

An aerial night photograph of the TU/e campus in Eindhoven. The image shows several modern buildings with illuminated windows, surrounded by trees and city lights. A semi-transparent red rectangle is overlaid on the bottom half of the image, serving as a background for the text.

# Electrical Engineering: Going abroad

**International Experience**

Janneke Cohen, Departmental International Experience Coordinator

# About

- International experience policy
- Orientation
- Application procedure
- Mobility Online
- Practical matters
- 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

See [the Education Guide of MSc Electrical Engineering](#) (specifically, the menus 'curriculum' and 'regulations') for more information. A presentation about rules and regulations regarding projects will be held in Q4.



# 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 conduct an internship or graduation project in 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/internship all possible consequences are for the student.

**Due to the nomination deadlines, taking courses abroad is possible from September 2024 onwards.**

# 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



# Orientation

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?



Timing is key! 

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



# Orientation

## How to find an internship or graduation project abroad?

- Consult the academic staff and research groups
- 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](#).

## Taking courses abroad

- Agreements with partner universities
- Contact [ee.exchange@tue.nl](mailto:ee.exchange@tue.nl)
- Nomination deadline 6 months in advance
- 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.

# Registration internships and graduation project

## Forms required by Center for Student Administration

Websites:

- Education Guide: [Internship](#)
- Education Guide: [Graduation Project](#)
- Please also read the Studyguide that is within the download section of these pages!

Information about:

- Prerequisites and course enrollment
- Registration form

Note: ALL students must submit the registration form, regardless of the country where the internship or graduation project takes place (Netherlands or abroad).



# Registration courses

## Forms required by Examination Committee

If you want to take courses abroad

- contact your mentor or [academic advisor](#) to discuss your study plan
- contact [ee.exchange@tue.nl](mailto:ee.exchange@tue.nl) upon your interest.
- When you have been nominated to the host institution and have chosen the courses you wish to take, contact [the Examination Committee](#) to have your study program approved

Note: the conversion of credits and grades will be done by the Examination Committee  
Exchange EE must nominate you at a host institution 6 months in advance!

# Registering for an international experience

## Mobility Online

Websites:

- [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)

# Mobility Online

## Manage the entire process in one workflow

### Before the mobility

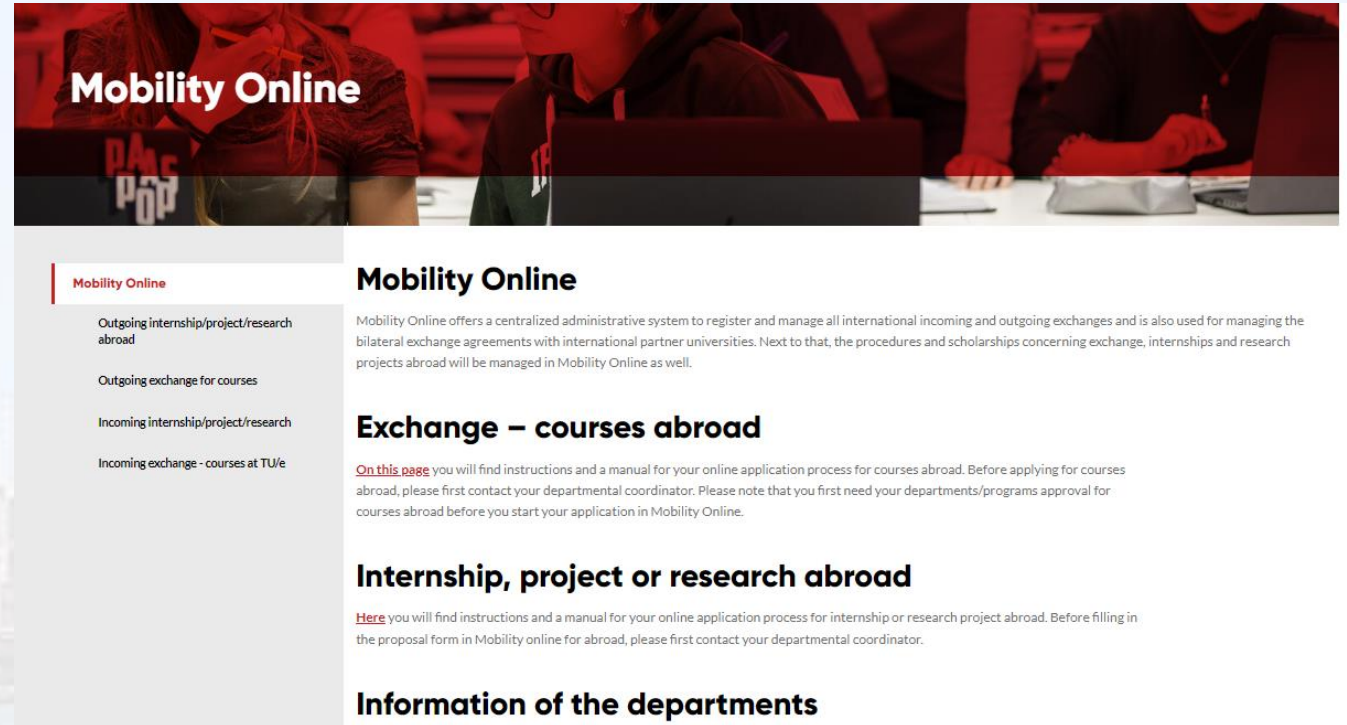
- Application form
- Proposal form
- Learning agreement
- Grant application

