

Manual for Internship companies

BSc minor and MSc Internship Elective

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future

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 TU Delft

Industrial Design
Engineering

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If you have any questions after reading this manual, please send an email to:
internshipoffice-IO@tudelft.nl

The following link leads to the Internship opportunities website:
<https://www.tudelft.nl/studenten/faculteiten/io/onderwijs/stage/stage-aanbod/>

More further information about the internship details for students you can find on our website:
www.io.tudelft.nl/internship

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Introduction

Thank you for your interest in offering IDE students the chance of an internship in your organisation.

This manual is aimed at companies and organisations interested in working with the Faculty of Industrial Design Engineering (IDE) by means of an internship. Each year about 200 students will complete an internship as part of their IDE programme. Over the past ten years more than 2,000 students have been doing an internship in over 1200 companies (about 1,000 in the Netherlands and 200 abroad).



Internships: the facts

Minor internship

- This internship counts as a minor course during the Bachelor degree programme (3rd year students).
- The duration is 18 weeks. This is the maximum length permitted to avoid students from delays in their studies.
- An internship can take place in the Netherlands or abroad. We follow the travel advice of the Dutch Ministry of Foreign Affairs.
- A successfully completed internship is worth the equivalent of 30 European credits (ESAs)
- An internship must be a learning experience based on the predefined (personal) learning objectives and approved by the internship coordinator. The internship organisation cannot be a startup.
- Internships must take place under the supervision of an internship mentor and an internship teacher from IDE.
- The assessment of the internship is the responsibility of the IDE internship teacher and internship coordinator.

Master internship

- This internship is an elective course as part of the Master degree programme (2nd year students).
- The standard duration is 10 weeks but may be extended with holidays. It is our duty to protect students from a delay in their studies.
- An internship can take place in the Netherlands and abroad. We follow the travel advice of the Dutch Ministry of Foreign Affairs.
- A successfully completed internship is worth the equivalent of 15 European credits (ESAs).
- An internship must be a learning experience based on the predefined personal learning objectives and approved by the internship coordinator. An internship at a Yes!Delft startup company is negotiable.
- Internships must take place under the supervision of an internship mentor
- The assessment of the internship is the responsibility of the internship coordinator.

General points:

- Internships and graduation cannot be combined because the learning objectives are different.
- Internship agreements are signed by two parties, the internship company¹, and the intern; TU Delft is not a party to this.
- After approval, the internship vacancies are published on the board in the hall of the faculty of Industrial Design Engineering and on the IDE website, see [internship opportunities](#).

About the Faculty of Industrial Design Engineering (IDE)

“Matching the evolution of people with the revolution of technology”

This is the focus of the students, researchers and teachers working at the Faculty of Industrial Design Engineering. Delft designers act as a bridge between advancements in technology and the needs of people, organisations and society.

Having started out in the attic of Delft's School of Architecture in 1969, the faculty has grown to in size and in impact. With over 2,000 students and a 200-strong research team, the Faculty of Industrial Design Engineering is now one of the world's leading design schools. Affectionately referred to as IO (meaning Industrieel Ontwerpen), its reputation goes before it thanks to its strong links with business, public bodies and not for profits, as well as its 7,000 alumni, who bring their design skills to a wide range of sectors and disciplines on a daily basis.

The faculty has a strong sense of purpose. Delft designers are trained to approach design from the perspective of people, organisation, and technology, with sustainability and ethics becoming increasingly important considerations. The three research themes of health, mobility, and sustainability create new design knowledge and applications in these fields, as well as new tools and methods for designers the world over.

The Faculty of Industrial Design Engineering offers a three-year Bachelor's programme and three Master programmes; Design for Interaction, Integrated Product Design, and Strategic Product Design. Next to the three master programmes, the faculty also offers a specialisation Medisign, where the focus is on designing for the medical world.

Design for Interaction

The Design for Interaction (Dfi) Master's programme focuses on the ways in which people and products interact: how does a user understand, use, and experience a product? This raises the question of how designers can conceptualise products that are relevant to the user.

Integrated Product Design

The Integrated Product Design (IPD) Master's programme focuses on teaching how to design user-centered innovative products and product service combinations, based on a balance between the interests of users, business and societal challenges.

