



Master Label Programme

Students Handbook

Benelux Master Label 2018 – 2019

Delft Center for Entrepreneurship

Climate-KIC Benelux
Padualaan 8,
3584 CH Utrecht
The Netherlands

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KEY LABEL PROGRAMME CONTACTS

NAME	ROLE	CONTACT
Dr Hanieh Khodaie	TU Delft Delft Centre for Entrepreneurship (DCE) Climate-KIC Label Coordinator DCE	H.Khodaie@tudelft.nl
Dr. Victor Scholten	TU Delft Delft Centre for Entrepreneurship (DCE) Climate-KIC Label Coordinator DCE	V.E.Scholten@tudelft.nl
Rachel Kievit	TU Delft Delft Centre for Entrepreneurship (DCE) Climate-KIC Mobility Finance	R.A.Kievit-Brinkman@tudelft.nl
Gareth Wakeling	Education Manager, Climate-KIC Benelux	gareth.wakeling@climate-kic.org
Inez Westermann	Education Lead, Climate-KIC Benelux	inez.westermann@climate-kic.org

Other Communication Channels

FACEBOOK

Climate-KIC Master Label Network

<https://www.facebook.com/Climate.KIC.Netherlands/>



INTRODUCTION

What is the Master Label Programme?

The Climate-KIC Master Label programme aims to support the talents of tomorrow to develop the knowledge, skills and connections they need to become effective and inspired change agents in the field of climate innovation. The programme strives to deliver excellent climate and entrepreneurial education with a strong focus on innovation skills and challenge based real-life problem solving.

As a Climate-KIC Master Label student, you will:

- Discover how cutting-edge climate change science is being transformed into new products and services
- Examine market drivers of climate innovation, including policy, legal and financial incentives and constraints
- Benefit from an unprecedented, active and influential network of climate entrepreneurs, business, regional government and academic institutions
- Explore the potential for launching your own start-up business venture with support from our business coaches and our pre-incubation programme.



YOUR CLIMATE-KIC MASTER LABEL MISSION

SHOULD YOU CHOSE TO ACCEPT IT...

To obtain the Climate-KIC Master Label certificate you will have to meet the following **5 requirements** before you graduate from your Masters programme:

- **R.1 | The Journey.**

Participate in The Journey, our climate innovation summer school (6 ECTS) where you can test entrepreneurial ideas, develop your skills and meet other inspiring change makers from all over Europe as you work to come up with solutions to real world challenges set either by our Climate-KIC partners or determined by your own motivation and passion.

- **R.2 | Spark Lectures.**

Attend 5 (or more!)

Participate in at least 5 Sparks, our series of inspirational network events and talks.

- **R.3 | Complementary Courses**

12 ECTS

Attend complementary courses in climate innovation or entrepreneurship worth a minimum of 12 ECTS credits. These courses are chosen from the electives included in your core study programme or with permission can be taken at other universities. The complementary courses should be recorded on your academic transcript.

- **R.4.1 | International Mobility outside NL**

15 ECTS or 3 Months

Engage, explore and expand your passion for climate innovation through funded international study, thesis research or internship outside the Netherlands. You will write a short report about your mobility.

*****Note 1 ***** This can be completed as a standalone action, or can combined with your Internship Mobility or Thesis research.

Internship Mobility.

*****Note 2*** International students already studying outside their home country may be exempt from this requirement. See details below.**

- **R.4.2 | Internship Mobility with an organisation outside your university**

15 ECTS or 3 Months.

Gain valuable work experience and connections with a climate innovation focused organization / organisation outside your university through either an internship OR writing your thesis in partnership with them. You will write a short report about your mobility.

*****Note.***** This can be completed as a standalone requirement, or can combined with your International Mobility or Thesis research.

- **R.5 | Climate Innovation related Master Thesis + Thesis Summary Report**

30 ECTS

Write your Master thesis on a topic related to climate change & entrepreneurship. After your thesis is accepted by your academic supervisor you will also write a short thesis summary report to examine the potential impact of your thesis research from the perspective of climate innovation.

---THE DEADLINE---

All 5 requirements must be met before you receive the EIT Master Label Certificate



R1 | THE JOURNEY

5 Week Climate Innovation Summer School

www.journey.climate-kic.org

What is The Journey?

The Journey is the world's largest climate innovation summer school. It invites students and professionals from all over the world to come together for an intensive 4-week programme travelling across 2 locations in teams focused on diving to real world climate challenges in order to generate innovative solutions.

As label student, you are guaranteed a seat.

What is the Label Student requirement?

That you participate in a full Journey.

It's a chance to...

- **Join** an international group of like-minded people from a range of academic and professional backgrounds.
- **Explore** climate change in its scientific, environmental, political, social and economic contexts.
- **Receive input** from the brightest minds in the climate change field, located in the best academic institutions across Europe.
- **Be inspired** by entrepreneurs and innovators who are already putting their ideas into practice.
- **Work** in multidisciplinary teams supported by coaches to develop and pitch entrepreneurial ideas as potential business ventures.

