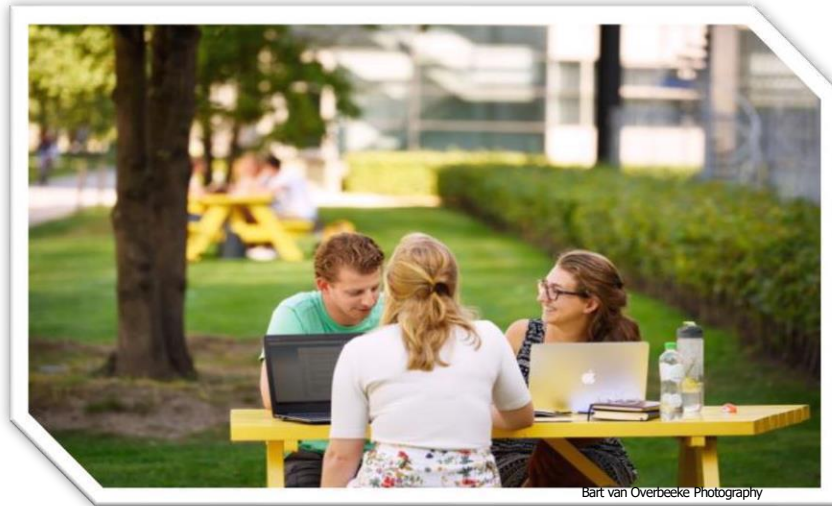


Internship - Abroad

Master Electrical Engineering



Contact details of the departmental international experience coordinator:

Ms. Janneke Cohen

- E-mail: ee.exchange@tue.nl
- 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;
- want to carry out an internship abroad as part of their curriculum and;
- are not an HBO-graduate, unfortunately, HBO-graduates must do the internship internally within a research group, these students are not allowed to go 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 internship abroad

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

- Contact ee.exchange@tue.nl to check which partner universities offer places for internships.
- Ask if the academic staff, research groups or your mentor if they have connections abroad.
- 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](#).

Prerequisites

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

Important fact: the information in your approved study program form is leading. It is your own responsibility to ensure that the information in this form corresponds with the information you fill out on other (application) forms.

For example, if your approved study program form contains an external internship consisting of 15 ECTS, then you should fill in the same on other (application) forms.

If your study program form no longer matches your study plans (e.g. you want to carry out an internship of 20 ECTS instead of 15), your examination program form needs to be updated. You can submit a request for this via [the portal of the examination committee](#) .

Application procedure

Education guide Master Electrical Engineering (TU/e)

In the section [Internship](#) you will find general information about the internship (e.g. assessment protocol), but also a to do list for the internship. All information is applicable to students going abroad as well, so please read it carefully and follow the instructions! In regards to performing an internship abroad, more exclusive information can be found on [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 internship has been arranged and (most of) the details are known. Meaning that you have found a concise project, it is confirmed and that you have discussed the details (subject, project description, duration) with your supervisors (TU/e and external). If not, we will not be able to proceed.

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.

Important fact: if you are a double degree student, please check your internship registration with the international mobility coordinator ee.exchange@tue.nl. You will be required to fill in the registration forms for both your degree's, however 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 faculty.

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 Oververgoeding buitenland en/of uitwonendenbeurs* can be sent to ee.exchange@tue.nl for signing.

Practical matters

Our [Going abroad - preparation page](#) 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.

Internship contracts

Agreements that you and the host organization make about working hours, financial compensation, intellectual property rights, confidentiality, etc. are recorded in an internship contract.

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. A 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 internship contracts.

Please be aware that reviewing contracts and implementing changes takes time. Therefore, please send your contract as soon as possible to Centre for Student Administration of the department of Electrical Engineering.