

Graduation project - Abroad

Master Electrical Engineering



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Contact details of the departmental international experience coordinator:

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- Phone: +31 (0)40 247 8762
- 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 Electrical Engineering and;
- meet the [starting criteria](#) of starting their graduation project and;
- their study program has been approved by the Examination Committee of the Master's program Electrical Engineering and;
- are interested in conducting their graduation project abroad.

Please be aware: 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 an graduation project abroad

Please find below some suggestions on how to search for an graduation project abroad.

- You have to find a supervisor for your graduation project yourself. A graduation project can be supervised by an EE assistant professor, associate professor or full/part-time professor, or anyone explicitly appointed by the EC EE. In most cases, a (potential) supervisor might have connections with foreign institutions, who might be looking for students to conduct a graduation project, 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 about this on the [Marketplace](#).
- Search online for foreign universities, research institutes, companies, organizations, multinationals, and chambers of commerce.
- If without success, contact ee.exchange@tue.nl to check which institutions have been popular in the past, for graduation projects.
- Read [experience reports](#) from TU/e students who went abroad.
- Consult external databases and mediators, such as [Integrand](#) or [AIESEC](#).
- Always discuss your plans for a graduation project abroad with your supervisor or mentor.

IMPORTANT: Prerequisites

Before you are allowed to start your graduation project, you must meet the [starting criteria](#) and your study program must be approved by the Examination Committee.

Be aware

the information in your approved study program form is leading.

Your approved study program form contains a graduation project (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 study program is approved if yes, it is your responsibility to ensure the information corresponds to the information you fill out on the [application form](#) .

If your study program changes, e.g. you wish to request an extension of the end date of your graduation project, you should hand in your request in writing to the [Examination Committee](#) with a motivation given by your supervisor. You need to do this at least one month before your planned end date as stated in the graduation project registration webform. The Examination Committee can allow extensions to a maximum of two months.

If changes in duration occur, please also contact the departmental international experience coordinator.

Application procedure

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In the section [Graduation Project](#) and the submenu's, you will find all necessary information about the graduation project. All information is applicable to students going abroad as well, so please read it carefully and follow the instructions! In regards to performing a graduation project abroad, more exclusive information can be found on the following link [International Experience](#) .

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.

Please do not apply in Mobility Online until your graduation project has been arranged and (most of) the details are known, because in that situation we will not be able to proceed. Among other things, you will be asked to fill out the start/end date of your mobility, a project description, and the contact details of your supervisor(s).

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.

Please be aware: if you will be obtaining an internal double diploma, you will need to use the correct course code of [5EEIDD30](#) and read the following [instructions](#) carefully. Your graduation project needs to include certain elements and be applicable to both your degrees.

You will be required to fill in the registration forms for both your degrees, please check this yourself with the CSA offices of the department. The Mobility Online application must only be conducted for one degree. The coordinator will check which degree this is and will inform you and if necessary, direct you to the other department.

Finances – budgeting and funding

When going abroad, some financial aid is always welcome.

- Our [Going abroad page - Grants, Funds & Scholarships](#) 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 page - Preparation](#) 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.

Graduation project contract

Agreements that you and the host organization make about working hours, financial compensation, intellectual property rights, confidentiality, etc. are recorded in a contract. This is particularly important for a graduation project, since strict rules apply.

Types of contracts and (un)acceptable clauses

It is our way of working, that TU/e students use the workplace agreement that has been created by our educational lawyers. Please download the [Work Place Agreement](#).

It can occur that your host institutions wants to edit clauses within the model agreement or, insist on using their own created contract. 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.

Having your contract checked and signed

Please send your contracts to ee.csa@tue.nl. The 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, who is authorized to sign graduation project contracts. Please be aware that reviewing contracts and implementing changes takes time. Therefore, please send your contract as soon as possible to our Centre for Student Administration of the department of Electrical Engineering.