

# Instructions for conducting courses abroad

MSc Electrical Engineering  
Department of Electrical Engineering, TU/e

## Contents

<b>Introduction</b> .....	2
<b>Contact information</b> .....	2
<b>Orientation</b> .....	3
<b>Application procedure</b> .....	4
<b>Going Abroad - Practical matters</b> .....	7
<b>Education Guide Exchange Programs for Studying Abroad</b> .....	7
<b>Preparation</b> .....	8
<b>Financial matters</b> .....	8

Author: Janneke Cohen  
Version: October 2024

## Introduction

As we live in a globalized world, TU/e strongly encourages students to gain international experience during their studies. Spending some time abroad is a great way to immerse yourself in another culture, develop soft skills like (intercultural) communication, adaptability and problem-solving, and strengthen your position on the job market.

This guide is meant for TU/e students who are:

- enrolled for the master's program Electrical Engineering and;
- are interested in following courses abroad.

The focus of this guide is on (administrative) processes related to international experience on the departmental level. This is only part of the whole picture. Therefore, you will also be referred to other websites/(re)sources and instructed to take additional steps.

[The travel advice of the Ministry of Foreign Affairs](#) determines whether students are allowed to travel to a certain foreign destination. In general, travelling to destinations with colour code green or yellow is allowed but travelling to destinations with colour code orange or red is not allowed. Please note that you are responsible to keep track about the actual situation and measures that are in place in the country of your destination.

## Contact information

<b>Name</b>	Ms. Janneke Cohen
<b>Function</b>	Departmental International Experience Coordinator
<b>E-mail address</b>	<a href="mailto:ee.exchange@tue.nl">ee.exchange@tue.nl</a>
<b>Phone number</b>	+31 (0)40 247 8762
<b>Room</b>	Flux 0.125
<b>Appointment Teams</b>	<a href="#">Bookings</a> (Electrical Engineering)

## Orientation

Our department of Electrical Engineering has bilateral agreements with many partner universities around the world. Please see the conditional list via the following [link](#), the list can be found in the Downloads section. Be aware that the list is subject to change and conditions may apply, please always contact the [departmental international experience coordinator](#) for more information.

Asking yourself the following questions within the orientation phase could be helpful:

- Is there a particular region, city, or culture that you have always wanted to discover?
- What do you want to learn? Do you have any specific interests, and is there a university that specializes in these topics?
- How far are you willing to step outside of your comfort zone? Would you mind going to a place where English is not a widely spoken language?
- What is your budget? The daily cost of living may vary a lot per region, and travel costs are likely higher if you go far away.

**Additionally you must also take the following steps:**

- Please contact your [academic advisor](#) and mentor to discuss your preference of following courses abroad as well as your study planning and what the effect of taking courses abroad is.
- You have to ask approval from the Examination Committee (EC) Electrical Engineering for including courses abroad in your curriculum.
- Foreign universities work with semesters (30 ECTS). 15 ECTS are suitable within your free elective space. Any credits you take additionally, depending on the division of these credits over your courses abroad, could be placed extra-curricular if agreed upon by the EC Electrical Engineering. 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.
- Narrow your preferences down to a top 3 of universities and discuss this with the departmental international experience coordinator ([ee.exchange@tue.nl](mailto:ee.exchange@tue.nl)).
- Read [Experience Reports](#) from TU/e students who went abroad.

### Important

Nomination for courses abroad always takes place around 6 months before the start of the semester. Therefore if you want to start for example 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 following courses abroad.

When 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 possible to follow courses abroad within your master program. There might be some prerequisites that apply. Due to the lack of a mobility window, it can lead to study delay.

In regard to international experience within the MSc Electrical Engineering, more exclusive information can be found on the following link [International experience](#).

### Nomination

When you have a top 3 of universities you would like to visit for a potential of following courses abroad, please contact the departmental international experience coordinator to discuss the possibilities. The coordinator will nominate you to the host institution. Nomination does not automatically mean that you are accepted at the host institution. If your nomination is accepted, you will receive more information from the host institution.

### Study plan and course list approval by Examination Committee (EC) Electrical Engineering

When you have been nominated by the departmental international experience coordinator to your host institution, contact [the EC Electrical Engineering](#) to have your program of examinations (study program) and courses abroad approved. You submit a motivated request via Osiris-Case, including the 'program of examinations' form.

What elements do you need to inform the EC 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).
- Include a motivation why you wish to take these courses.
- A substantiated argument showing that there is no overlap with other subjects in the degree program of the student
- 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 EC.