Strategic Product Design

The focus of the Strategic Product Design (SPD) Master's programme is on the business context of product and service design. The programme's emphasis is on translating a company's strategy and market opportunities into a strong product or service portfolio. SPD aims at maximising the impact of design on business and markets

The faculty's dean and alumnus Ena Voûte:

“Industrial designers are people who can imagine the possibilities of the future as conceivable, understandable and sometimes even tangible. Thanks to our powers of imagination and our strength in depicting new ideas, we are able to make the future more transparent for others, and help the world move forward. We help society to consciously shape the future.”

The IDE internship programme, learning goals, European credits, and duration

Programme in general

The internship is a non-compulsory component of the Industrial Design Engineering programme, in which students individually can become acquainted with the professional practice of industrial design. The student completes the internship on the basis of the personal learning objectives that are drawn up prior to the internship. An internship requires prior approval by the IDE internship coordinator in order for the student to earn European credits.

The internship is not a compulsory part of the IDE study programme, and cannot be compared with internships of the higher or secondary vocational education like HBO/MBO where the internship is mandatory and a supervisor from school comes to visit the internship company. IDE students arrange their internship independently and complete their internship independently. Only BSc interns are supervised by the TU Delft faculty internship teacher. If you need to contact the internship coordinator, please inform the student accordingly.

Internship and graduation are very different within our programme and have different goals, so we do not offer a graduation internship.

Learning objectives

During an internship, the student joins the company and does various types of work for the company in line with their learning goals. In a graduation project, the student works on a project independently and is allowed to make his / her own decisions about the approach and how to continue the project.

For the minor internship (BSc students) there are two main goals:

1. acquaintance with the daily practice of industrial design;
2. internship contributes to orienting on what the student wants to do after the bachelor, work or progress in a master's program /direction?

After completion of the master internship the student will have:

- seen how product development or related research takes place in a company (organization) or design studio;
- gained insight into future career possibilities and personal preferences;
- gained insight in the knowledge, skills and attitudes, necessary to be a successful MSc in IPD, Dfl or SPD.

If abroad:

- gained cultural knowledge;
- increased language skills.

Internships are education projects. This means that students should be treated as professional junior designers but with no guarantee that the expected results will be achieved. The reflections on the learning goals and insights are relevant for their study.

European Credits and duration

An Internship can be undertaken in the third year of the IDE BSc programme as a Minor for 30 European Credits or in the second year of the IDE MSc programme as an elective for 15 European Credits .

Each student must find an internship based on his/her own learning goals in relation to their IDE education.

The duration of both internship possibilities are:

- BSc minor internship: 18 week fulltime and starts usually in September or February.
- MSc master internship: 10 weeks fulltime (can be extended with holidays).

The start date depends on the student's schedule, but typically, students start internships in September or February. You can find more detailed (student) information about the internship on this website:

<https://www.tudelft.nl/en/student/faculties/ide/education/internship/>

Internship Opportunities

We post internship opportunities, after approval, on the internship opportunities website and the notice board in the main hall of the faculty. All IDE students have access to this website and notice board, and can get in touch with the relevant parties if they are interested.



Privacy data

TU Delft faculty IDE will publish your internship vacancy digitally on internship opportunities and physically at the faculty for four months. It is up to you to decide whether or not to include names or contact details of people like the internship mentor.

Your contact details will be stored in our administration system (Osiris Case) for educational purposes to which only the internship office employees have access. At the request of students we provide company names as a starting point in their search for an internship only. Names and contact details of internship mentors are not provided. Please make any objection known to the internship coordinator.

TU Delft is counting on you as internship provider to carefully handle private and sensitive data regarding students and TU Delft staff by acting in accordance with the applicable law, including the General Data Protection Regulation (GDPR).

Requirements for Companies

Based on the experiences and learning objectives of previous interns, we have set the following requirements for the participation of internship companies:

- The internship takes place at the company (in principle not a start-up) with more than five employees under the guidance of an internship mentor with, preferably a background in industrial design, who can coach the student. We believe it is important for students to be able to work with more people and to get acquainted with a company. Only master students can do an internship at a start-up company from Yes!Delft.
- We recommend small internship companies (without departments), including Yes!Delft startup companies, take no more than one student of the IDE department at the same time, because we want to stimulate personal development instead of working with students in a group. An internship for a student team is not approved as an internship.
- The intern has his/her own workstation with relevant appliances and software. Students are not permitted to use their own equipment or software provided by the University in the context of the degree programme within a commercial environment.
- The work consists of study-relevant tasks at scientific education level.
- Be aware that the student is not obliged to produce results for the the company because the purpose of the internship is give students practical experience based on the learning objectives set.

