

## Information flyer for internship companies – Faculty of Applied Sciences

The Industrial Internship is a compulsory course of 3 months in all Master's programmes at the Faculty of Applied Sciences: Life Science & Technology, Applied Physics, Chemical Engineering and Nanobiology. The goal of the internship is to use academic knowledge and skills, acquired in the degree course and to become familiar with a professional and technical working environment.

### Internship vacancy

Do you have an internship vacancy you would like to share with our students? Please carefully read this flyer to see if the internship you would like to offer complies with our criteria. If so, please download the '[Internship Project Offer form](#)'.

If you have any questions, or want to submit the form, please don't hesitate to contact [InternshipOffice-TNW@tudelft.nl](mailto:InternshipOffice-TNW@tudelft.nl).

### Content of the internship

During the industrial internship the student is expected to get to know the organization. Students need to make time to get acquainted with other departments within the organization and interview, for example, a number of people in different parts of the organization.

During the internship, the student should acquire skills on the following topics:

1. Performance: productivity, independence, practical skills, theoretical knowledge, creative thinking, time management
2. Communication: reporting, presentation, interpersonal
3. Competences: motivation & enthusiasm, critical attitude, taking initiative

*"We are very happy with the input and skills of our intern from TU Delft. We believe that the knowledge level and technical skills of master students of Applied Physics from TU Delft match the requirements for a research position in the financial markets"*  
*Duyfken Trading Knowledge B.V.*

Each Master's programme has setup a few programme specific criteria for the Industrial Internship. You can find the detailed descriptions per programme: [Applied Physics](#), [Chemical Engineering](#), [Life Science & Technology](#) and [Nanobiology](#).

### Supervision & approval of the Internship project

The industrial internship is guided by an external (company) supervisor and an internal (TU Delft) supervisor.

*"Our experience is that the students are very good in developing new methods on pattern recognition in a short time, and make a usable proof of concept."*  
*Nederlands Forensisch Instituut*

The company supervisor is responsible for the day-to-day supervision. Furthermore he/she is expected to be able to supervise and judge the student at an academic level.

The TU Delft examiner is part of the permanent scientific staff, i.e. Professor, Assistant Professor or Associate Professor. He/she is responsible for approving the content of the internship and will monitor the progress of the student 2-3 times during the internship.

### Contracts & confidentiality agreements

A Non-Disclosure Agreement or an Internship Agreement can be agreed upon between the company and the student or between the company, the student and TU Delft.

In case TU Delft is also a party to the agreement, only TU Delft's authorised representatives are allowed to sign such agreements. In most cases this will be the dean of the faculty. TU examiners are not TU Delft authorised representatives and therefore not allowed to sign any contracts for TU Delft.

It's TU Delft's policy not to sign any contracts containing penalty clauses. The same advice is given to our students (see [Contract and NDA guidelines for our students](#)). TU Delft puts more faith in values like responsibility, integrity and trust than in the threat of penalties.



## **Confidentiality**

If a company asks for confidentiality, the University will respect this confidentiality; we are well accustomed to treating not only our own research but also that of our industrial partners with the necessary care and caution.

When requiring students (and the TU Delft) to sign confidentiality obligations, we ask you to clearly indicate to them which information is confidential and which is not, and also how long the confidentiality obligations last. Therefore any information, intellectual property or samples which are disclosed to the student during and for purpose of the internship should be clearly marked or otherwise identified as "Confidential" or "Proprietary Information".

When the nature of the project requires, you may also want (all or part of) the information and intellectual property the student generates during the internship (including the internship report(s)) to be treated as company confidential or proprietary information. This should be communicated clearly to the student and to the TU Delft examiner. For this reason a company has the right to censor the internship report(s) and request the deletion of its confidential and proprietary information as long as the report maintains an overview of the proceedings of the project.

However, it is important to realize that the TU Delft examiner still has to be able to evaluate the internship on the basis of the report. Without a report, the student will not receive a mark. The Internship Office stores all reports in a secure place and will not make them publicly available.

Should this happen, the internship provider should communicate clearly to the student and to the TU Delft if the final and already censored internship report should still be treated confidentially or not.

The obligation to keep the company's confidential or proprietary information confidential should also be limited in time. A limited duration of 3 or 5 years after the end of the internship is perceived as reasonable.

In addition and if desired, an additional written statement signed by the Dean, confirming that the Faculty of Applied Sciences will observe confidentiality with regard to the project and the report can be made.

## **Intellectual Property**

Ownership in any information, results or intellectual property that a student generates is directly transferred to the internship provider. The student is entitled to own any copyright protected report(s) it creates. The company is entitled to a royalty free license to copy and/or to publish the report(s) or parts of it.

In case a student (co-)invents a possible patentable invention, it is reasonable if he/she is named as (co-)inventor on any resulting patent application or patent.

## **Liability**

The company cannot evade legal liability by transferring it to the student or to the university.

The party on whose premises work is carried out (Section 7:658(4) of the Netherlands Civil Code) not only directs the work but also determines the conditions under which it is carried out. This means that, by operation of law, it is there that the responsibility and therefore the liability ultimately rests. TU Delft or the student cannot take on this liability (as it goes beyond statutory provisions).

In case a company uses or applies any result obtained from an internship or if a company lets a third party use or exploit such result, the company shall indemnify the student and the TU Delft against claims from third parties due to any damage arising from the use or exploitation of such results by or through the company.



### Assessment criteria

The mark for the internship is awarded by the company supervisor and TU examiner. The mark is based on a series of criteria (see [grading scheme](#)), including an individual report, explaining the internship project, approach and outcome.

The final mark is build up by 2/3 mark of the company supervisor and 1/3 mark of the TU supervisor.

### Assessment procedure

Two weeks before the end of the internship the supervisors will receive a link to the Industrial Internship assessment form. The assessment by the company supervisor usually takes place during the last week of the internship period at the company. It is important that all criteria on the assessment form are assessed and any additional feedback is indicated in the remarks section, so the TU examiner and Exam Committee can understand how the mark was established. After finalizing the assessment form, please make sure to print, sign, scan and email the form to both TU Delft examiner and Internship Office TNW.

The assessment by the TU examiner will take place in a separate meeting with the student, within two weeks after the internship has been finalized. After finalizing the assessment form, the TU supervisor needs to submit the form at the Internship Office TNW.

The mark will be registered after the assessment forms have been submitted by the company supervisor and TU Delft examiner and the student has submitted the scientific internship report and experience report.

### International students & work permit

Please keep in mind that there are a lot of international students at our faculty, especially in the master's programme Chemical Engineering.

It is not required for non-EU students to have a work permit, because the internship is a compulsory course within the master's programme. Please check the [Nuffic website](#) for more information.

