

## Student \_\_\_\_\_

Will the report be used (totally or partially) in your Master Thesis? YES NO

Estimated amount of hours:

E-mail Company Supervisor:

Other section (specify):

## Conditions [Cohort 2016 and later, contact module manager for other cohorts]

### Requirements

- An external project or Internship is an elective/additional course of the TPM Master program in a professional environment outside the University, supervised by two supervisors, one external and one affiliated to TPM.
- The internship is a research instance in your Masters. Whereas you might receive compensation for it, it might not necessarily be so.
- MoT and EPA students are permitted to do the external project instead of the Elective Courses. CoSEM students are permitted to do the external project as Track electives (in which case the subject must be related to the Track) or as part of their free electives.
- The TPM supervisor must have been appointed as examiner by the Board of Examiners. Please, confirm that this is the case.
- Authorization of the MSc programme by the Board of Examiners is required before starting the Internship (see *Procedure*)
- The internship must be approved by the Internship Coordinator Juan M. Durán (j.m.duran@tudelft.nl)
- The internship must be approved before 50% completion.
- The minimum amount of hours for the Internship is 280 hours. The student and the supervisors agree on the distribution of these hours.
- All signatures must be hand-written or digital signatures. Please note that writing down the supervisors' name will not be accepted as a signature.
- TPM supervisor must be different from the Masters' supervisor.
- If your Master is co-sponsored by a company, the company supervisor must be different from the company internship supervisor.
- If you believe that there might be any incompatibilities between the internship and your studies, please get in touch with the internship coordinator before submitting the initiation form.
- If you have to change supervisors (TPM or Company) during the internship, please contact the Internship Coordinator Juan M. Durán (j.m.duran@tudelft.nl)

### Educational goals

- To get familiar with TPM practices by working in a professional environment,
- To apply the knowledge you learned from the university to a practical problem,
- To deal with complex issues both systematically and creatively
- To develop professional aptitudes, preferably working in a multi-disciplinary team

### Characteristics of the internship

- The work is done in a professional environment, such as a company or an authority (e.g., an NGO, a governmental agency, etc.) outside the university,
- The external supervisor and the MoT/EPA/CoSEM/TIL lecturer are known and committed,
- The student is registered as a Masters student during the duration of the Internship,
- The work contains research on a MoT/EPA/CoSEM/TIL-relevant subject and/or design of a MoT/EPA/CoSEM/TIL-relevant object,
- The work has a clear design and/or engineering component(s),
- The focus should be on socio-technical system design of preferably large-scale technological systems,
- Problems should deal with a multi-actor environment.

### Deliverable

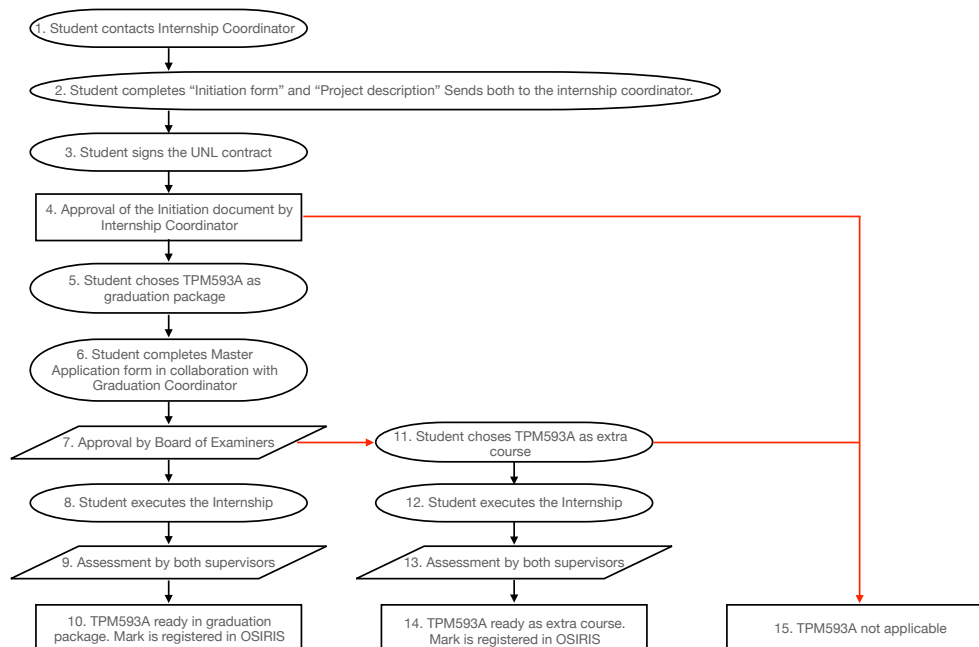
- The deliverable(s) for the Internship must be at least a scientifically written report. The structure of the report and the argumentation should be perspicuous.
- Whereas other deliverables might have been agreed upon with the supervisors, the approval of the Internship requires the approval of the report by both supervisors.
- The report must include:
  1. a problem definition and analysis,
  2. a description of the performed activities,
  3. the findings,
  4. the conclusions,
  5. the recommendations and a personal reflection.