Internship agreement and explanation

IDE standard internship agreement

TU Delft advises students to complete an internship agreement including agreement issues as IP ownership and confidentiality. TU Delft IDE students will arrange the internship agreement themselves using a standard internship agreement. This model can be adjusted to your liking or you can use your own internship agreement taking in account the the set-up of IDE internships, as described in this document. If you have questions related to the internship agreement which the student is unable to answer, the student can contact support staff at the faculty for advice. For the avoidance of doubt: At TU Delft, faculty IDE a MSc graduation student is not considered an internship student. A specific MSc graduation agreement (model) is available for MSc graduation students.

Non EU / EER-students

For non-EU /EEA (European Economic Area) students a standard internship agreement (drawn up by Nuffic in consultation with the Dutch government.) is needed, in accordance with the rules of the Immigration and Naturalization Service (IND) and the Inspectorate SZW (Social Affairs and Employment).

The internship company can't apply a Work permit (called "TWV") for these interns. Only when the internship is relevant to the study the internship coordinator can also sign the Nuffic internship agreement (with additional IDE document) when the internship has been approved. If so, this means that the internship is relevant to the study and credits can be obtained. If the internship application is not approved, it is not relevant to the study. In this case the company can only offer the non EU/EEA student a (side) job instead of an internship and must then apply for a Work Permit (TWV); otherwise you may risk a fine if checked by Labour inspectorate. You can find the step-by-step plan "How do I hire an international student intern?" On the following website: <https://www.studyinholland.nl/dutch-education/doing-an-internship>

More information on this subject can be found below. IDE will only co-sign this agreement with the appendix "Explanation for entering into an internship agreement with an intern of the faculty of Industrial Design Engineering at TU Delft." The points correspond to the IDE Model (standard) Internship agreement.

Explanation IDE internship agreement

The Internship agreement is an agreement between the Intern and the Internship company. TU Delft is not a party so TU Delft will not sign the Internship agreement. An exception to this is a Nuffic agreement for a Non-EU/EEA student doing an internship in the Netherlands. Information and the aforementioned Nuffic agreement can be found at: <https://www.nuffic.nl/onderwerpen/wet-en-regelgeving-voor-internationale-studenten/>. Only with the IDE supplementary agreement (as mentioned in article 10 of the Nuffic agreement) will TU Delft sign the Nuffic agreement. The internship coordinator will provide this supplementary agreement at the intern's request. TU Delft regularly receives requests to sign internship agreements in order for organisations to receive funding. However as there is currently no funding available for academic internships at BSc or MSc level, this request will not be granted.

Please check the RVO website for the latest guidelines regarding internship funding: <https://www.rvo.nl/subsidies-regelingen/subsidieregeling-praktijkleren>.

IP and Results

Background IP of the internship company should remain the property of the internship company. IP on foreground information such as research, the design process and results the intern generates during the internship, can be transferred to the internship company by means of the internship agreement with the exception of the authorship on the internship report. In the event of a patent application on the work of the intern, according to Dutch law (article 12 Dutch Patent Act) and corresponding jurisprudence, the internship company is obliged to state the intern as (co)inventor in the application and pay the intern a reasonable financial bonus for loss of patent rights.

Internship agreement and explanation

Confidentiality

TU Delft policy does not allow a student to sign any penalty clauses. Please share confidential background information with the intern necessary for the internship only. In contrast with an IDE MSc graduating student an IDE intern is not obliged to share confidential background information with TU Delft employees involved or to have the report published. However, the intern will write one report for both the internship company and for TU Delft assessment. The TU Delft Internship teacher/coordinator assesses on reflection and insights the intern has accomplished during the internship. Internship companies are advised to check the report for confidential information.

One way around the issue of internship reports containing confidential background information is for the company to request that the intern puts all confidential background information in a confidential appendix and refer to this appendix in the report. Again in contrast with an IDE MSc graduating student the intern is allowed to pull detailed foreground information such as the research done - and results generated- out of the internship report in the confidential appendix as long as the report remains readable and the learning goals of the intern such as insights and reflections are addressed properly. If confidential information is incorporated into the report, for example in the case of confidential information being so entwined that the report is rendered unreadable without it, or cannot be assessed properly, please note that TU Delft employees are, through their Collective Labour Agreement of Dutch Universities art. 1.16, obliged to keep secret any information designated as such. Therefore a Non Disclosure Agreement for employees will not be accepted. Check this link for the latest version of said Labour Agreement:

https://www.vsnul.nl/en_GB/cao-universiteiten.html

The report will be stored for the legal retention period.

