



**Electrical Engineering
Going abroad**

International Experience

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About

- International experience policy
- Exchange : roadmap for following courses abroad or conducting an internship/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.

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 Q3.

International experience policy

Policy regarding international experience :

- [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.
- 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

- **Student is responsible for:**
 - Checking whether the departure abroad is in accordance with the TU/e rules,
 - Complying with the TU/e notification obligation with regard to the travel advice.
- **In case your situation doesn't comply with this policy*, possible negative consequences are for the student, e.g.:**
 - write off credits obtained abroad
 - cannot recover any costs already incurred for on the TU/e (plane ticket or accommodation)

**This is also the case if the situation suddenly changes prior to your departure.*

International Experience - options

1. Courses*
2. Internship
3. Graduation project

*Due to the nomination deadlines, taking courses abroad is possible from September 2025 onwards.

Roadmap - courses abroad, internship and graduation project

1. Orientation
2. Receiving advice from your mentor & approval of the Examination Committee EE
3. Application procedure for both TU/e and the host institution
4. Practical organization
5. During the exchange
6. After the exchange



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?



Courses - Step 1: Orientation, Step 2: Approval

Start making arrangements for courses abroad

- Review the [conditional list of bilateral agreements with partner universities](#) (Downloads section).
- Contact ee.exchange@tue.nl upon your preference.
- Please be aware that foreign universities work with semesters (mostly 30 EC).
- Exchange EE must nominate you at a host institution 6 months in advance!
- Foreign institutions may have a different academic calendar, this might conflict with your TU/e planning.

Ask approval from the Examination Committee

- Contact your mentor or [academic advisor](#) to discuss your plans and possible study delay.
- When you have been nominated to your home institution, contact the [Examination Committee](#) to have your study program including courses abroad approved. You submit a motivated request via Osiris-Case, including the 'program of examinations' form.

Courses - Step 2: Approval

To be included in the request to the Examination Committee:

- an overview of the intended complete elective space.
- the course choices you would like to do abroad (course descriptions, credits with conversion, level of the courses, contact details of the lecturers & learning objectives of the courses).
- a substantiated argument showing that there is no overlap with other subjects in the degree program of the students.

The coherence and the quality of the subject content of the proposed education program of the individual student is weighed in the decision making.

Note:

- *rejections can occur in terms of courses, make sure you have a list of other courses you want to take and have them be approved by the Examination Committee as well.*
- *the conversion of credits and grades will be done by the Examination Committee.*

Internship or Graduation project – Step 1: Orientation

How to find an internship or graduation project abroad?

- Think about your wishes
- Reach out to your mentor 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 [AIESEC](#).

Always discuss your plans for an internship or graduation project abroad with your supervisor or mentor.

Internship or Graduation project – Step 2: Approval

Procedure and requirements:

- Please visit the [Education Guide Internship](#) or [Education Guide Graduation Project](#) links, please review the sub pages and downloads, this includes links to our essential Study guide for internship and graduation projects!
- Please be aware of the prerequisites and course enrollment, as well as the mandatory registration forms (Note: ALL students must submit a registration form, regardless of the country where the internship or graduation project takes place (Netherlands or abroad)).

Registration:

- If you have found an internship or graduation project abroad, please contact ee.exchange@tue.nl as soon as possible.

Contracts:

- Standard workplace agreement set up by TU/e or the UNL contract can be downloaded [here](#) and can be safely used.
- Please submit the contract via the Registration form [Graduation project contract form](#) or [Internship contract form](#).
- A CSA EE 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 (if necessary), who is authorized to sign graduation project contracts. This process 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

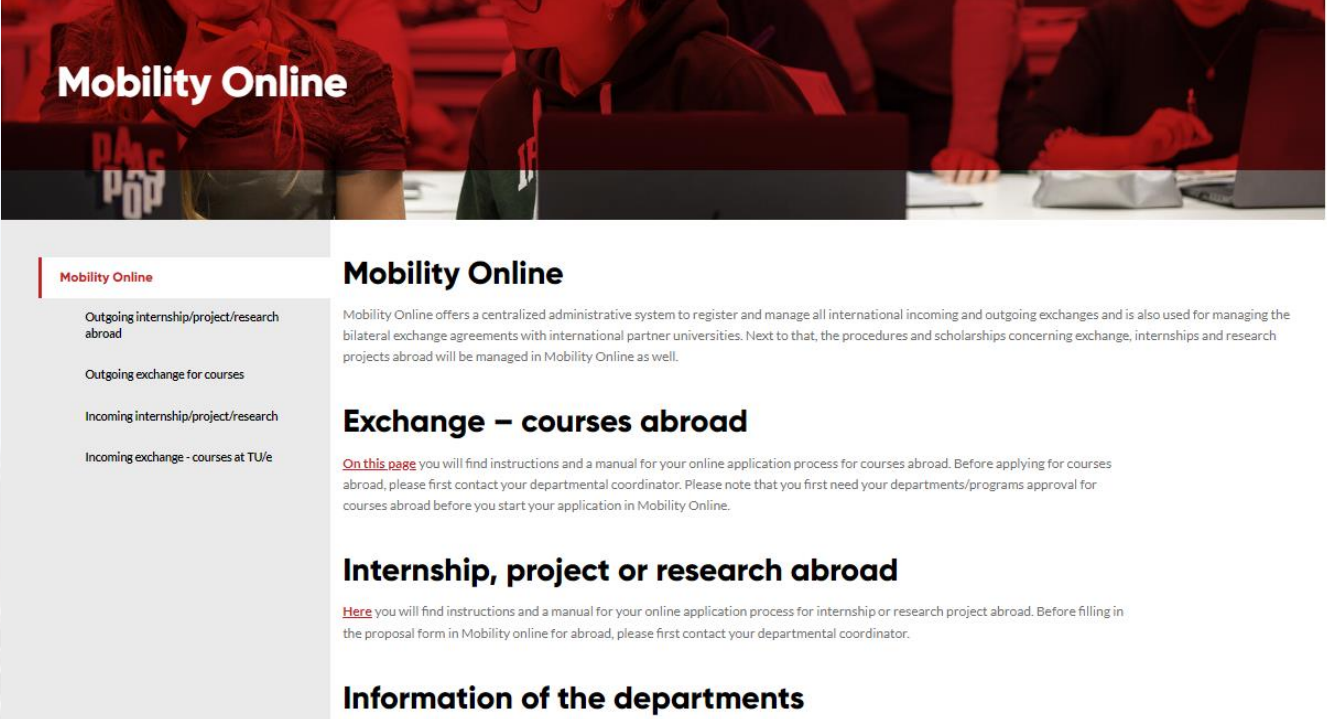
- Application form
- Proposal form
- Learning agreement
- Grant application

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
- Travel advice government: www.minbuza.nl
- DUO (compensation public transport card)
- Accommodation
- Language and culture preparation
- [Experience reports TU/e students](#)

Step 5: During the exchange

- If any changes occur during the exchange, contact 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 Committee will have to review your course list again in order to make a decision for approval.

Step 6: After the exchange

- 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

+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](#) and ee.exchange@tue.nl 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

p.g.j.v.d.Vorst@tue.nl

Plan a (teams)meeting via: [Bookings](#)

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 EC for their International Experience abroad
- Duration exchange 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, 90 days)**, max. 12 months
- Grant in 2024-2025: fixed amount depending on country of destination and duration of exchange (Between 810 and 1560 euro)
- Countries: EU countries + associated countries

Erasmus+ Placement

- Work placement grants of the Erasmus+ program of the EC;
- Grants for internships/projects at **companies/institutes** within the EU + associated countries;
- Grant amount: individual, based on destination, durations and income during internship/project 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/90 days** and max. 12 months;
- Application via Mobility Online

Fund International Experience 24/25

- Mobility fund of TU/e for students who do an exchange/internship/project abroad at a **non-Erasmus partner university in the EU** or at a university/company/institution outside EU/EEA
- Students who: receive at least 15 credits for their International Experience, with a period abroad of **at least 3 months/90 days**

24/25 Fund International Experience

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

NL Scholarship 24/25

- Mobility fund of TU/e and Dutch Government for students who do an exchange/internship/project outside EU + associate countries;
- Students who receive at least 15 credits for their International Experience;
- Grant: 2500 euro

NL Scholarship Academic year 24/25:

- Grant selection will be based on grade average applicant.
- Limited number of grants available per quartile. Total number of grants for 24/25: **30**.
- Students who have registered their internship/project/exchange (with destination) in Mobility Online before quartile deadline, apply automatically for NL Scholarship/FIE. Top of ranking list will receive NL Scholarship.

Application deadlines NL Scholarship 24/25

	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: Nuffic grant finder

www.beursopener.nl

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

In some cases a recommendation letter of the student counselor is required.

Contact person at ESA/io: p.g.j.v.d.vorst@tue.nl

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

(Vrijvrouwe van Renswoude, Mullerfonds, Fulbright (for USA), etc.)

ESA/international office

Good luck with arranging your Exchange abroad!

