



## Guidelines for Project Providers TU Delft minor 'International Entrepreneurship and Development' 2024

### What the Minor is about

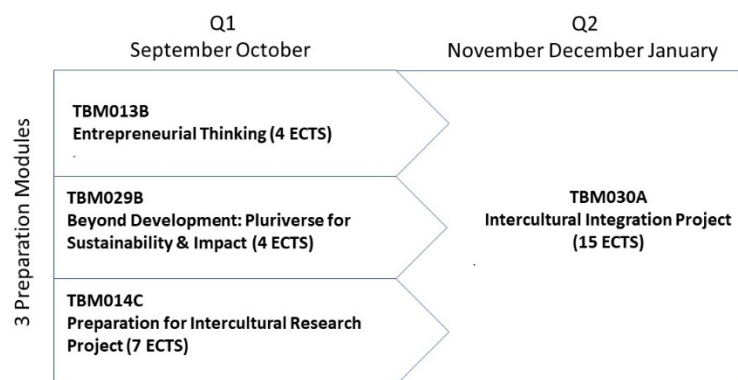
The Delft Centre for Entrepreneurship (DCE), the entrepreneurship teaching hub of the Delft University of Technology, offers a minor education program titled 'International Entrepreneurship and Development.' Each year, teams of third-year bachelor students are selected to go abroad to work on a technology-based entrepreneurship assignment addressing global challenges proposed by institutions such as yours related to one or more of the UN Sustainable Development Goals (SDGs).

This minor programme has been designed to allow students to practice and reflect on the theories and skills they have learned in the classroom through a practical three-month field assignment hosted by institutions like yours in the Global South. The learning focus during the project is applying entrepreneurial and project management skills within a challenge-based experiential learning context.

This document aims to inform potential project providers about the program, its requirements, the process of proposing a project or challenge, what can be expected to host a student team, and briefly highlight what is new for the 2024 edition of the minor. In addition, safety and security rules are outlined, and (a link to) the TU Delft code of conduct, which you are requested to follow, is included.

The minor consists of two building blocks: from September to October, students will have three theory-based courses at TU Delft, during which they will prepare their project work. The courses will focus on project management, project research and design, finance, fundraising, cultural awareness, risk and safety, entrepreneurial thinking, intercultural management, decolonisation & intersectionality, sustainability, and impact assessment.

During the second block, starting at the beginning of November, students pack up their lives in Delft and travel to the country where your project is located to put their hands on work to execute the project together with you. The second block runs until the end of January (with a two-week break over Christmas).



International Entrepreneurship and Development Minor:  
WM-MI-101



## What can this program offer you?

You will benefit from the students' innovative insights and practice. They will dedicate at least eight weeks to your project, bringing in diverse backgrounds and competencies, the insights they gained during theoretical courses at TU Delft, and high intrinsic motivation. Through the guidance and supervision of the academic advisors, your project will benefit from the latest insights on technology-based entrepreneurship, among others. Additionally, you will become part of the Minor network, which comprises diverse institutions (e.g., startups, NGOs, governments, funding agencies, and higher education institutions).

## What is expected from you?

It is paramount that you dedicate time to providing information, advice, and support to make the best use of the students' time and achieve the projects' goals. During the first block, you can expect a time commitment of about 2 hours per week through an online meeting and/or answering emails from the students.

During the second block, when students work with you on-site, someone from your organisation should be available to support them during regular office hours. Regarding time commitment, the students will probably request up to two weekly progress and planning meetings, i.e. two to four hours of your time. Given the relatively short time the students will be on-site, the project or challenge should be scoped to be achievable in approximately eight weeks. Ten weeks are available, but the first and last weeks are for the projects' initial embedding and closing phases.

Bear in mind that during the first block of the minor, each project team is expected to set the project scope and agree on meeting plans with the local host organisation, considering the project's needs and people's availability.

## Team size and composition

Teams are usually formed of four students from diverse backgrounds, though this may vary slightly. At least one person within each team will have a technical background, such as industrial design, civil, or mechanical engineering. In setting up the student teams, we will try to match your needs with the students' skills, competencies, and backgrounds as best as possible.

## Project supervision and coaching

Along with you as the local supervisor and the additional support your organisation may provide, each student team is assigned a TU Delft project coach and an academic supervisor. A faculty member from the Delft Centre for Entrepreneurship can fulfil both roles. However, in some projects, a master's student familiar with the project, technology, or country will take on the coaching role under the guidance of an academic supervisor.

More info about the minor can be found:

<https://www.tudelft.nl/en/tpm/education/minors/international-entrepreneurship-development/>

## What were the projects like in previous years?

If you want to know more about the projects from previous years, please check previous years' projects. Short video summaries of previous IED projects can be found on the DCE YouTube channel. <https://www.youtube.com/channel/UC9Nw0yOPx4txuly7zRDYcmw>



## How do I propose my student challenge or project?

Please complete the online application form below before Monday, June 10th, 2024. If you plan to submit multiple student projects or challenges, please use a separate form for each.

