IS BROCHURE
AN INTERNATIONAL SEMESTER

TU/e EINDHOVEN UNIVERSITY OF TECHNOLOGY

Borders are blurring and the world is globalizing. More and more people are working, traveling and also studying internationally. Internationalization is also of strategic importance for the Department of Industrial Engineering & Innovation Sciences (IE & IS).

This document is the guide for the International Course. It serves as the starting point for your enrollment in the International Course. It should provide you with everything you need to know to organize your semester abroad, or it will show you where you can find the information you need.

If you have any comments or suggestions about this guide, please contact the International Course Coordinator, Elmar Veenendaal at e.veenendaal@tue.nl.

Overview of programs MSc HTI and MSc IS		
Year 1	Compulsory and elective courses	
Year 2	International Course	Graduation

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1. THE INTERNATIONAL SEMESTER

1.1 INTERNATIONAL COURSE

In the first semester of the second year of the MSc Human-Technology Interaction (HTI) and MSc Innovation Sciences (IS) programs, students with Dutch nationality are required to study at a host university in another country. International students enrolled in either MSc HTI or MSc IS are not required to study abroad. For MSc HTI min. 15 ECTS max. 30 ECTS of courses or projects need to be carried out abroad, for MSc IS min. 15 ECTS and max 30 ECTS. For more information, please contact the program manager of your program; see **Fout! Verwijzingsbron niet gevonden.**. Your International Course can take place in the first or second semester of the academic year, depending on the semester in which you started the MSc program and your study progress.

During your stay at a university abroad, you have the opportunity to further focus on subjects from your MSc program or broaden your field of interest towards other subjects. During your International Course you will also experience the culture and lifestyle of the host country and live within a community of local and exchange students. Typically students report the International Course as a unique, exciting experience.

1.2 REQUIREMENTS AND RESPONSIBILITIES

To be allowed to take in the International Course, you must have successfully completed your Bachelor's or Pre-Master's program.

There may be additional requirements depending on which university you apply to. The host university should state these requirements when you apply.

If you meet the above requirement, you are allowed to enter the International Course. During this semester, you have a number of important responsibilities as a student. Below is an overview of the parties involved in your International Course and their responsibilities:

- International Office Department IE&IS: The international office IE&IS is responsible for informing you about any procedures that apply to you, helping you through the host university's application procedure and supporting you through the TU/e procedures.
- Your mentor: Each student enrolled in an MSc program is assigned to a teacher in the department. This mentor is responsible for helping you to explore the type of study during the International Course, the destination and the subjects to enroll in. For any questions or comments about the role of the mentor, please contact your program manager; see **Fout! Verwijzingsbron niet gevonden.**.
- You as a student: Students enrolled in the International Course are personally responsible for organizing their application and stay at a host university. Students have to make sure that the courses and/or projects they enroll in are approved by the Examinations Committee and therefore meet the requirements of their MSc program by filling out an Exchange Contract and sending it to the coordinator.

1.3 COURSE EXPLORATION

Your International Course generally consists of one of the following three types of content:

- Courses and/or study projects. You enroll for a number of courses at a host university during your International Course.
- Research project at a host university. As for research projects at the School of Innovation Sciences, you can carry out a research project at a host university, while being supervised by a staff member at TU/e and at the host university.
- Research project at a company or organization in another country. You carry out a research project at a company or organization in the same way as a research project for your MSc program. Supervision is by a university affiliated with your company/organization or by a TU/e staff member.

Note that the first option (courses and/or study projects) is by far the most common option to complete the International Course. If you want to either carry out a research project at a host university or at a company/organization in another country, please be aware that this will require more effort from you to organize. The preparations will have to starts sooner and there will be more challenges.