### Assessment

- Both supervisors must assess the report following the rubrics provided.
- Both supervisors must complete the “Assessment form”
- In case of exceptional differences in assessment results, the Internship Coordinator will align both assessments.

## Procedure

The flow-sheet below depicts the actions and decisions that are required to successfully complete the Internship.



The first step is to contact the Internship Coordinator (1) who will provide a template of the Initiation and Definition form (this document). After completion by the student (2), the form together with the project proposal need to be returned to the Internship Coordinator. Following this step, (3) the student must sign “Internship Agreement for Academic Education” contract (UNL contract). For this, contact Joost Groot Kormelink <J.B.J.GrootKormelink@tudelft.nl>. You can submit this document before having the Initiation and Definition form ready. However, the internship will only be approved when all the documents have been sent to j.m.duran@tudelft.nl. Once the contract is signed, (4) the student will receive the final approval (see section *Requirements*).

The second step is to get the “Master Specialisation and Elective courses”/”Master Electives Package and Track Electives” Form approved by the Board of Examiners (7). The Graduation Coordinator will assist (5 and 6). The approved Definition document by the Internship Coordinator is a mandatory supplement to the Graduation Package form. Only after approval by the Board of Examiners, the student is allowed to execute the Internship (8). Both supervisors will assess the final report following the assessment form (9). This will determine the final mark registered in OSIRIS (10).

After approval of the Initiation document, the student may choose to do the Internship as an extra course apart from his Graduation Package. This may be an explicit choice of the student (5) or an alternative route (11) after the refusal of the Board of Examiners. Before execution of the Internship, the availability of TPM supervisor needs to be confirmed.

For the Internship to be approved, the following documents must be submitted to the Internship Coordinator Dr. Juan M. Durán <j.m.duran@tudelft.nl>:

1. The Initiation and Definition Form (this document)
2. The Research Project Description (either PDF or .DOCX)
3. Internship Agreement for Academic Education (contact Joost Groot Kormelink)

## Signatures

Herewith, I declare that I have read and accept the **Conditions and Procedures** of the Internship. I also confirm that my Internship complies with the conditions laid out here. Please send this document to the Internship Coordinator Dr. Juan M. Durán <j.m.duran@tudelft.nl>

*Student* \_\_\_\_\_

Student Signature:

Date:

I have read and accept the conditions for the Internship:

**IMPORTANT: To receive the 10EC, you need to complete 280 hours of internship. Although a longer internship might be allowed, it might negatively impact your studies. Be advised that you cannot apply for financial aid resulting from delays in your studies. The hours invested in the internship are your own decision. I understand and accept this:**

*Company Supervisor* \_\_\_\_\_

Company Supervisor Signature:

Date:

Company Supervisor: I confirm that I am NOT the Masters Supervisor of this student

*TPM Supervisor* \_\_\_\_\_

TPM Supervisor Signature:

Date:

TPM Supervisor: I confirm that I am NOT the Masters Supervisor of this student

**For the Internship Coordinator only**

Internship Coordinator Signature:

Date: