

# Instructions for conducting an internship 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
<b>Internship contracts</b> .....	10

## 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
- want to carry out an internship abroad as part of their curriculum
- program of examinations (study program) is approved by the Examination Committee Electrical Engineering and;
- not an HBO-graduate, HBO-graduates take their internship internally within a research group, these students are not allowed to go abroad.

The focus of this guide is on (administrative) processes related to international experience on the departmental level. This is only one part, next to this guide, 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 measurements 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

If you want to do an internship abroad, the options are endless. Where do you even begin to search for a host?

Asking yourself the following questions 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, (research) institute or organization 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.

**You have to find an EE supervisor for your internship yourself. An internship can be supervised by an EE assistant professor, associate professor, or full/part-time professor, or anyone explicitly appointed by the Examination Committee (EC) Electrical Engineering.**

- In most cases, a (potential) supervisor might have connections with foreign institutions, who might be looking for students to conduct an internship, therefore it is always advised to check on the possibilities with your (potential) supervisor.
- Ask if other academic staff and research groups have connections abroad. Some research groups have posted more information upon this on the [Marketplace](#).
- 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 [AIESEC](#).
- If without success, contact [ee.exchange@tue.nl](mailto:ee.exchange@tue.nl) for additional help.

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

### Important – Prerequisites

You may start your external internship at any time if your program of examinations (study program) has been approved by the Examination Committee of the master's program of Electrical Engineering.

The information in your approved program of examinations is leading. Your approved program of examinations form contains an internship (including ECTS and course code) in regards to your own program. This can differ, therefore it is important to look into the different course codes that apply to your situation.

Make sure this course code is correct and your program of examinations is approved. It is your responsibility to ensure the information corresponds to the information you fill out on the [registration form](#).

If your program of examinations changes and you are not able to complete your internship abroad by the end date you have indicated, please contact the [academic advisor](#), the departmental international experience coordinator and the Examination Committee EE as soon as possible.

## Application procedure

### Education Guide – Master Electrical Engineering

Any student preparing to carry out an internship (either within The Netherlands or abroad) must follow the instructions and procedures mentioned on the Education Guide Master Electrical Engineering, [section Internship](#). Please also download and carefully read the *Study Guide Internship* in the *Downloads* section to understand how the internship is organized and what is expected of you. The Study Guide includes information about:

- Prerequisites for starting your internship
- How to enroll for the internship
- Timeline



If you have any further questions about this part, please contact the contact person that is mentioned in the *Study Guide Internship*.

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

### Mobility Online

In addition to the steps mentioned on the education guide, you are required to apply in [Mobility Online](#) if you are undertaking an internship 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 internship. It contains three parts:

- *Before the Mobility:*  
E.g. personal information, application form, proposal 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).

**IMPORTANT:** The information in your [Internship Registration Form](#) and your approved program of examinations is always leading (see Education Guide). It is your own responsibility to ensure that the information you provide in these forms corresponds with the information you fill out on other (application) forms, such as Mobility Online. This includes (but is not limited to) information about course codes, number of ECTS, and start and end dates. Changes must be recorded in all systems and on all forms that are relevant to your internship.

### Application procedure at the host institution (external)

Your host institution may want to register you as an incoming student or visiting researcher 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?

Before applying in Mobility Online, you should already have found a host and made initial agreements with them regarding matters like start and end dates, supervision, and the content of your project. These kinds of details will have to be provided during the first steps of Mobility Online.

Please apply in Mobility Online as soon as possible but **at least** 4-6 weeks prior to the start of your mobility, because each step in the system must be approved before the next step can be taken and collecting signatures for documents may take time. Moreover, for some scholarships, the part 'before the mobility' must be completed two weeks prior to the start of your mobility.

**Tip:** If you start your internship in Q1 and are preparing over the summer, please allow for extra time. Staff capacity may be limited, or offices may be closed due to summer breaks.

### 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. supervisors, host organizations) 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 scholarships 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, internship contracts) 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 internship abroad in case (s)he needs to take care of some administrative matters. You will be required to fill in the internship registration forms for both your degree's, please check this yourself with the CSA offices of the faculties.

Check out the Education Guide of both master's programs and follow the procedures related to the internship as mentioned on the websites.

The screen shot below gives you an example of the steps to be completed in Mobility Online.