In the next chapters, all stages of the International Course are explained in detail. Briefly, the steps are as follows. The International Course starts by exploring potential universities at which you can study, in consultation with your mentor (chapter **Fout! Verwijzingsbron niet gevonden.**). Next, you will submit your Top 3 destinations to the International Office via the online tool Mobility Online, who will then provide you with a provisional destination. Then your application procedure for the host university will take place, together with the International Office. At the same time you will prepare for your stay abroad, including housing, possible scholarships, insurance, travel and possible introduction programs (chapter **Fout! Verwijzingsbron niet gevonden.**). During your stay abroad you take the selected courses and/or project(s). After returning home from your stay abroad, you need to complete forms to submit your evaluation and possibly receive the remainder of your Erasmus scholarship (chapter 7).

1.4 EXPERIENCE OF OTHER STUDENTS

From the preceding sections you should understand that the International Course places a lot of responsibility on you. In addition, the International Course requires some organizational effort from you to make sure you study abroad properly.

This manual should help you deal to with these tasks. The next section includes an overview of the actions that you have to take. You are strongly advised to stick to these tasks and deadlines so you can make informed decisions and keep your options open in regard to the International Course.

2. OVERVIEW OF ACTIONS

A list of the actions required throughout the International Course, including deadlines, is given below. We advise you to note these deadlines in your calendar. We also again remind you that you are ultimately responsible for meeting all requirements for successfully completing the International Course.

Deadlines are defined for both semesters in an academic year (see **Fout! Verwijzingsbron niet gevonden.**). For your specific deadlines, you should consider if you want to take this semester after September (fall semester) or after January (spring semester).

CHOOSING A HOST UNIVERSITY

Task	Deadline	
	Fall semester	**Spring semester**
Visit Information-session	December / January	June / July
Fout! Verwijzingsbron niet gevonden.	December/January	June / July
Fout! Verwijzingsbron niet gevonden.	1st week of March	1st week of September
Announcement of provisional destination	2nd or 3rd week of March	2nd or 3rd week of September

APPLYING AT HOST UNIVERSITY

Task	Deadline	
	Fall semester	**Spring semester**
Fout! Verwijzingsbron niet gevonden.	Look at your specific university deadlines	
Fout! Verwijzingsbron niet gevonden.	June	November

MAKING ARRANGEMENTS

Task	Deadline	
	Fall semester	**Spring semester**
Fout! Verwijzingsbron niet gevonden.	June	December
Fout! Verwijzingsbron niet gevonden.	June	December
Fout! Verwijzingsbron niet gevonden.	Before leaving	

STUDYING ABROAD

Task	Deadline	
	Fall semester	**Spring semester**
Submit updated Exchange Contract	November	April

RETURNING HOME

Task	Deadline	
	Fall semester	**Spring semester**
Transcript of Records	March	August
Fout! Verwijzingsbron niet gevonden.	March	August

EXCHANGE AGREEMENTS STUDYING ABROAD

The Department has two types of partnerships with foreign universities: multilateral and bilateral. The multilateral exchange program of the European Union is the ERASMUS program. The part related to higher education is called ERASMUS. In such a network, a number of European universities participate and students are exchanged among themselves. Erasmus is within Europe and bilateral is outside Europe.

Partners - ERASMUS	Host country	Number of places per year	Language
EUROPE			
Johannes Kepler University Linz Study area: Computer Science	Austria	Non active	
Alpen-Adria Universität Klagenfurt Alle faculteiten zolang voorkennis van vakken aanwezig is.	Austria	2	
Transnationale Universiteit Limburg, Hasselt Faculty Sciences/Computer Sciences Study area: Computer Sciences and Business Administration	Belgium	4	
Universiteit Leuven Faculty of Engineering Science ; allowed courses of all masters; 2 other courses of other departments	Belgium	2	
Universiteit Leuven Faculty of Economics and Business *also at Campus Brussels and campus Antwerpen*	Belgium	2	
Technical University of Denmark Department of Management Engineering, courses from all departments. Study area: Engineering & Engineering trades (together with OM)	Denmark	25	
Aarhus Universitet, Aarhus Faculty of Science & Technology Study area: Engineering & Engineering trades	Denmark	2	
University of Southern Denmark Study Area: Engineering, Manufacturing and Construction	Denmark	2	
Tallinn University of Technology Study area: Social Sciences, Business and Law Governance Technology	Estonia	2	
Lappeenranta University of Technology Study area: Engineering & Engineering trades	Finland	4	
University of Tampere Faculty of Communication Sciences; Faculty of Natural	Finland	6	

Sciences; Department of Pervasive Computing / over half of courses of department			
Ecole Centrale Marseille Study area: Engineering and Engineering trades (courses in French)	France	2	French
Université Lille Faculty of Economics and Social Sciences Study area: Economics/ Business Studies, Management Science	France	2	
Université of Saint-Etienne Business Administration	France	2	
Technische Universität Berlin Dep. Of software Eng. and Theoretical Computer Science, Quality and Usability Lab Study area: Engineering and Engineering Trades Test German B2 language required if master is in German, if in English not necessary.	Germany	2	German B2 voor Duitse opleiding/ Engels B2 voor Engelstalige opleiding
Universität Osnabrück Institute of Cognitive Science Study area: Computer Science (cognitive science)	Germany	2	
Otto von Guericke Universität Magdeburg Institute of Psychology	Germany	2	
Universität Duisburg-Essen Fakultät für Ingenieurwissenschaften/KOMEDIA Study area: Information and Communication Technology	Germany	4	
Ruhr-Universität Bochum Fakultät für Elektrotechnik und Informationstechnik Study area: Engineering and Engineering Trades	Germany	2	
Heinrich Heine University Düsseldorf Study area: Business and Economics	Germany	2	
Technische Universität München School of Management + School of Governance 60% vakken faculteit, rest daarbuiten mag.	Germany	4	
Universität Bremen Industrial Engineering	Germany	4	
Karlsruhe Universtat of Technology Department of Economics and Management	Germany	12	
University of Iceland (Reykjavik) Department of Engineering and Natural Sciences Study area: Engineering & Engineering trades (30EC inschrijven)	Iceland	2	

Università Commerciale Luigi Bocconi, Milano Study area: Management and administration	Italy	2	
Università Politecnica delle Marche, Ancona Faculty of Engineering, dep. of Information Engineering Study area: Engineering & Engineering trades You also may take courses of the master program Biomedical Engineering	Italy	2	
University of Trento Department of Economics and Management	Italy	2	
University of Trento Department of Psychology and Cognitive Sciences	Italy	6	
Norwegian University of Science and Technology (NTNU) Study area: Engineering & Engineering trades (no architecture)	Norway	2	
Politechnika Slaska Fac. of Materials Science & Metallurgy, Fac. of Automatic Control, Electronics& Computer Science, Fac. of Power & Environment Engineering, Fac. of Organization & Management.	Poland	2	
University of Science and Technology Krakow Department of Mining and Geoengineering Study area: Engineering and Engineering Trades	Poland	2	
Universidad Nova de Lisboa Departamento de Ciências e Tecnologia Study area: Social and Behavorial Sciences	Portugal	2	
Universidado de Minho, Braga Department of Industrial Electronics Study area: Electronics Engineering	Portugal	4	
Tecnico (IST) Lisboa Dept. MEGI(buiten stad) en dept. MEGIE (in centrum) (let op; verschillende campussen) 51% courses of department	Portugal	10	
P. Porto University Campus in Felgeiras(buiten Porto) en Campus Engineering in Porto	Portugal	4	
University of Mondragon Faculty of Engineering Study area: Engineering and Engineering Trades	Spain	2	
Universitat Politècnica de Catalunya/ Facultat d'Informàtica de Barcelona (FIB)	Spain	2	