### During the mobility

- Foreign address
- Changes

### After the mobility

- Experience report
- Transcript of records (if applicable)





# Registering for an international experience

## Application procedure of host institution

- Follow instructions given to you by the host institution.

# Contracts (internships and graduation projects)

Two types of internship contracts or agreements:

- Standard workplace agreement set up by TU/e. Can be [downloaded](#) and safely used.
- A contract your host organization uses.

**If you have or receive a contract, please let it be checked. To do this you will need to fill out and submit the contract via the following form:**

- For internships: [Contract form Internship](#)
- For graduation projects: [Contract form Graduation Project](#)

**Why?**

- To protect you and/or TU/e ([e.g. IP rights, non-disclosure, insurance matters, etc.](#))
- Contracts need to be signed by the Managing Director, which we arrange on your behalf.

Note: this process takes time, so send us your agreement asap!

# 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

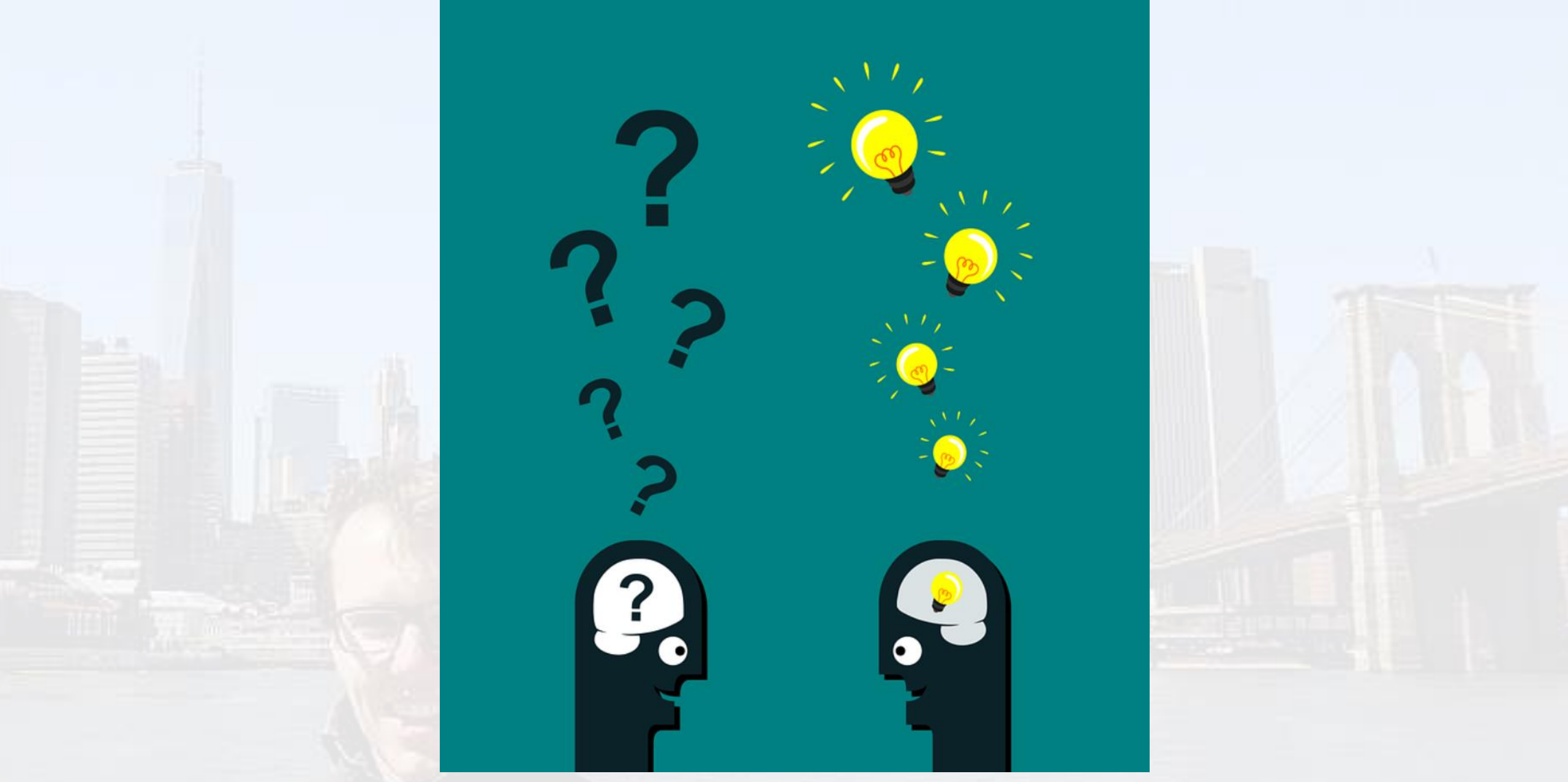
[ee.exchange@tue.nl](mailto:ee.exchange@tue.nl)

+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





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# 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 Education Guide website. The header includes the TU/e logo and a language selector set to 'Nederlands'. A red navigation bar contains links: '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, a white box lists links: 'Directly to', 'INFORMATION FROM YOUR DEPARTMENT', 'HOLLAND SCHOLARSHIP', and 'STUDYING AT PARTNER UNIVERSITIES'. Below the image, the section title 'Exchange programs for studying abroad' is followed by a paragraph explaining the importance of international experience for TU/e graduates and a paragraph encouraging students to study or intern 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...