Documentation of Completion

DONE	DOCUMENT	NOTES
	N/A	The Journey Coordination team will log your participation and notify Utrecht University when you complete the full programme.



Timeline & Process

- **January/February 2019 | SCHEDULE ANNOUNCEMENT & PREFERENCE**
The 2019 Journey Schedule is announced. You will be asked to provide some personal details required for organising the programme including which dates you prefer to travel.
- **Mid-late April 2019 | CONFIRMATION & PREPARATION**
You will receive an email from the Journey team indicating when and where your Journey will be. They will send you a link inviting you to join the online Journey platform to meet your fellow Journey travellers and begin your preparations.
- **June 2019 | PRE-JOURNEY WEBINAR**
All Journeys will host a webinar to give you further information about your specific Journey and facilitate a Q&A session. It is compulsory for you to attend.
- **July / August 2019 | ON THE ROAD**
The Journey is in full swing across four-week time blocks; (i) Early July to Early August or (ii) Late July to Late August.

Things to Keep in Mind

- **Programme Costs & Travel.** For Label students, the core costs (tuition, materials, accommodation, internal travel between locations) of The Journey programme is free of charge. However, you need to organise and pay for your travel from your home country to the first Journey location, and from the last Journey location back home.
- **Food.** On most programme days breakfast and lunch are provided. On some evenings, a networking dinner will be organised. Other evenings and at the weekend you must buy and organize your own food.
- **Timing.** Most students go on the Journey between their 2nd and 3rd semester. If possible, we advise this.
- **Coordination & More Info.** The Journey is coordinated by a separate Climate-KIC team who work with local partners to manage all the planning and logistics. The local Climate-KIC Label team will try and support you in any way they can with Journey related questions, however the Journey coordination team should be your first point of call.
- **ECTS.** In some study programmes it is a possibility to claim 6 ECTS credits for your time on the Journey. Please contact your university Label coordinator to check if this is possible within your master programme or track.

A Few Steps to Get Ahead of the Game

- Google the Journey 2018 video to get inspired.
- Look at the schedule for your summer and see where The Journey can fit.
- Begin creating a travel budget to get you to and from the start and end locations.



R2 | SPARKS

INSPIRING TALKS & SITE VISITS

What are Sparks?

Our Spark are a series inspirational learning and networking events with climate innovators, entrepreneurs and thought-leaders. They are also a great opportunity for you to get to know your fellow label students from different master programmes and universities.

These can be anything from lectures by visiting professors and industry specialists, to workshops, conferences, site visits and many other events planned and organised by our partner universities and Climate-KIC Benelux.

What is the Label Student requirement?

You must attend a total of 5 Sparks.

Note. You can attend more than 5 if you wish.

It's a chance to...

- **Enhance your understanding** of climate change challenges and climate innovation.
- **Develop your relationships and networks** with both your fellow Master Label students and with the wider Climate-KIC network.

Things to Keep in Mind

At least 2 of the 5 events you attend must be official Climate-KIC Sparks.

Additionally, you can choose from the following options for the remaining 3 events (maximum 2 of the same):

- Other Climate-KIC organised events, such as Climathon, selected entrepreneurship and partner events (by invitation only).
- Watch online Spark Lectures from all over Europe at www.learning.climate-kic.org.
- Ask your Label coordinator to accept other relevant climate, innovation or entrepreneurship events that you find interesting as a Spark! Lecture.

For any event that is not directly organized by the Climate-KIC Master Label (meaning; you did not sign a Climate-KIC participant list) you must write a short report (½ page) about your reflections on the topic and what you got out of it and send it to the Label coordinator.

Documentation of Completion

DOCUMENT	NOTES
Official Spark Lecture: Signed Participant List	Your attendance must be verified by signing the participant list.
Other valid external Spark Event: ½ A4 Page Learning Report	For external Sparks, you must write a short report (½ page) about your reflections on the topic and what you got out of it and send it to the Label coordinator. This is



not necessary if you attended and signed-in to an official Climate-KIC organised Spark or other event.

	SPARK 1	SPARK 2	SPARK 3	SPARK 4	SPARK 5
DONE					

Timeline & Communications

- **Rhythm.** Official Spark Lectures are hosted events happen **approximately every two months** (Feb; April, June, October, December)
- **Communication.** There are two main ways Spark Lectures are communicated:
 - **Via Email.** As a Master Label student, you will be invited to all Spark events by email.
 - **[Climate-KIC Master Label Facebook Group](#).** Links to the official Spark Lectures will be posted in the Climate-KIC Nordic Alumni Network Facebook Group. Here you can also share interesting events with your fellow students, so keep an eye out for last-minute popups.
- **Sign Up.** If you would like to attend a Spark Lecture please sign up via the Eventbrite link for the event sent by email or on Facebook.

