flux 0.125

[ee.exchange@tue.nl](mailto:ee.exchange@tue.nl)

+31 40 247 8762

Plan a Microsoft Teams meeting via [Bookings](#)

\*If you wish to plan an on-campus meeting with me, please email me so that we can discuss a suitable date and time

# In case of circumstances

If something happens that has an impact on your exchange, please contact your [academic advisor](#) as soon as possible.

Together you can discuss your situation, the support that you need and the possibilities to continue with your exchange and program.



**Going Abroad**

**International Experience**

Petri van de Vorst, ESA/International Office

# ESA/International Office

## Information about:

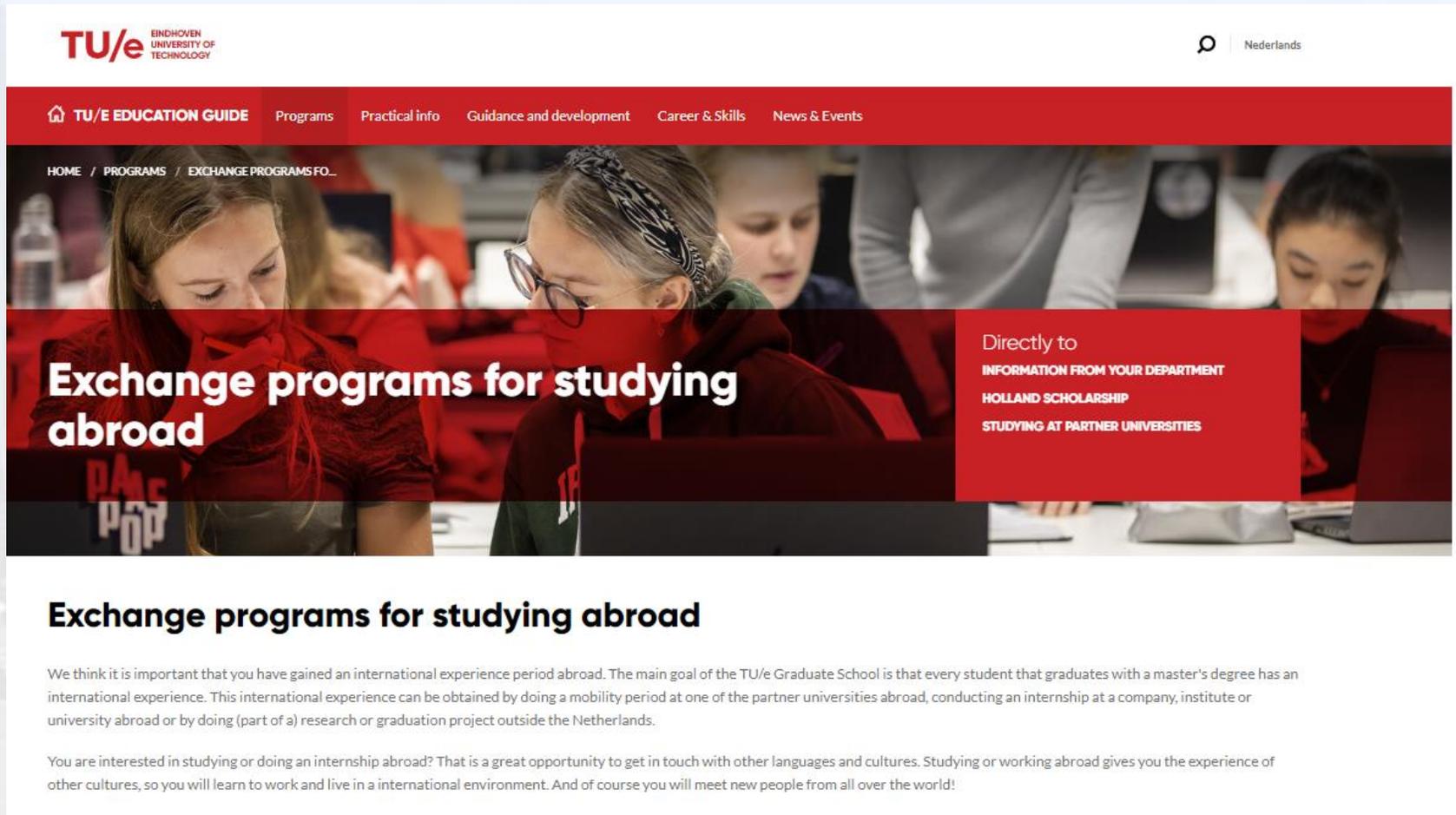
- Study Abroad
- Exchange
- Grants/Scholarships (also after completing study at TU/e)
- Practical information exchange/internship abroad

MetaForum Floor 1

[goingabroad@tue.nl](mailto:goingabroad@tue.nl)

[p.g.j.v.d.Vorst@tue.nl](mailto:p.g.j.v.d.Vorst@tue.nl)

# Digital Education Guide exchange



The screenshot shows the TU/e website's digital education guide for exchange programs. The header features the TU/e logo (Eindhoven University of Technology) and a search icon with the text 'Nederlands'. A red navigation bar contains the following menu items: 'TU/E EDUCATION GUIDE', 'Programs', 'Practical info', 'Guidance and development', 'Career & Skills', and 'News & Events'. Below the navigation bar, a breadcrumb trail reads 'HOME / PROGRAMS / EXCHANGE PROGRAMS FO...'. The main content area features a large image of students working on laptops. Overlaid on this image is a red box with the text 'Exchange programs for studying abroad'. To the right of this box is a white box with the text 'Directly to INFORMATION FROM YOUR DEPARTMENT', 'HOLLAND SCHOLARSHIP', and 'STUDYING AT PARTNER UNIVERSITIES'. Below the image, the heading 'Exchange programs for studying abroad' is followed by two paragraphs of text.

**TU/e** EINDHOVEN UNIVERSITY OF TECHNOLOGY

Nederlands

TU/E EDUCATION GUIDE Programs Practical info Guidance and development Career & Skills News & Events

HOME / PROGRAMS / EXCHANGE PROGRAMS FO...

## Exchange programs for studying abroad

Directly to  
INFORMATION FROM YOUR DEPARTMENT  
HOLLAND SCHOLARSHIP  
STUDYING AT PARTNER UNIVERSITIES

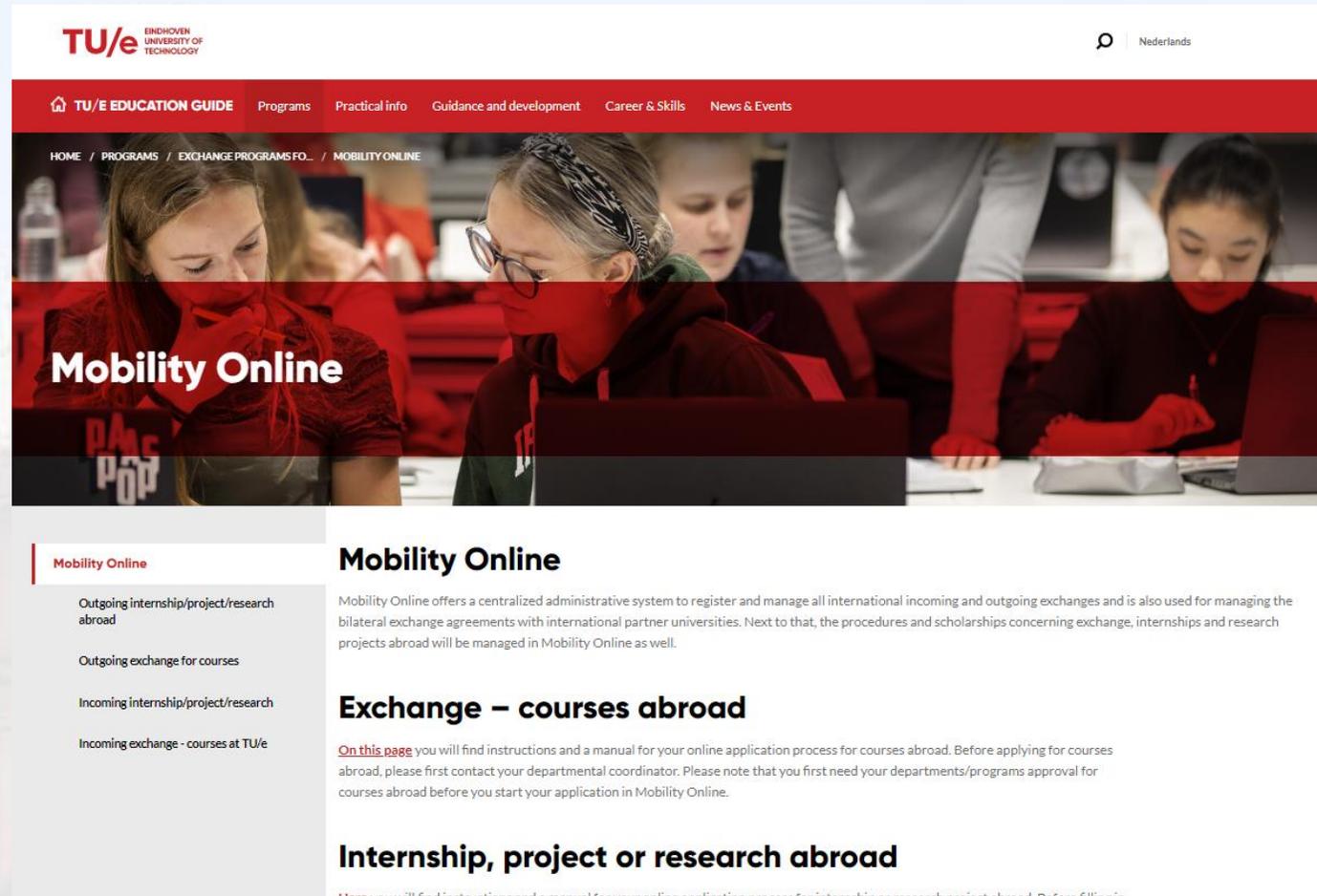
### Exchange programs for studying abroad

We think it is important that you have gained an international experience period abroad. The main goal of the TU/e Graduate School is that every student that graduates with a master's degree has an international experience. This international experience can be obtained by doing a mobility period at one of the partner universities abroad, conducting an internship at a company, institute or university abroad or by doing (part of a) research or graduation project outside the Netherlands.

You are interested in studying or doing an internship abroad? That is a great opportunity to get in touch with other languages and cultures. Studying or working abroad gives you the experience of other cultures, so you will learn to work and live in a international environment. And of course you will meet new people from all over the world!

# Mobility Online

## Outgoing courses & research/internships abroad



**TU/e** Eindhoven University of Technology

Nederlands

TU/E EDUCATION GUIDE Programs Practical info Guidance and development Career & Skills News & Events

HOME / PROGRAMS / EXCHANGE PROGRAMS FO... / MOBILITY ONLINE

## Mobility Online

**Mobility Online**

- Outgoing internship/project/research abroad
- Outgoing exchange for courses
- Incoming internship/project/research
- Incoming exchange - courses at TU/e

Mobility Online offers a centralized administrative system to register and manage all international incoming and outgoing exchanges and is also used for managing the bilateral exchange agreements with international partner universities. Next to that, the procedures and scholarships concerning exchange, internships and research projects abroad will be managed in Mobility Online as well.

### Exchange – courses abroad

[On this page](#) you will find instructions and a manual for your online application process for courses abroad. Before applying for courses abroad, please first contact your departmental coordinator. Please note that you first need your departments/programs approval for courses abroad before you start your application in Mobility Online.

### Internship, project or research abroad

[Here](#) you will find instructions and a manual for your online application process for internship or research project abroad. Before filling in

# Grants and Scholarships

## Via ESA/International Office:

- Erasmus+ Study
- TU/e Fund International Experience
- NL Scholarship

## Funding is available for students who:

- Receive at least 15 EC for their International Experience abroad
- Duration exchange/internship of **at least 3 months (13 weeks, 90 days)**
- No funding available for online/virtual mobility

# Erasmus+ Study

- Exchange and Scholarship program of the EC;
- For students who are undertaking an exchange/research project at a European **university** with which the TU/e department has a bilateral agreement within the scheme of Erasmus+ Study;
- Min. **3 months (13 weeks)**, max. 12 months
- Grant in 2023-2024: fixed amount depending on country of destination and duration of exchange (Between 720 and 1080 euro)
- Countries: EU countries + associated countries

# Fund International Experience 23/24

- Mobility fund of TU/e for students who do an exchange/internship abroad at a **non-Erasmus partner university** or at a company/institution outside EU/EER
- Students who: receive at least 15 credits for their International Experience, with a period abroad of **at least 3 months**

## 23/24 Fund International Experience

- Grant: fixed amounts:      500 euro destination outside EU/EER  
   300 euro destination within EU/EER

# NL Scholarship 23/24

- Mobility fund of TU/e and Dutch Government for students who do an exchange/internship outside EU + associate countries;
- Students who receive at least 15 credits for their International Experience;
- Grant: 1250 euro

## NL Scholarship Academic year 23/24:

- Grant selection will be based on grade average applicant.
- Limited number of grants available per quartile.
- Students who have registered their internship/exchange (with destination) before quartile deadline, apply automatically via Mobility Online. Top of ranking list will receive NL Scholarship.

# Application deadlines NL Scholarship

	Start date exchange/internship between		Deadline application for grant for mobility with start date in quartile
Quartile 1	1 July	30 September	1 June
Quartile 2	1 October	31 December	1 September
Quartile 3	1 January	31 March	1 December
Quartile 4	1 April	30 June	1 March

# Other grants: grant finder

<https://www.wilweg.nl/financien/beursopener>

<https://www.scholarshipportal.com/>

Database of grants and scholarships available for study/internship/research outside the Netherlands

In some cases, a recommendation letter of the 'studentendecaan' is required.

Contact person at ESA/io: [p.g.j.v.d.vorst@tue.nl](mailto:p.g.j.v.d.vorst@tue.nl)

Deadline for application: at least 3 months before going abroad!

(Vrijvrouwe van Renswoude, Mullerfonds etc.)

# ESA/international office

Good luck with arranging your Exchange abroad!