### Mobility Online

You are required to apply in [Mobility Online](#) if you conduct courses abroad. On the website you will find instructions and a manual. This is a centralized administrative system in which your application workflow is managed from the start until the end of your exchange. It contains three parts:

- *Before the Mobility:*  
E.g. personal information, application form, learning agreement, scholarship questions.
- *During the Mobility:*  
E.g. enter your address details abroad, record changes to the learning agreement or in the duration of your stay abroad (if applicable).
- *After the Mobility:*  
E.g. experience report, transcript of records, final scholarship payment (if applicable).

*Elements included in the Mobility Online system are:*

#### **Before the mobility**

- Application form
- Learning agreement (course list)
- Grant application

#### **During the mobility**

- Foreign address
- Changes. (If something happens that has an impact on your exchange, please contact the departmental international experience coordinator as soon as possible. In case there are any matters or changes due to personal circumstances, please contact your [academic advisor](#) as soon as possible as well. Together you can discuss your situation, the support that you need and the possibilities to continue with your exchange and program).

#### **After the mobility**

- Experience report
- Transcript of records

#### **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.

#### ***Frequently Asked Questions – Mobility Online***

##### Why do you have to use Mobility Online?

Among other things, applying in Mobility Online is very important for the following reasons:

- TU/e has a duty of care for students. In case of calamities (e.g. natural disasters, conflicts), we need to know your whereabouts and be able to reach you.
- Grants and scholarships are allocated via the system. (Even if you do not want to receive a grant, you still need to apply as Mobility Online is used for many other purposes).
- You are only covered by the collective travel insurance of TU/e if you are in Mobility Online.

##### When should you apply in Mobility Online?

When the departmental international experience coordinator has nominated you to the host institution, please then start your application via Mobility Online. Since nomination takes place around 6 months in advance of your exchange, you will start your application within Mobility Online 6 months before your exchange.

The application takes time, because each step in the system must be approved before the next step can be taken and collecting signatures for documents may take time.

##### Who has access to Mobility Online?

Only the student, the departmental international experience coordinator and the institutional international experience coordinators have access to your account in Mobility Online.

Other parties (e.g. partner universities) cannot enter the system. Therefore, please make sure to collect signatures on documents before uploading documents to Mobility Online.

##### What practical matters are (not) arranged via Mobility Online?

Procedures related to TU/e grants and scholarship are integrated in Mobility Online, and you will automatically receive further information about being covered by TU/e's travel insurance.

All other practical matters (e.g. visa, housing, other kinds of insurance, application procedure of the host institution) are not integrated in Mobility Online and must be arranged by yourself. Below you will find further information regarding practical matters.

What if you are a double degree student?

You only need to submit one application in Mobility Online. Please select your main degree program. Please mention in the comment section on Mobility Online that you are a double degree student and contact the departmental international experience coordinator of the program you did *not* select in Mobility Online to inform them about your courses abroad in case (s)he needs to take care of some administrative matters.

Check out the Education Guide of both master's programs and follow the procedures related to international experience as mentioned on the websites. If you have questions upon conducting an exchange for courses abroad while being a double degree student, please contact the academic advisors (of both programs).

## Going Abroad - Practical matters

### Contact information



If you have any questions about the Exchange Programs for Studying Abroad page and preparations, especially about matters such as scholarships, insurance, visa, and external grants, please contact Mrs. Petri van de Vorst.

<b>Name</b>	Mrs. Petri van de Vorst
<b>Function</b>	Institutional International Experience Coordinator
<b>Scholarships</b>	Fund International Experience, NL Scholarship
<b>E-mail address</b>	<a href="mailto:p.g.j.v.d.vorst@tue.nl">p.g.j.v.d.vorst@tue.nl</a>
<b>Phone number</b>	+31 (0)40 247 4312
<b>Appointment Teams</b>	<a href="#">Bookings</a> (Central International Office)



If you have any questions about Erasmus+ Study, please contact Mrs. Anneroo Dijkhuis.

<b>Name</b>	Mrs. Anneroo Dijkhuis
<b>Function</b>	Erasmus+ coordinator
<b>Scholarships</b>	Erasmus+ Study, Erasmus+ Placement
<b>E-mail address</b>	<a href="mailto:a.r.l.a.dijkhuis@tue.nl">a.r.l.a.dijkhuis@tue.nl</a>
<b>Phone number</b>	+31 (0)40 247 4376

### Education Guide Exchange Programs for Studying Abroad

You will find a lot of practical information about preparations for a stay abroad, being abroad and coming back home on the page [Education Guide – Exchange Programs for Studying Abroad](#).