University of Chalmers Study area: Engineering & Engineering Trades (together with OM)	Sweden	2	
KTH Stockholm School of Industrial Engineering, Study area Business & Administration (together with OM) School of Computer Science and Communication	Sweden	2	
University of Lund Faculty of Engineering Engineering and Engineering Trades	Sweden	2	
University of Linköping Department of Management and Engineering Study Area: Engineering and Engineering Trades	Sweden	2	
Halmstad University	Sweden	2	
Ecole Polytechnique Fédérale de Lausanne College of Management of Technology	Swiss	1	
Middle East Technical University	Turkey	2	
University of Hertfordshire Study area; computer science; 50% other courses allowed / Visa required	UK	4	
ASIA			
Wuhan University of Technology	China	4	
Tongji University (Shanghai) Study area: Sustainable Urban Mobility	China	2	
Shanghai Academy of Social Sciences	China	2	
Universitas Indonesia, Faculty of Engineering	Indonesia	2	
National University Singapore Business Courses are not available for exchange students/ You need to choose 4 or 5th year Bachelor courses	Singapore	2	
Sungkyankwan University Department of Interaction Science	South Korea	2	
Costa Rica Tec Mogelijkheid om vakken van de gehele universiteit te volgen, indien voorkennis in orde is. Taaleis: officiele taaltest Spaans B2	Costa Rica	2	Spaans B2
ITMO University, Saint Petersburg	Russia	Non active	
University of Pretoria	South-Africa	2	

Univesidad Católica Santo Toribio de Mogrovejo	South-America	1	
Universidad de Ingenerieria y Tecnologia, Lima (Utec)	South-America	2	
USA			
University of California, Berkeley Be aware of extra costs! Sometimes TOEFFL/IELTS required! Costs around 30.000 $. Application: contact e.veenendaal@tue.nl for more information.	California		English
Stanford University, CA. / summer program July/August Be aware of extra costs! Sometimes TOEFFL/IELTS required! Costs around 15.000 $. Application: contact e.veenendaal@tue.nl for more information.	California		English
Rochester Institute of Technology College of Science and Carlson Center for Imaging Science Please note that you must have passed the course BSc Perception and Motor Control and MSc course Advanced Perception and can show your interest in color/light perception	New York	1	English
TU/e wide agreements with:			
Beijing Institute of Technology	China	Non active	
Tec de Monterry	Mexico	1 per year	
Politechnique de Montreal	Canada	1, 1st semester	
National University of Science and Technology	Taiwan	4 per year	
UNIST	South-Korea		
Wellington	New Zealand	1 per year	
RMIT Melbourne	Australia	1 per year	

3.CHOOSING A HOST UNIVERSITY

The first step to enter the International Course involves checking and selecting potential host universities. In general, this means that you should become aware of universities at which you are interested to spend your International Course and that meet the requirements.

In general there are several factors that may play a role in what you consider to be an attractive host university:

- Bilateral Agreement. TU/e has agreements with several international universities that allows exchange of certain number of students. For you as a student this may mean that, if you are allocated, you will not have to pay additional tuition fee. If you are not allocated, or if you want to study at a host university without an exchange agreement, you will probably have to pay a significant tuition fee. Bilateral Agreements may be at departmental or institutional level.
- Subjects a university represents. Consider subjects that you want to focus on during your International Course. This may include subjects from your MSc program which you want to explore further. You can also consider subjects that are somewhat outside your MSc program, although these should still be related to your program. You can select universities based on whether they represent subjects in which you are interested.
- Quality of the university's education. In other countries, the quality of universities can vary more than you may be used to in the Netherlands. When considering a university, make sure the study level of the courses that are offered meets the requirements of the Examinations Committee. Contact the Examinations Committee for more information; see **Fout! Verwijzingsbron niet gevonden.**.
- Study schedule: please be aware that the start of the host university's semester can sometimes conflicts with the end of our semester (especially the spring semester).
- Make sure you will be able to take the TU/e exams! If the semester at the host university starts earlier than the exam period at TUE, you can ask the examination committee permission to do the exam a   broad: https://studiegids.tue.nl/opleidingen/graduate-school/masters-programs/human-technology-interaction/school-of-innovation-sciences/examencommissie-is/ The examination committee will give permission for 1 exam to be taken at the host university under the condition that the exam will be taken at the same time under the same circumstances as at the TU/e.
- Please note that not all host universities will facilitate this and also note that the exam should be abroad at the same time as it will be in Eindhoven.
- Culture of the university's home country. Depending on the country or region, your International Course experience may differ for cultural or geographical reasons. Aspects you could consider are climate, cost of living, crime rate, cultural habits, accessibility, travel costs etc. A destination may also be considered because of interesting sights, such as architecture, nature, history etc.