Necessary steps		Done
<input type="checkbox"/> Cancel application - Please only use this if you want to cancel your application		
<input type="checkbox"/> Before the mobility - Application and registration		
Application form filled out		<input checked="" type="checkbox"/>
Proposal form filled out		<input checked="" type="checkbox"/>
Confirmation e-mail online-application		<input checked="" type="checkbox"/>
Online registration		<input checked="" type="checkbox"/>
Confirmation e-mail from coordinator received		<input checked="" type="checkbox"/>
<input type="checkbox"/> Before the mobility - Scholarship		
<p>Note:</p> <ul style="list-style-type: none"> <li>- after you've answered the 'Scholarship question' below and this answer is checked by ESA/Institutional International Office, your workflow will continue and</li> <li>- in case you are eligible for a scholarship, beware that all relevant information will have to be filled in and uploaded (if applicable) at least 2 weeks <b>before</b> of</li> <li>- you are <i>not</i> eligible for a scholarship if you live in the Netherlands while doing your internship abroad or if you go to the same country as your nationality. TI</li> <li>- <b>Important:</b> The Erasmus Traineeship grant is only available for you if you are receiving a remuneration of your host institution of no more than 1000 euro</li> </ul> <p>See <a href="http://www.tue.nl/qoinqabroad">www.tue.nl/qoinqabroad</a> for more information regarding scholarship eligibility.</p>		
Scholarship question(s) answered		<input checked="" type="checkbox"/>
Scholarship question(s) checked		<input checked="" type="checkbox"/>
Home address and bank details filled out		<input checked="" type="checkbox"/>
Learning Agreement (for internship and eventual courses) filled out		<input checked="" type="checkbox"/>
Learning Agreement (for internship and eventual courses) approved byTUE		<input checked="" type="checkbox"/>
Grant Agreement downloaded/printed		<input type="checkbox"/>
Signed Grant Agreement uploaded		<input type="checkbox"/>
Learning Agreement downloaded/printed		<input type="checkbox"/>
Signed and filled out Learning Agreement uploaded		<input type="checkbox"/>
<p>Please note that the Learning Agreement, with the signatures of your Departmental Exchange Coordinator, the receiving instit</p>		
Learning and Grant agreement approved		<input type="checkbox"/>
Scholarship application received		<input type="checkbox"/>
Once this box has been checked by the Scholarship Office, 75% of the provisional scholarship amount will be transferred within 2 weeks.		<input type="checkbox"/>
<input type="checkbox"/> During the mobility - Notification of having started your mobility		
<p>Please complete this section (both steps!) as soon as you have started with your international experience abroad.</p>		
Foreign address completed		<input type="checkbox"/>
Expected return date filled out		<input type="checkbox"/>
<input type="checkbox"/> During the mobility - Changes in duration		
<p>If there are <b>any changes</b> to be made (e.g. to end date, courses in Learning Agreement...) please complete this section as soon as those change          If there are <b>no changes</b> to be made, please complete this section towards the end of your exchange abroad.</p>		
Question regarding possible changes has been answered		<input type="checkbox"/>
<input type="checkbox"/> During the mobility - Towards the end of your mobility		
<p>Please do not forget to collect the final signature of your host or supervisor on your Statement of Host Institution <b>before</b> you leave your host insti</p>		
Statement of host institution printed		<input type="checkbox"/>
Statement of host institution uploaded		<input type="checkbox"/>
<input type="checkbox"/> After the mobility		
<p>Note that in order to have your mark(s) processed in Osiris, you will have to execute your workflow until the last step! For more details regarding</p>		
Experience report printed		<input type="checkbox"/>
Experience report uploaded		<input type="checkbox"/>
Statement of host institution and experience report marked as received		<input type="checkbox"/>
After this box has been checked by ESA/Institutional International Office, the remaining scholarship amount will be transferred to your account within approx. 2 weeks.		<input type="checkbox"/>
Transcript of records marked as received by Departmental Exchange coordinator		<input type="checkbox"/>
Activity finished		<input type="checkbox"/>

## 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 or Erasmus+ Placement, 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



#### 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 →](#)

### 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](#).

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

If something happens that has an impact on your exchange, please contact your academic advisor and departmental international experience coordinator 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.

## 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 your workplace. Therefore, it is still important to check if you are sufficiently insured.

