

Rules and Guidelines internships and graduating at a company

Education and Student Affairs

Faculty of Architecture and the Built Environment

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An internship is only possible as being part of certain dedicated (elective) courses. Students who do an internship as part of the curriculum are required to sign a standard internship agreement in advance, with both the employer and Delft University of Technology. The agreement can be found at <http://studenten.tudelft.nl/en/students/faculty-specific/architecture/forms/> and can be signed at the secretariat of Education and Student Affairs.

On set conditions, Building Technology, Management in the Built Environment, Urbanism and Geomatics students have the possibility to carry out their graduation research project at a company. Students who wish to do so are required to sign a standard internship agreement (see above) in advance, including a research proposal which has been approved by the graduation coordinator. Additional conditions and requirements are stipulated below.

1. The objective of the graduation project is educational. Students who carry out their graduation research project at a company are not obliged to take part in the regular work process of the company – attending meetings, carrying out tasks, etc.
2. The graduation company is not a 'commissioning party' for the purpose of the research. The company may suggest a subject for the graduation project. Nevertheless, the student retains full responsibility for the structure of the research project; the objective, questions, theoretical justification, method of acquiring data, conducting fieldwork, etc. are all part of the project.
3. The project is supervised and assessed by mentors from the faculty. Upon request, the graduation company tutor may attend the consultations that follow the final presentation by the student, during which the mentors, in the presence of the delegate of the Board of Examiners, decide on the marks for the various fields and the mark for the presentation, as well as the final mark. The graduation company tutor is not authorised to give marks.
4. The author's rights on the achieved results lie with the student unless explicitly regulated otherwise. Both the student and the faculty may use the results for internal purposes without consultation of the host organisation. Because of the input of the mentors, in case of publications e.g. of an article based on the thesis, it is strongly recommended to inform the mentors and to involve them as a co-author.
5. Any confidential information that is contained in the graduation project should be included in a separate appendix to the graduation report. The appendix will not be made public for a period of maximum 1 year after graduation, but it will count towards the assessment of the content of the report by the mentors and delegate of the Board of Examiners of the faculty. The status of a confidential appendix is exceptional and will only be allowed in extraordinary cases (such as those concerning the privacy of interviewees or sensitive commercial information), and the student will have to justify the reasons for keeping the relevant section confidential. This justification will itself form an integral part of the main report, and will be composed following consultations between the student, mentors and the graduation company.