The International Office provides a number of ways to explore these aspects of possible destinations. The steps through which you can choose a possible host university are explained below. The steps are bounded by the deadlines on which you need to be finished; see **Fout! Verwijzingsbron niet gevonden.**.

3.1 VISIT INTRODUCTION INFORMATION-SESSIONS

The first step in selecting your International Course starts with information-sessions, which are typically scheduled about 3 quarters of a year before you depart to a host university; see Choosing a host university. During the presentation the International Office describes the general procedure, emphasizes the important aspects of organizing your International Course and provides updates. You will receive an invitation to these presentations.

3.2 EXPLORE PREVIOUSLY VISITED UNIVERSITIES

A good way to start your selection process of possible host universities is to look at the list of available universities which is provided and on Mobility Online. Experiences from students who went to these universities can be found on https://tuenl.sharepoint.com/sites/esa_root/Experiences/SitePages/Home.aspx.

FINDING A UNIVERSITY ON YOUR OWN

In principle you are not limited to host universities that are known at the International Office; you can also apply to other host universities. A host university's quality, location or choice of subjects can also be reasons to study somewhere else. However, arranging a host university on your own instead of selecting one from list of available universities is more complex and you would have to pay tuition fee at both universities. This type of enrollment is called "free mover". Some tips for organizing this are given below:

- Start organizing early. If you are considering a host university that is not known to the International Office you need to start checking potential universities and taking action at an early point. Applying in this case means considerable correspondence and getting through multiple stages with the host university.
- Involve your mentor. Discuss with your mentor which host university you are considering and try to involve your mentor in the application procedure: your mentor may have contacts with this institution and/or could give you a recommendation there. When checking your potential universities, your mentor can also advise you which host university may be attractive to you (see below; **Fout! Verwijzingsbron niet gevonden.**).
- Involve the International Office. In the application procedure the International Office corresponds with the proposed host university on behalf of you. The International Office can also organize, or inform you about, additional matters such as insurance and scholarship. If there is no agreement with a university you may end up with extra costs, such as, tuition fee, no scholarship, etc.
- Make a 'Plan B'. Especially in the early stage of applying to a host university that is not known to the International Office, it is usually uncertain whether you will be accepted. To make sure you have a destination when your International Course starts, you should also have a back-up plan for a different host university.

3.3 MEET WITH YOUR MENTOR

After you have finished review of potential universities, you must organize a meeting with your mentor. You can find the deadline for this under '**Fout! Verwijzingsbron niet gevonden.**'. During this meeting you will discuss all the universities you are interested in. Before this meeting, make sure you have prepared the following:

- If you are considering carrying out a project at a university or company abroad, you will need additional consultation with your mentor. In contrast to taking courses, you will need a supervisor and a good understanding of what is required for the project to be accepted as your International Course.
- Consider which fields of study you would like to spend time on during your International Course; see **Fout! Verwijzingsbron niet gevonden.**.
- Make a selection of host universities that you like, if possible. Based on factors (see **Fout! Verwijzingsbron niet gevonden.**), experiences and requirements (see **Fout! Verwijzingsbron niet gevonden.**) and your own review of possible host universities, try to come up with a number of universities that you prefer (experiences can be found on OASE).

Your mentor can help you check fields of study and possible host universities (see **Fout! Verwijzingsbron niet gevonden.**).