A Few Steps to Get Ahead of the Game

- Have a think about Climate Innovation topics you may want to propose as a Spark
- Take a look at the online library of Spark Lectures above.

R3 | COMPLEMENTARY COURSES

DEVELOP KNOWLEDGE BEYOND YOUR FIELD

What are Complementary Courses?

Complementary courses are elective course in either climate sciences, climate innovation or entrepreneurship that complement and balance the knowledge and skills you are gaining through your main Master's studies.

What is the Label Student requirement?

That you complete complementary courses worth a minimum of 12 ECTS in total.

Note. The Journey cannot count towards the complementary courses, as it is another separate Label-activity.

It's a chance to...

- **Explore** topics and field of study that are outside your normal field of focus.
- **Develop** an interdisciplinary knowledge base and skill set vital to working collaboratively in the climate innovation domain.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Email notification of Courses you are enrolled in.	Please email and inform the Label Coordination team of the complementary courses you are enrolled in.
	Submit a copy of your final academic transcripts	All complementary courses must show up on your academic transcript and be completed before you graduate from your master's programme.

Timeline & Process

- You sign up for 12 ECTS of complementary courses as electives inside your master programme in the same way you sig-up for other courses.
- The 12 ECTS complementary courses should be included within the 120 ECTS of your master programme. You can take more ECTS if you want to extend the length of your master, but that is up to you. If you plan on extending your master beyond 120 ECTS please check with your academic advisor.
- Inform the Label Coordination team which courses you are taking.
- If in doubt check with the Label Coordination team if a course want to take meets the complementary course criteria.

Things to Keep in Mind

- If your focus is mainly climate science, you'll be encouraged to take courses in innovation or entrepreneurship, and vice versa.



Example Courses

Here are the options and some examples of the Courses that you can take.

For the mandatory part, you can select courses a minimum of 9 ECTS among the following courses:

- *Entrepreneurship basic course (5 ECT)*;
- *Sustainable business venturing (4 ECT)*;
- *Technological Entrepreneurship and Global Development (4 ECT)*
- *Corporate Entrepreneurship (6 ECT)*

- *Business development lab (5 ECT)*
- *Turning technology into business (6 ECT)*
- *CleanTech Business Study (5ECT)*
- *Ready to Startup (6 ECT)*

For the remaining 3 ECTS you can follow courses in entrepreneurship or sustainability related to your faculty program:

- **MSc Industrial Ecology (IE)** – Dr E. Cuppen (E.H.W.J.Cuppen@tudelft.nl)
- **MSc Strategic Product Design (SPD)** – Contact Giulia Calabretta (G.Calabretta@tudelft.nl); Dirk Snelders (h.m.j.j.snelders@tudelft.nl); Academic Counsellors ir. J.C. Thieme, (j.c.thieme@tudelft.nl), ir. C. Veldhuizen, (c.veldhuizen@tudelft.nl) ir. W.M. Biemond, (w.m.biemond@tudelft.nl)
- **MSc Sustainable Energy Technology (SET)** – Marieke Korterink (M.L.Korterink@tudelft.nl)
- **MSc Construction Management and Engineering (CME)** – Jules Verlaan (J.G.Verlaan@tudelft.nl); Sandra Schuchmann (S.C.M.Schuchmann@tudelft.nl).
- **MSc Architecture, Urbanism and Building Sciences (AUBS)**

A Few Steps to Get Ahead of the Game

- Review the course offerings at and check options you like with your Label coordinator.
- Ask your Label coordinator and other existing Master Label students which courses they took.

R4 | MOBILITY

GET OUT & ABOUT!

What is Mobility?

Mobility is an opportunity for you to gain international and working life experiences outside your normal University environment and has two core elements:

- **R4.1 | International Mobility.** This requires student benefit from international experience outside of their home country. This can be achieved by study, work experience or thesis research outside the Netherlands.
- **R4.2 | Internship Mobility.** This requires student benefit from cross-sectoral experience outside of their home university in the field of climate innovation. This can be achieved by working as an intern with a company, research organisation, NGO or even time developing your own start-up.

NOTE: ***We know this requirement can be confusing. Please see the **Mobility Solutions Annex 6** for a visual representation of all your options.**

What is the Label Student requirement?

That you earn the equivalent of 30 ECTS through completing both international and Internship Mobility requirements.

Note: The 30 ECTS equivalent can be calculated in equivalent time as well actual ECTS. In this case the following valuation applies:

- 1 Month of Time = 5 ECTS
- 3 Months of Time = 15 ECTS
- 6 Months of Time = 30 ECTS

R4.1 | INTERNATIONAL MOBILITY

What is the Label Student requirement?

To complete this requirement, you must spend at least 3 months of time or earn 15 ECTS **outside the Netherlands** during your master studies.

This could be:

- **Study Abroad.** