

Courses - Abroad

Master Artificial Intelligence and Engineering Systems



Contact details of the departmental international experience coordinator:

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- Online appointments via [Bookings](#)

Useful websites:

- The [Going Abroad](#) page of TU/e
- The external website [WilWeg](#) (in Dutch)

This guide is meant for TU/e students who are

- enrolled for the master's program Artificial Intelligence and Engineering Systems and;
- want to follow courses abroad.

Please be aware:

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. Due to the fact that foreign universities work with semesters, study delay can occur within your study planning.

Please contact your [academic advisor](#) and mentor to see the effects of taking course abroad.

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 a suitable host institution for following courses abroad and check if this is possible in regards to your study planning

- Please contact your [academic advisor](#) and mentor to discuss your preference of following courses abroad.
- You have to ask approval from the Examination Committee AI&ES for including courses abroad in your curriculum. The academic advisor can also inform you about the conditions to be met in this request.
- In regards to following courses abroad during your Master's program visit the page [International Experience](#).
- If this type of exchange (following courses) is possible, contact ee.exchange@tue.nl to check which partner universities suit your preference.
- Be aware that most partner universities offer courses for a whole semester (30 ECTS), with some exemptions of 3 months (15 ECTS).
- When given a list of partner universities, narrow your preferences down to a top 3 of universities and discuss this with ee.exchange@tue.nl.
- Read [Experience Reports](#) from TU/e students who went abroad.

Important fact: nomination for exchange in regard to courses abroad always takes place around 6 months before the start of the semester. Therefore if you want to start e.g. in September, the TU/e will have to nominate you to the host institution around February. Please be aware of this as there are strict deadlines set by host institutions.

Orientation will have to take place before these 6 months, therefore it is of utmost importance that you start on time with the orientation of your exchange for courses abroad.

*Please also be aware that foreign institutions do not have quarters within their academic years, if you are nominated this is for a complete semester (either starting in September or February). Even the starting date can change in regards to the academic calendar of the host institution.

Application procedure

Check with mentor and academic advisor for possibilities

As mentioned before, first check with your mentor and academic advisor if it is possible to follow courses abroad within your AI&ES master program. There might be some prerequisites that apply. Due to the lack of a mobility window, this can lead to study delay.

Nomination

When you have a top 3 of universities you would like to visit for a potential of following courses abroad, the departmental international mobility coordinator will nominate you first in regards to your first choice of university. If your nomination is accepted, you will receive more information of the home institution.

Please be aware that nomination takes place 6 months in advance of your start. For example, do you want to follow courses in September, the nomination takes place in February.

Nomination does not mean that you are accepted at the host institution.

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.

You will receive the instructions on how to apply on Mobility Online via the departmental international mobility coordinator. For more general information upon Exchange programs, please visit [Exchange programs for studying abroad](#) and do not overlook the submenu's.

Application procedure at the host institution (external)

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

Study plan and course list approval by Examination Committee

The academic advisor and mentor will also redirect you to the Examination Committee to let your study plan and course list (at the host institution) be approved.

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 of AI&ES](#) 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, credits, level of the courses, contact details of the lecturers & learning objectives of the courses)
- 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

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 Overgoeding buitenland en/of uitwonendenbeurs* can be sent to ee.exchange@tue.nl for signing.

Practical matters

Our [Going Abroad – Preparation page](#) 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.