3.4 SUBMIT YOUR TOP 3 DESTINATIONS

Fill in your Top 3 host universities on the Mobility Online platform before the deadline; see **Fout! Verwijzingsbron niet gevonden.**. You can find the Application Form on the International Course OASE webpage; see **Fout! Verwijzingsbron niet gevonden.**. While making your Top 3, keep in mind the following:

- Make sure you meet the TU/e requirements for applying for the International Course; see **Fout! Verwijzingsbron niet gevonden.**.
- Make sure you meet the preferred host university's requirements, please check this on the host university's website.
- Make sure you know the specific period in which the semester takes place at the host university, and make sure you are able to visit the host university during that period, including possible exams and including finishing your regular courses at TU/e.
- Make sure the courses and/or projects that you would like to choose are allowed within the exchange agreements that apply to your preferred host university; see **Fout! Verwijzingsbron niet gevonden.**. Especially when a departmental agreement is in effect, you have to make sure you only consider courses within a specific study area. Please contact the International Office for more information.
- Find out and note the deadlines for applying at the host university. Once the International Office has allowed you to apply, make sure you stay well within those deadlines before finishing your application.

Approximately a week after the deadline for submitting your Top 3 you will receive an announcement of provisional destination; see **Fout! Verwijzingsbron niet gevonden.**. If your Number 1 host university involves a bilateral agreement (see **Fout! Verwijzingsbron niet gevonden.**), you may find that more students prefer this university than the specific agreement allows. In that case students will be selected by an allocation procedure; see **Fout! Verwijzingsbron niet gevonden.**. If you have not been allocated to your Number 1 destination you will have to start the application procedure for the Number 2 destination on your list. The International Office will inform you about the outcome if an allocation procedure applies to you.

4.APPLYING TO HOST UNIVERSITY

Once the International Office has confirmed that you can apply to your preferred host university (see **Fout! Verwijzingsbron niet gevonden.**), you need to start the application procedure. This is normally done through the host university's website.

Please note: during the application procedure it is usually made clear which specific documents and/or agreements have to be submitted. Gathering these forms can take quite some time. We therefore strongly recommend that you start applying as soon as possible.

The application procedure involves submitting a number of forms. These are needed to confirm your application, indicating your English level, scholarship grant etc. First, make sure you finish the application procedure with the host university. After you have finished applying and the host university confirmed that you have been accepted, you must submit the forms for the purposes of TU/e. During the application procedure, if anything is unclear to you please contact the International Office; see **Fout! Verwijzingsbron niet gevonden.**.

4.1 SUBMIT HOST UNIVERSITY FORMS

As well as different types of personal information, the host university may require a number of documents during the application procedure. This varies between institutions. Please check the host website.

An overview of documents that may be required is given below:

- Academic Record / Transcript of Records: An overview of courses that have been completed (made by the International Office)
- Identification
- Learning Agreement: See description in the next section
- Motivation letter: Some institutions select, among other factors, applications based on a letter of motivation
- English level: Some institutions require an additional level of English skills based on a rating scale such as IELTS or TOEFL. For most universities a statement from the International Office will do.
- Résumé
- References: In some procedures references are required from lecturers who have experience of you in an academic context

Before or at least during the application procedure you should be aware of the requirements that apply to you. If you have any questions or uncertainties please contact the International Office; see **Fout! Verwijzingsbron niet gevonden.**.

4.2 SUBMIT TU/E FORMS

Once you have been accepted by your host university you must submit forms for the TU/e. The following forms are required, which can be downloaded from the International Course page on OASE (see **Fout! Verwijzingsbron niet gevonden.**):

- Learning Agreement. This contains information about the student, the host university, the proposed study courses abroad and the period of study. You, the TU/e and the host university all have to sign this form. Once this form is signed, the list of courses to be offered to the student is approved. Other requirements include a signed Learning Agreement to receive a TU/e scholarship grant.
- Exchange Contract. This contains the courses that you propose to study during your time abroad. You, your mentor and the Examinations Committee all have to sign this form. Send this form to your coordinator of the International Office. Once this form is signed, you are authorized to study the list of electives and these will be included in your MSc program. Please note that language courses only counter as extra courses in your study program. They cannot be part of your International Course.