#### News

The latest news on taking courses, internships and doing research abroad.

[READ MORE →](#)



#### Application

If you want to study abroad at one of our partner universities, then you'll have to apply at this particular educational institution.

[READ MORE →](#)



#### Preparation

Start early with the preparations to go abroad. Many procedures (like visa procedures) and communication with the host institution or company can take a long time.

[READ MORE →](#)



#### Back @ home

After completion of your study abroad period, your host university will provide you (on request) with a transcript of records. This transcript of records contains the study program components you followed at the host university, the number of credits you earned and the grades.

[READ MORE →](#)



#### Orientation

If you are considering to study abroad, all sorts of questions may pop up. On this page, you'll find practical information that helps you with arranging your study or internship abroad.

[READ MORE →](#)



#### Mobility Online

With Mobility Online you arrange your application to take courses, internship or research project abroad.

[READ MORE →](#)



#### Being abroad

Information on insurance and emergencies.

[READ MORE →](#)



#### Information for non-EEA students

[READ MORE →](#)

Please take the time to read all information carefully, as it is very helpful and not discussed further in this handout.

## Preparation

In the section [preparation](#), you can find out what practical matters need to be arranged. While some information is provided below, this handout will not go into any of the other topics on the right. So, please consult the website for the most up-to-date information regarding the topics on the right.

### Insurance

TU/e's collective travel insurance does not cover all insurance you may need! For instance, it is not a health insurance and does not cover liability issues that happen outside of your host university. Therefore, it is still important to check if you are sufficiently insured.

### Visa

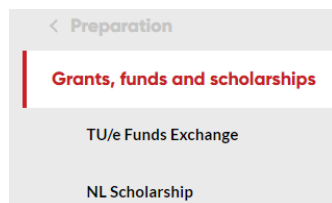
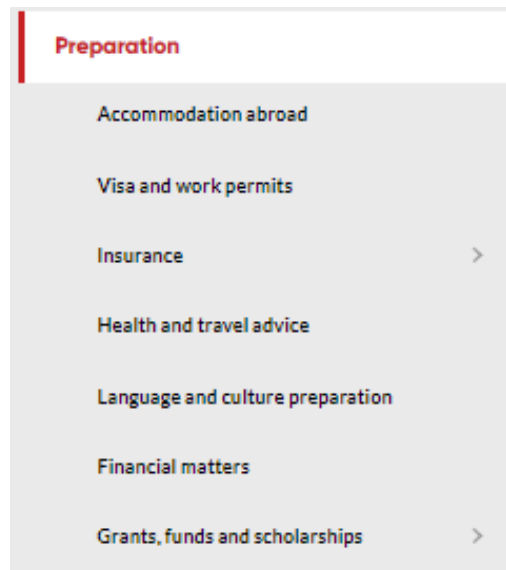
If you require a visa, please take into account that the application process can take months. Applying for a visa is an external procedure that is not connected to Mobility Online. So, if you need a visa, you need to start preparing in time!

### **Financial matters**

If you go abroad some financial help may be very welcome. TU/e funding is generally available for students who receive at least 15 ECTS for their exchange and spend at least three consecutive months (13 weeks/90 days) abroad.

Personal time spent abroad (e.g. travelling) does **not** count towards the 90 days. There is no funding available for online or virtual mobility.

Remember that the application procedure for *all* TU/e grants, funds and scholarships is integrated in Mobility Online. You will receive further information and instructions via this system.



The table below aims to give you an indication of the grants, funds or scholarships you may be eligible for. Please note that all of them have their own eligibility requirements and terms and conditions. For more information, please consult [grants, funds and scholarships](#).



**NB: no rights can be derived from the table below.**

Location and type of university →	EU: partner university	Non-EU: partner university
Grant/fund/scholarship ↓		
Erasmus+ Study	x	
NL Scholarship*		x
Fund International Experience		x

\* There are very few NL Scholarships available per quarter. Please be aware that there are application deadlines and selection procedures for this scholarship. Selection is based on GPA.

**Important:** While the financial compensation offered by TU/e is a nice bonus, it certainly will not cover your entire stay abroad. [WilWeg](#) (Dutch only) provides useful tips on budgeting for a stay abroad and information about expenses abroad.

#### **Other options for financial compensation**

- Consult the websites and databases mentioned on the [grants, funds and scholarships](#) page to see if you might be eligible for any external scholarships or grants.
- 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 *Verklaring Onderwijsinstelling bij tijdelijke studie of stage buitenland/Nederland* can be sent to [ee.exchange@tue.nl](mailto:ee.exchange@tue.nl) for signing.