Publication

For students it is important they can show what they have done during their study for example in their portfolio, so make sure to agree on a publication with the Intern.



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Internship agreement and explanation

Costs

To pay the intern a financial compensation for the work is not obligatory however it is customary for internships at academic level to be compensated. Average amounts can be found at: <https://www.nationalevacaturebank.nl/carriere/Salaris/Hoeveel-stagevergoeding-kan-jij-krijgen>

Liability

Use of the internship results is at the risk of the internship company.

The Intern/TU Delft in no way warrant the correctness, completeness and/or authenticity of the Internship results.

Damage suffered by the intern: according to Dutch law (article 7:658 Civil Code) and corresponding jurisprudence the Internship provider is liable for any damage the intern suffers while carrying out internship activities. Exceptions: If the internship provider can demonstrate to have fulfilled the obligation to take measures and provide instructions for performing the work as is reasonably necessary to prevent that the intern suffers damage in the performance of his duties, or if the damage suffered is to a large extent the result of intent or deliberate recklessness of the intern. In these cases the internship company cannot be held liable. Damage caused by the intern: according to Dutch law (article 6:170 Civil Code) and corresponding jurisprudence the Internship company is liable for any damage caused by the Intern. Exception: If damage is to a large extent the result of intent or deliberate recklessness of the Intern, the Intern can be held liable. TU Delft will not accept any transfer of liability to the TU Delft or the intern. Internship companies are therefore strongly advised to have a liability insurance in place with adequate coverage. TU Delft advises Interns to have sufficient medical insurance and personal liability insurance.

Miscellaneous

The internship company should arrange a workspace, including hardware and software. Due to university user agreements interns are not permitted to use their own equipment and/or software provided by or via the university for commercial purposes. In an internship agreement a non-competition clause is not allowed as an intern is not an employer. Applicable law and competent court: the internship agreement should be subject to the law of the Netherlands. Disputes the parties are unable to resolve, can be submitted to the applicable court in The Hague.

Responsibilities and expectations

Internship coordinator

The TU Delft internship coordinator is the contact point for both students and companies/institutions that offer internship positions. The internship office provides information to the intern about doing an internship and is the point of contact for the internship company in case there are particularities. In general the internship coordinator does not contact the internship company.

Students

For students, this is often the first touch with practice. To stimulate the assertiveness of the student, he/she is expected to organize an internship place. The student is responsible to gain the learning goals as agreed with the internship coordinator to become European credits as part of the IDE studyprogramme. The TU Delft assumes that the student behaves professionally and will be responsible for performing the internship to the best of his/her ability and knowledge.

Internship

Only for the minor internship the students have an internship teacher teacher (IDE faculty) who remotely follows the intern's learning process and assesses the internship report substantively. In general the internship teacher does not contact the internship company.

Expectations of the internship mentor

The internship mentor is asked to offer help for the daily course of affairs. The intern can go to him /her with questions and is therefore actually the point of contact for both organisational and assignment related questions. The internship mentor also ensures that the intern is introduced to the organisation. Finally, the internship mentor assesses the internship at the end of the internship by filling in and sign the evaluation form offered by the intern.

Internship documents and assessment

Deliverables

The intern has to deliver the following documents to the internship teacher and/or coordinator:

- A progress form after 5 weeks internship;
- The Internship report (based on reflections of the learning goals).

This internship report is stored in the digital and physical archive to which only the internship coordinator has access ;

- the evaluation form filled in and signed by the internship mentor.

The intern is required to complete and sign the evaluation form by the company, this is also evidence for the internship coordinator that the internship has taken place. The faculty uses the data exclusively for internal educational purposes.

The internship will be evaluated between the internship coordinator and the intern based on the experiences and insights from the internship report.

Assessment

In case of the minor internship the faculty internship teacher will also assess the internship report and give feedback to the student and internship coordinator. The advice and assessment of the internship mentor as written in the company evaluationform, are provided information discussed during the evaluation between student and internship coordinator (is not a part of the assessment).. After the evaluation meeting the internship coordinator will enter the result in the education grading system. The company's opinions written in the evaluation form will be taken into account.