## Exchange programs for studying abroad

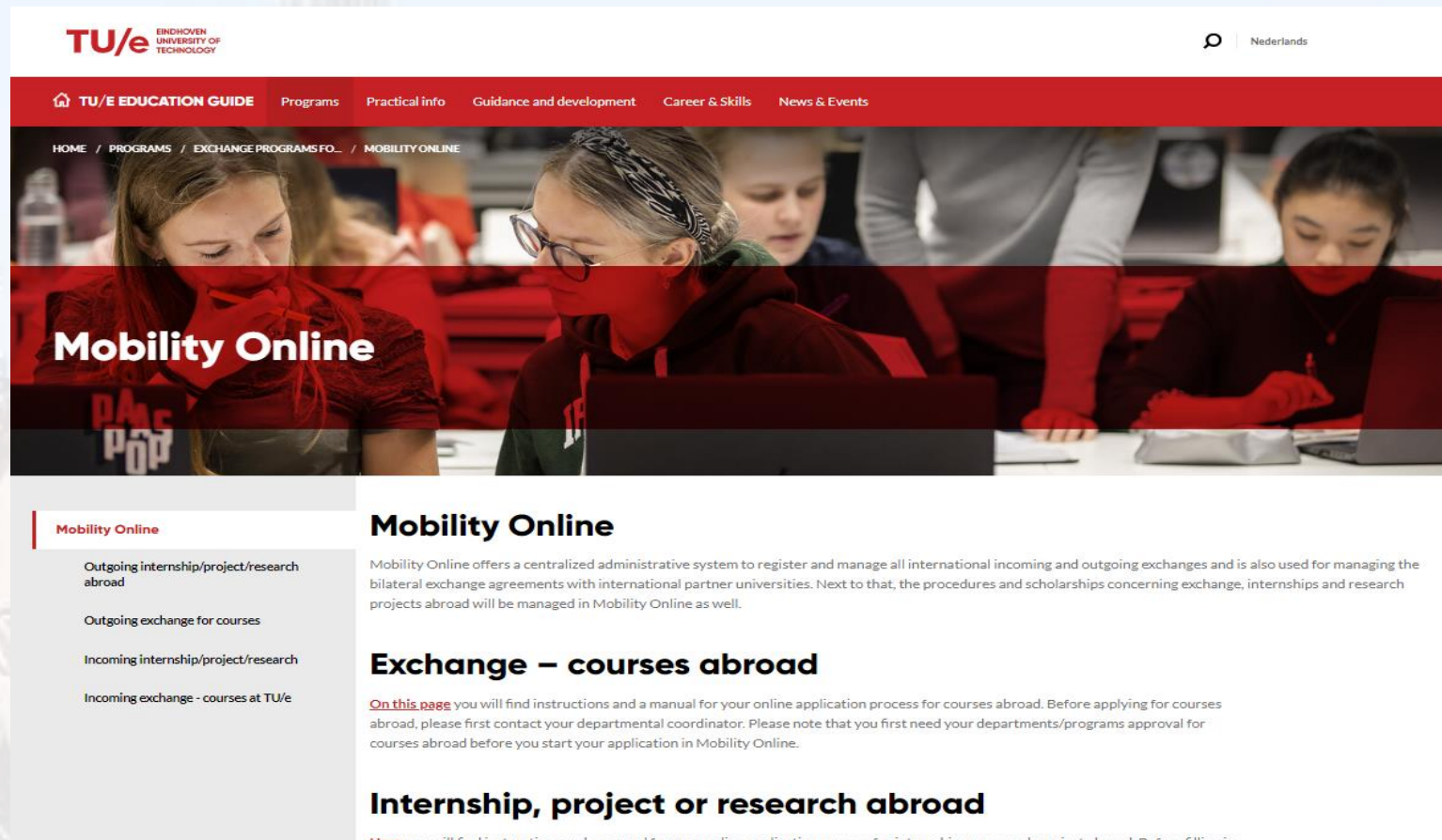
Directly to  
INFORMATION FROM YOUR DEPARTMENT  
HOLLAND SCHOLARSHIP  
STUDYING AT PARTNER UNIVERSITIES

### 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 FOR... / 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**

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

Funding is available for students who:

- Receive at least 15 ects credits 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

# Erasmus+ Placement

- Work placement grants of the Erasmus+ program of the EC;
- Grants for internships at **companies/institutes** within the EU + associated countries;
- Grant amount: individual, based destination, durations and income during internship abroad

Please note: The Erasmus Traineeship grant is only available for you if you are receiving a remuneration of no more than 1000 euro net monthly.

- Duration: **at least 3 months** and max. 12 months;
- Application via Mobility Online

More information via:  
ESA/io, [goingabroad@tue.nl](mailto:goingabroad@tue.nl)

# 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.



## 4. Application deadlines Holland 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!

(Vrijvrouw van Renswoude, Mullerfonds etc.)

# Arranging practical matters

- 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](#)

# ESA/international office

Good luck with arranging your  
study or internship!