

Graduation project at a company / institute

If you decide to do your graduation project for/at a company or institute, there are some points of attention.

Daily supervisor TU Delft

The daily supervisor at TU Delft will be the chair of the graduation committee. He/she must approve the project proposal and be actively involved throughout the project.

Before you start discussing with a company, find a supervisor at TU Delft and make sure he/she is involved.

Agreement/contract

Companies will generally ask you and your supervisor to sign a contract / agreement. However, most agreements proposed by companies are NOT in line with the Dutch law on higher education and TU Delft regulations. Furthermore, **supervisors are not allowed to sign** such contracts/agreements.

The TU Delft graduation agreement and graduation conditions are posted on the faculty CiTG student portal in English and in Dutch

(<https://www.tudelft.nl/studenten/faculteiten/citg-studentenportal/onderwijs/master/masterformulieren>)

The process is:

1. Company and thesis supervisor of TU Delft agree with the contents of the thesis agreement.
2. Company draws up the graduation agreement with additional terms and conditions and attaches the TU Delft graduation conditions as an appendix.
3. The graduation agreement is signed by company and student.
4. Company and/or student submit(s) the graduation agreement with appendix to the relevant TU Delft contract manager
(see <https://www.tudelft.nl/studenten/faculteiten/citg-studentenportal/onderwijs/master/masterformulieren> for signature by the Dean.
5. The contract manager thereby verifies that the TU Delft graduation conditions are not negated by the signed graduation agreement.
6. Student can start on the graduation assignment at the company.

Graduation committee

Your graduation committee is responsible for the assessment of the graduation work. **At least 3 members must be from TU Delft** (with additional requirements, see document on Graduation committee). External members can be added to the committee, but not all company supervisors need to be in the official assessment committee. Discuss this with the graduation coordinator.