<https://forms.office.com/e/fktR56jMX0>

Gathering the challenge description data helps us select the projects that best match the IED programme's educational requirements and the backgrounds and interests of the enrolled students.

### General criteria for project proposals

When developing a student project, the wishes and expectations of your organisation, the participating students, and the TU Delft academic coaches should be considered and aligned.

The following general criteria were set to assist in framing IED project assignments.

1. An entrepreneurship element is an element involved in "solving" the challenge or problem.
2. A technology component is ideal but should not require significant software development for the project to succeed.
3. It aims to tackle global challenges and lead to a positive environmental or social impact from a development perspective.
4. You (or a close representative from your organisation) speak decent English or Dutch.
5. You (or a close representative from your organisation) are on-site to welcome the teams, provide local knowledge, and have some time (not full-time!) available to support the students during the project's duration.
6. Ideally, projects occur in a country with HDI < 0,75. Exceptions to this criterion can be made if the project has a pro-poor focus.
7. Fieldwork. Students should spend considerable time 'getting out of the building' and interacting with users, customers, and other stakeholders.
8. The project proposal should be scoped so that student teams can finish the project with eight weeks of work on-site at the project's location.
9. UNDER SPECIFIC SAFETY CRITERIA, the TU Delft Executive Board has allowed internships, theses, research projects, and fieldwork abroad. Students can travel to green—and yellow-coded countries. TU Delft does not allow travel to orange and red-coded countries because these colours refer to severe safety risks. TU Delft's policy is based on the travel advice from the Ministry of Foreign Affairs, which can be found [here](#).



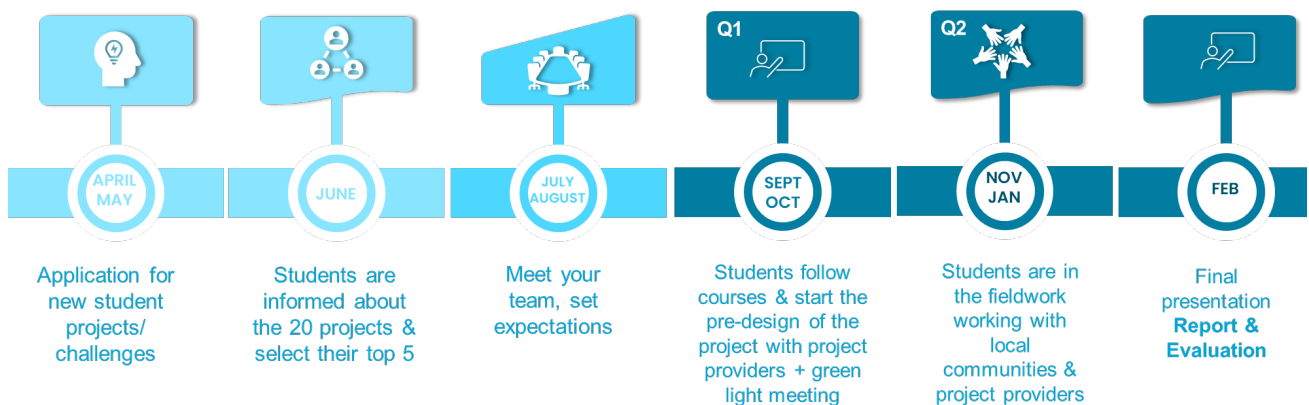
10. Travel and subsistence costs: The students are responsible for covering international travel, accommodation, and other subsistence expenses. In the 2024 project proposal application form, you are asked to estimate local daily costs so students can budget accordingly.
11. Project Finance: Students will develop a plan to finance the project together with you for project-related costs, like prototypes or local transportation, during block 1 (Q1: September – October). Considerable options include your budget, third-party grants, sponsorship, and crowdfunding.

### When will I know if my project is selected?

After June 10th, when all project proposals have been received, the IED coordination team will evaluate all proposals based on the information in the application form. We will email you the outcome during the first two weeks of July.

### What is the timeline?

The timeline for the minor is as follows:



### How are students allocated to my project?

The Delft coordination team will allocate students to projects matching students' preferences and the skills, academic backgrounds, and needs you have. Usually, teams comprise four students, but occasionally, a team may have to be one student, more or less.

### What if my project proposal is not selected?

The coordination team will give short feedback on why your project was not selected this year, and we encourage you to propose a project again in 2025.

### When will the minor start?

The students return to TU Delft after the summer holidays on Monday, September 2nd. The three IED Q1 classes will begin immediately and run until Friday, October 25<sup>th</sup>. After this date, student teams can travel to their project. The exact arrival and departure dates are for each student team to agree with you and the TU Delft project coach.

### When can I expect student teams to arrive?



Usually, they aim to be with you before November 10th. Each student team must agree on the exact arrival and departure dates with you and the TU Delft project coach.

### When can I be expected to be first contacted by the student team?

Students will be given your email address (provided in the application form, so please ensure this is for the right person). We ask the teams to send an introductory email. It is up to the student teams and you to arrange an online meeting before the minor starts in the first week of September. A meeting before the minor officially starts on September 4th is not mandatory but recommended.

### How long will the student teams work on my project?

The student teams will arrive between October 30th and November 10th. They will then have around eight weeks to work on your project, not including a two-week break over the Christmas holiday period. Teams might be in the country for one or two weeks longer, but from the experience of previous editions, you should scope the work based on an expectation of eight weeks dedicated to their project.

### When will the student teams leave?

Students will hold a closure meeting and return to the Netherlands sometime in the week commencing January 22nd. The closure meeting and departure dates are for each student team to agree with you abroad and the TU Delft project coach. The student teams must present their projects at TU Delft on Thursday, February 1st, and hand in their final reports before Monday, February 5th.

### Project Changes

In consultation, your initial assignment can be changed along the way. This means the students and local and academic coach should agree on any substantial changes to the assigned project, outputs, deliverables, or scope.

### Expectations of Students and Yours and Academic Advisors

What can be expected from the students and coaches at Delft and from you? The expectations should be discussed in the first meetings early in Q1.

#### The students are expected to:

- Act as good TU Delft ambassadors, not only during working hours but also in leisure time. They should always behave professionally as outlined in the code of conduct.
- Show leadership as a team and take the initiative in developing, planning, and monitoring the project regarding objectives, activities, timelines, milestones, and deliverables.
- Reach an agreement with you on the project work and its planning (also on when to have leisure time and inform you when leaving the project site).
- Be upfront and transparent about the financial aspects of the project with you before and during the execution of the project.
- Initiate three external expert meetings during the preparation phase in the Netherlands to gather the knowledge needed for the project execution.
- Communicate effectively to discuss and align your expectations.
- Show adaptive behaviour when contingencies occur during the program. If necessary, the students should not hesitate to consult with you.



- Contribute to sustainable development. To achieve this, students take a long-term perspective on the project.

**You, as a project provider, are expected to:**

- Adhere to the code of conduct as drafted by the TU Delft.
- Help shape the project assignment and assist students through the process
- Offer local advice and expert guidance to assist the students in delivering outputs within the project time frame.
- Be upfront and transparent about the financial aspects of the project with the student teams before and during the execution of the project.
- Play an advisory role in arranging proper housing for the students, helping them get around, and monitoring their well-being (which could result in helping with practical issues).
- Be aware that the students should take ownership of the project while meeting your expectations.
- Can speak Dutch or English with the student teams. Or there is another person in the organisation who can.

**The TU Delft academic supervisor (or coach) is expected to:**

- Adhere to the code of conduct as drafted by the TU Delft.
- Help shape the project assignment by monitoring and coaching the students.
- Coordinate the project supervision in close cooperation with you.
- Play an advisory role in the project's financial management.
- Evaluate and grade the students' final report.

## Safety and Security

Kindly consider the policy regulations below when offering our students a project assignment.

1. The students participate in a safety and security workshop and make a contextualised safety and security plan for their project abroad, which needs to be approved by the TU Delft safety department before departure.
2. The students share the safety and security plan with you, the academic supervisor, or the coach. The safety and security plans and don'ts agreed upon as a group are listed to mitigate potential safety and security risks. The students are encouraged to develop a reflective attitude towards risk.
3. TU Delft provides travel insurance to the students. The insurance covers risks and hazards while working on their challenge, such as constructing prototypes or conducting field research. Your organisation has no liability for any safety or security risks concerning the project but should advise the students to manage a safe and secure working and living environment as much as possible.
4. TU Delft's travel insurance does not cover the holidays. The students arrange their own health and travel insurance for the holiday period. The students consult the local authorities on safety and security risks.



5. Local transport is the responsibility of the students. They should take proper safety and security measures and choose safe and secure modes of transportation. You should advise the students when they are consulted about this by the students.

### Code of Conduct

The Code of Conduct is meant to help staff, students, and guests act according to our values, even in complex situations. The code outlines our core values: Diversity, Integrity, Respect, Engagement, Courage, and Trust (DIRECT). It also contains the TU Delft Integrity statement, which provides the rules of conduct that everyone is expected to adhere to and explains the areas of responsibility of staff, students, guests, and TU Delft as an organisation.

Please make sure to read about the code of conduct via this link:

<https://www.tudelft.nl/en/2020/tu-delft/new-tu-delft-code-of-conduct/>

In the project proposal application form, we will ask you to agree to adhere to the TU Delft code of conduct.

If you have any questions, please get in touch with the IED coordinator, Gareth Wakeling([g.m.wakeling@tudelft.nl](mailto:g.m.wakeling@tudelft.nl)), or the primary TU Delft contact for your project,