5. MAKE THE ARRANGEMENTS

As well as organizing your application to the host university, there are a number of matters to take care of before you can start studying abroad. We strongly advise you to finish these arrangements at least before the indicated deadline; see **Fout! Verwijzingsbron niet gevonden.**. These matters are described below. The first section describes matters that mostly have to do with the host university. Matters in the next section are normally dealt with by TU/e. If you have any questions about any of these matters you can also contact the International Office; see **Fout! Verwijzingsbron niet gevonden.**.

http://www.tue.nl/studeren/exchange-programs/erasmus-learning-mobility/

5.1 ARRANGEMENTS FOR ABROAD

Please note: the more important place to look for information to make the arrangements as an international student is on the website of your host university. The host university will provide you with the most up-to-date and relevant information that applies to you. The host university normally offers a guide covering all matters that you need to consider before arrival and during your stay abroad.

The most important things you should consider are given below. These can normally be found in a guide to your host university:

- Date of arrival / return home. Find out when the academic period of your semester starts and ends. Also consider possible introductory programs that you want to attend. Based on this information, decide on the date of arrival and possibly also the date time of returning home.
- Housing. Find out how accommodation is organized in the city of your host university and arrange accommodation for your stay abroad, while keeping in mind the planned arrival and departure dates.
- Travel arrangements. Decide how you want to travel to the city, your accommodation and the host university. Make sure you have enough time to buy your plane ticket if necessary.
- Introduction activities. Most host universities offer a number of activities to introduce you to your new study environment aimed at new Master's students and/or newly arrived international students. Check what is available and what you would like to attend.
- Get in touch with fellow students. See which students from TU/e will join you to your destination. You can also look for active (international) groups on social media. Both can help you check any matters that might be important for you while making your arrangements and during your stay.

5.2 ARRANGEMENTS AT TU/E

The most important matters that are normally dealt with through TU/e are given below:

- Scholarship. There are many scholarships that might apply to your International Course. Which scholarships apply can depend on factors such as the type of enrollment (e.g. Electives form or not), the destination (e.g. inside or outside Europe), tuition fees etc. A good place to start checking for scholarships that might apply to you is the scholarships section of Nuffic; see **Fout! Verwijzingsbron niet gevonden.**. If you are studying abroad within Europe, the Erasmus+ scholarship program may apply. You will start the application for a scholarship automatically in Mobility Online.
- Insurance. TU/e has arranged collective business travel insurance for students who are going abroad for a study or an internship. The International Office will apply for such insurance. Make sure your Health Insurance and Liability Insurance are also valid during your stay abroad!!
- Visa. The government of the destination abroad may require you to apply for a study visa. If you are not sure, visit the relevant government's website for more information about the policy and the application procedure.

5.3 PREPARE FOR LEAVING

When all the above arrangements have been made, you should start preparing for your departure to your destination. A number of suggestions to consider when preparing for your departure are given below:

- The International Office offers a checklist for students leaving for their International Course. You can find this on the International Course page in the TU/e digital study guide; see **Fout! Verwijzingsbron niet gevonden.**.
- As stated in **Fout! Verwijzingsbron niet gevonden.**, **Fout! Verwijzingsbron niet gevonden.**, host universities typically offer a guide for incoming international students. This normally contains a general checklist, but also aspects that apply specifically to your destination. It is important to take these aspects into account.
- Of course the general traveling requirements apply to you. Consult the website of your destination's government to find out about any specific policies and/or requirements, especially for intercontinental destinations.

6.STUDYING ABROAD

During your stay abroad there will normally be little contact with the TU/e International Office. However several matters may arise between you and your institution abroad. Make sure you know your contact person at your institution with whom you can discuss these matters if necessary.