### Visa

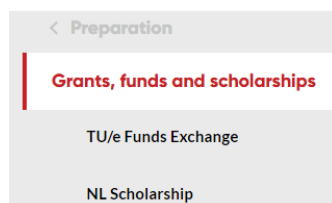
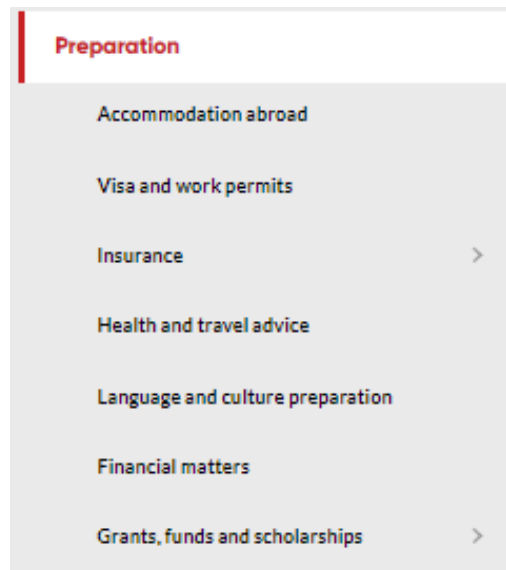
If you require a visa, please take into account that the application process can take months. Applying for a visa is an external procedure that is not connected to Mobility Online. So, if you need a visa, you need to start preparing in time! You are recommended to apply in Mobility Online before you start with your visa application, so that your internship can be green-lighted first. This means you should apply way earlier than the 4-6 weeks prior to the start of your mobility that is mentioned in the FAQ Mobility Online above.

### **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 internship and spend at least three consecutive months (13 weeks/90 days) abroad to work on their internship.

Personal time spent abroad (e.g. travelling) does **not** count towards the 90 days. Nor does time spent in the Netherlands to work on the internship. 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 host Grant/fund/scholarship	EU: partner university*	EU: non-partner university	EU: company or institute	Non-EU: university, company or institute
Erasmus+ Study	X			
Erasmus+ Placement			X	
NL Scholarship**				X
Fund International Experience		X		X

\*The Department of Electrical Engineering has bilateral agreements with various European Universities. Only when our department has a bilateral agreement with a European University may you be eligible for Erasmus+ Study. Internships cannot be arranged via our bilateral agreements. You will have to secure a spot yourself or with the help of the academic staff.

A conditional list of our partner universities can be found via the following [link](#), the document is in the [Downloads section](#). Be aware that the list is subject to change and conditions may apply.

\*\* 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.

**Something to consider:** While the financial compensation offered by TU/e is a nice bonus, it certainly will not cover your stay abroad. In some cases, staying abroad for a shorter amount of time (i.e. less than three months/90 days) may be cheaper. After all, you would not have to pay rent or spend money on the daily cost of living for as long.

[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.

## Internship contracts

### Types of contracts and (un)acceptable clauses

Agreements that you and the host organization make about working hours, financial compensation, intellectual property rights, confidentiality, etc. are typically recorded in an internship contract. You can use one of the standard contracts that are accepted by TU/e (e.g. workplace agreement, UNL agreement) or a contract that is offered by your host organization. In the latter case, it is important to check whether clauses concerning intellectual property rights, confidentiality, penalties, and liability are acceptable and in line with TU/e policies. Please go to [the Education Guide - Internships and graduation projects](#) for further information and to download one of the standard contracts.

### Having your contract checked and signed



Please fill in the [registration form Internship contract](#) to have your internship contract or agreement checked and signed. The Center for Student Administration (CSA) will have a educational lawyer review your contract (if you do not use one of the standard contracts) and forward it to the Managing Director of the Department of Electrical Engineering, who is the only one who is authorized to sign contracts.

Keep the points below in mind when submitting the registration form:

- Submit your contract well in advance of the start of your internship.
- Remember to attach a copy of the contract. Without it, we cannot proceed.
- Please provide as much information and fill out as many fields in the contract as you can before uploading the registration form and a copy of the contract.
- Once all parties have signed, a contract is binding. So, please do not sign before you have received confirmation that the terms and conditions are acceptable.

Even if you have been given a two-party agreement that is only between you and the internship provider and excludes TU/e as a signatory, you are still advised to follow the procedure above.

### Recommended deadlines

Your contract should be signed by all parties prior to the start date of your internship. Please upload any contract(s) as soon as possible, because the CSA, the education lawyers and managing director need sufficient time to process your request.

If you use one of the standard contracts accepted by TU/e, we recommend submitting your contract at least around two to three weeks prior to the starting date of your internship.

If you use a company contract, we recommend submitting your contract at least around six to eight weeks prior to the starting date of your internship. The education lawyers have a processing time of two weeks, but they regularly propose changes to the original agreement. Depending on the complexity of the case and the parties' willingness to accept changes, there may be some back and forth between our legal team and the host organization, resulting in a longer processing time.

If your host organization is signing after TU/e has signed, please take into account that extra time may be needed to collect all signatures before you start your internship.