# How to …

## *find a research assignment in the Faculty of Engineering Technology,*

## *University of Twente.*

# 1.  Terminology

## 1.1. Type of assignment

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. Type of student

This document serves two different kinds of students:

1  *prospective exchange student* —> students who are not yet enrolled at the University of Twente as exchange students but who would like to apply for a research assignment (as defined in the previous paragraph), possibly in combination with courses.

2  *current exchange student* —> students who are already enrolled at the University of Twente as exchange students.

# 2.  Find a supervisor

Using the research pages of the Faculty ([www.utwente.nl/en/et/research/](www.utwente.nl/en/et/research/)) or the lectures you are attending (current exchange students only), to search for and find a potential supervisor. You might want to approach this person by email and attach your Transcript of Records (ToR), a CV and/or a Letter of Motivation (LoM[1]), or you might request a face-to-face meeting and discuss your options. In any case, make sure that the potential supervisor knows that you are either:

- a prospective exchange student who would like to apply for an assignment only (see also Section 1 for the Terminology);

- a prospective exchange student who is already accepted for an exchange semester of courses and would like to include an assignment (see also Section 1 for the Terminology);

- an exchange student already present at the University of Twente.

The following aspects of the assignment are to be decided between between you and your potential supervisor (and possibly your home coordinator):

- content (subject, research question, research area, …);
  Note for *prospective* students: 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 assignment;

- thinking of the current covid-19 situation: whether it might be possible to start online.
  Note for *prospective* students: if you can start online, you might be able to arrive later at the UT.

As already described in Section 1: the *goal* of the assignment *within the context of your own curriculum at home* is for you and your home university to decide.

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[1] Describe matters such as 'what would you like to do', 'why would you like to join the research group / be supervised by this person', 'why would you be useful to the group', etc.

# 3. Supervisor found; what now?

Once the member of staff has shown a willingness to supervise you, the routes for current and prospective exchange students differ.

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## 3.1. prospective exchange student who would like to apply for an assignment

You should now start with the application. 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 consult the next manual as well:
***How to - Apply for a research assignment within the Faculty of Engineering Technology.pdf***
(can be found on <u>this website</u>).

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## 3.2. prospective exchange student who is already accepted for an exchange semester of courses

Although it is handy to have found a supervisor befóre your exchange semester starts, it is not always necessary. If you start your exchange semester with a block of courses, followed by a research assignment, you can use that first block to find a supervisor as well[2]. Do note, that the longer you wait, the higher the chance that a potential supervisor is too busy to fit you in. Finding a supervisor is your own responsability.

A few more remarks:

- you do not need to register in Osiris for this course immediately after arrival at the UT. After your assignment is graded, this grade will appear with the correct course code&name in your Osiris Transcript of records;
- make sure the right course code&name will also appear in your Learning Agreement.

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## 3.3. current exchange student

- you do not need to register in Osiris for this course immediately. After your assignment is graded, this grade will appear with the correct course code&name in your Osiris Transcript of records;
- make sure the right course code&name will also appear in your Learning Agreement.

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[2] An example of such construction is the Exchange Study Package "Fluid & Heat Engineering" consisting of the module "Fluid Mechanics & Heat Transfer" and "Research assignment for exchange students". See www.utwente.nl/en/education/exchange-students/programmes/mechanical-engineering/.

# Appendix: Course codes

The course codes used to grade an assignment are quite diverse.

For BSc level assignments there is one code:

 201800519 Research assignment for exchange students

For MSc level assignments the code is related to the research area of the assignment. Examples are:

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|---|---|
| 191150460 | Biomedical engineering - Capita Selecta |
| 191124430 | CAD/CAM - Capita Selecta |
| 201300244 | Capita Selecta Master IDE |
| 201000259 | Capita Selecta SET |
| 201800407 | Capita Selecta SET |
| 201700397 | Capita Selecta Thermal Fluid Engineering |
| 201800122 | CS Construction |
| 200900128 | CS Construction Management Engineering |
| 201800508 | CS Engineering Project Management |
| 201700353 | CS Product Safety and Standardisation |
| 201800121 | CS Traffic |
| 201800120 | CS Water |
| 201000321 | Design Engineering - Capita Selecta |
| 2010600157 | Design of Product Surfaces - CS |
| 191154750 | Engineering Fluid Dynamics - C.S. |
| 192890100 | Industrial Design - Capita Selecta |
| 191154750 | LCA & Designing - Capita Selecta |
| 201200145 | Maintenance engineering & Desing-for-Main - CS |
| 192850780 | Management of Product Development - C.S. |
| 191131410 | Mechanical Automation - Capita Selecta |
| 191127500 | Production Management - Capita Selecta |
| 192850800 | Virtual Reality - Capita Selecta |

There are even more codes, but they might nog be visible in the course catalogue. Ask your (potential) supervisor under which course code & name your assignment will likely be booked. If, at the time of application, you don't know this code yet, don't worry. The most important thing is that you know that code by the time your assignment will be graded by your supervisor.

*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 content of an assignment, please discuss these with your potential supervisor.