6.1 CHANGE IN COURSES

During your semester you may want to change the courses you want to complete. Before doing so, consult your mentor to get advice about the decisions you want to take. If you want to take different courses than those you indicated on your Exchange Contract, it is important to notify TU/e of these changes by sending them to your coordinator of the International Office.

Two forms must be updated and sent to TU/e: the Learning Agreement and theExchange Contract. You can revise your former documents or you can fill them in again.

It is important that your final Exchange Contract and Learning Agreement equals your Transcript of Records.

You can find these forms on the International Course webpage in the TU/e digital study guide; see **Fout! Verwijzingsbron niet gevonden.**. You must send the updated Learning Agreement and the updated Exchange Contract to the International Office; see **Fout! Verwijzingsbron niet gevonden.** for contact information.

6.2 REGULATIONS IN CONNECTION WITH TAKING AN EXAM OUTSIDE OF THE TU/E

At the request of a student, the Examination Committee can permit that an exam taken for a second or further time (a so-called retake) that coincides with an international experience as part of the degree program may be taken abroad. The students submits this request to the Secretary to the Examination Committee three weeks before the start of the final tests or examination period at the latest. More information can be found in the Examination Regulations.

Look carefully at the semester schedule at the university(s) you are interested in.

7. RETURNING HOME

After your semester and after you have finished your courses you will return home. Before you depart there are some matters you should arrange. After returning, and to close off the semester properly, you need to complete a few procedures.

7.1 BEFORE LEAVING YOUR HOST UNIVERSITY

Before you leave your host university you must request a final Transcript of Records of the courses you have completed, including the corresponding grades. If possible, bring the original document back to TU/e. If your host university cannot provide this document before you leave, arrange for the document to be sent to you in the Netherlands. Make sure your host university officially signs the Transcript of Records document.

7.2 AFTER RETURNING HOME

Back at TU/e you must deliver some forms to the IE&IS International Office; see **Fout! Verwijzingsbron niet gevonden.** for contact information.

- Learning Agreement: deliver the Learning Agreement that corresponds to the courses you have completed during your International Course.
- Transcript of Records: deliver, by letter or online, the Transcript of Records that you requested before leaving from your host institution.
- Form Host Institution: containing your arrival and departure dates. This should be signed and stamped by the host university and uploaded in Mobility Online.
- Experience Report: describe your experiences and upload it in the dedicated step in Mobility Online.

7.3 DESCRIBE YOUR EXPERIENCES

A final task you need to complete a report and upload it in Mobility Online. Your experiences, suggestions and assessments about your International Course will help future students to make an informed decision about preferring a destination.

It is important that you describe your experiences in an objective, honest and generalized way so other students can relate to your answers. **Please note the following requirements:**

- The remarks in the report you make will have **no consequences** for the acceptance of your International Course in your Master's program.
- Writing a report is **mandatory.** You must complete this report before you are allowed to start graduating in your Master's program.

APPENDIX

1.BILATERALE AGREEMENT ALLOCATION PROCEDURE

If your Number 1 preferred host university has an exchange agreement (see Choosing a host university), more students may prefer this university than the specific exchange agreement allows. In that case students will be selected by an allocation procedure. This procedure is described below.

1. Students without international experience, i.e. with Dutch nationality, have priority over international students.
2. Students with HTI resp. IS as their main program and students with an approved dual degree program have priority over students with a secondary enrollment.
3. Students to be allocated to a specific university are ranked based on two criteria: their study progress during the year before applying and the unweighted average of their study results in that period. Students normally apply a semester after enrollment in the Master's program. A period before the Master's program could therefore also be considered, such as a prior Bachelor's program or a pre-Master's program.
The unweighted average of study results is calculated by dividing the sum of the grades of courses finished during the period by the number of courses that the study program involves during the period. The individual score to be ranked is derived by multiplying the study progress by the unweighted average of the study results.
Students to be allocated are those with the highest ranks up to the number of students that the specific bilateral agreement allows for.
4. In all other cases the IE&IS International Office, the Director of Education IE&IS, and the study advisor decide on an individual basis.