

How to ...

apply for a research assignment in the Faculty of Engineering Technology, University of Twente

Target group of this document: students,

- who are currently studying full time at a university outside the Netherlands,
- who are interested in doing a research assignment within the Faculty of Engineering Technology,
- and have found a potential supervisor within one of the research departments of the Faculty of Engineering Technology (www.utwente.nl/en/et/research/)

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1. Introduction

1.1. Terminology

When you receive/read this document, you have shown an interest in joining the Faculty of Engineering Technology for a certain period of time, to conduct a research assignment under the supervision of a member of staff of this Faculty.

For you, this research assignment might serve as your ***master assignment, bachelor assignment, thesis work, graduation work, internship, placement, external training***, etc.

For us, this research assignment is always considered as a '***placement***', and will be booked either as a so-called "***Capita selecta***" course (MSc students; different course codes) or as "***Research assignment for exchange students*** of the Faculty of Engineering Technology" (BSc level; course code: 201800519).

In your communication with a member of staff make it clear that you are not asking to be accepted for a 'graduation assignment', but for a 'research assignment which you will use at home for your graduation'. This distinction should be clear, otherwise the concerned member of staff might ask you to follow our graduation procedures, including putting together a graduation committee and lots of other administrative stuff. These graduation procedures are for regular students only, not for exchange or guest students like you.

1.2. Important remarks before you start with the application

In general

- A formal check of your application is part of the assessment (i.e. **compliance with UT as well as immigration rules & requirements**), so it might be that although you did find a supervisor and you did receive approval for the *content* of the assignment, your request to join the Faculty might still be rejected. In general this might happen with applicants who need a residence permit; the UT has no influence on the immigration rules.
- It is strongly advisable that you start with the application about 3-6 months before the desired start date of the placement (see the abovementioned website of the "7 steps")! In particular if you need a residence permit, enough time is necessary for all the paperwork to be done. Also finding accommodation will cost time.

Regarding the assignment

Make sure you have discussed the following aspects with your potential supervisor, because you will need to fill in (most of) that information in the application form:

- content (subject, research question, research area, ...); some potential supervisors might only indicate the subject, while others might have an elaborate suggestion on what to do. That doesn't matter, as long as you know *something* about what you will be doing. Upon arrival you can always discuss more details.
- educational level of the assignment (under graduate, graduate, post graduate, ...);
- start date of your assignment;
- end date or duration of your stay;
- thinking of the current covid-19 situation: whether it might be possible to start online, so you could arrive later.

2. Application procedure

The complete application procedure is described as a so-called "7 steps procedure" on the following website: www.utwente.nl/en/education/exchange-students/application-procedure/. However, some faculty specific aspects are not mentioned on that website, so please continue with reading the information below.

2.1. Nomination vs. application

Step 1 of the so-called "7 steps procedure" mentions a Nomination. This is not always possible. Therefore, check with your home university if they are a *partner* with the University of Twente in the areas of:

*Mechanical Engineering,
Industrial Design Engineering,*

*Civil Engineering,
Sustainable Energy Technology,*

since these are the educational programmes of the Faculty of Engineering Technology.

Based on the fact if your home university is a partner or not, you can be nominated or you have to fill in an application form yourself.

2.1.1. Your home university is a partner university of the University of Twente in one or more of the abovementioned areas

Ask your International Office to be nominated for a so-called "**Placement - agreement**" in our application & registration system Mobility-Online. During your stay in the Faculty you will be registered as an exchange student of one of the educational programmes of this faculty. Therefore, please instruct your nominator to choose the educational programme closest to the content of your assignment, regardless of your own background. E.g., if you are a student in *Biomedical Engineering* and you are planning to do a research assignment in the Department of Biomechanical Engineering, you have to be nominated for *Mechanical Engineering*. If in doubt, you can always send an email to Exchange-ET@utwente.nl to ask which educational programme should be selected. The Nominator should also select the level of the assignment (BSc or MSc).

After you have been nominated, you will receive an automated email in order to continue with your application in Mobility-Online.

2.1.2. - Your home university is NOT a partner university of the University of Twente - Your home university is a partner university of the University of Twente but NOT in one or more of the abovementioned areas

In both cases, please send an email to Exchange-ET@utwente.nl with the request for an application-link for a "**Placement - without agreement**"; include in this email:

- your name & email-address;
- name & website(!) of your home university;
- name of the research department/chair you would like to join;
- name of your contact person within that research department/chair;
- desired begin and end dates of your stay with that research department/chair.

Make also sure to cc: your contact person in your email.

You will be sent the application link, after which you can start with your application in our application & registration system Mobility-Online. Most items on the application form should be clear to you, but there are a few items which might need some clarification. These will be explained below.

Regarding your home university:

— Sending institution and current studies

Country of your home institution <-- Please select --> *

Home institution <-- No choice -->

Name of home university *

City of home university *

Street of home university *

Postal Code of your home university *

- *home country & home university*

Select your *home country* and carefully check if your *home university* (= home institution) is listed in the second drop down menu. Beware: most of the university names are in English, not in the original language!

The list is long, so check carefully. Based on the information you have provided by email, your home institution should be in the list. If you can indeed select your home university, the four empty fields will disappear from the form.

- If your *home university* cannot be found, then please fill in the name and address of your home university.

Regarding the educational programme you will be joining:

- *Level of study*

this should match the level of the assignment (BSc or MSc).

- *Degree programme*

this should be one of the educational programmes of our Faculty (see the first paragraph in [Section 2.1 Nomination vs. application](#)). Choose the one closest to the content of your assignment, regardless of your own background. E.g., if you are a student in *Biomedical Engineering* and you are planning to do a research assignment in the Department of Biomechanical Engineering, you have to be nominated for *Mechanical Engineering*. If in doubt, you can always send an email to Exchange-ET@utwente.nl to ask which educational programme should be selected.

2.2. Continuing with the application form

Whether you were nominated (see [Section 2.1.1](#)) or you had to apply yourself (see [Section 2.1.2](#)), the following information should be filled in somewhere in the application form / during the application procedure:

- *Please indicate the research group you have been in contact with*

please fill in one of the research departments or research chairs listed on www.utwente.nl/en/et/research/. If you are applying for a "**Placement - without agreement**" ([Section 2.1.2](#)), this should obviously be the same as the one mentioned in your email to Exchange-ET@utwente.nl.

- *Please select the name of your contact person within this research group*
you should be able to select your potential supervisor from the drop-down list shown in the application form.
- *Course code*
If you already know the *course code* for your assignment (see also www.utwente.nl/en/education/exchange-students/placement/) you can fill this in, but otherwise this can be done later. The so-called 'Capita selecta' courses are all linked to a specific research area.
- *ECTS credits*
If you like to receive *ECTS credits* for the assignment, then please do remind your supervisor, towards the end of your stay, to assess your assignment and fill in a mark sheet.

2.3. Continuing the application process

The whole application procedure is based around a work flow in Mobility-Online and is very self-explanatory. In this work flow you can see exactly where you are in the process; the tick boxes are checked off one by one. If there is a so-called action link visible and the tick box is not checked off, it's your turn to do something. If the next "not-checked-off" tick box has no action link, you will have to wait till someone in the BackOffice is checking that tick box off.

Questions?

If you have any questions regarding the information in this document, please send an email to the Departmental Exchange Coordinator (dr.ir. D. van de Belt), via Exchange-ET@utwente.nl.

If you have any questions regarding the "7 steps procedure" and anything you might encounter during that process, please first check carefully the FAQ on that website (www.utwente.nl/en/education/exchange-students/placement/), and if you still can't find your answer, then send an email to StudentServices@utwente.nl.

If you have any questions regarding the content of your assignment, please discuss these with your potential supervisor.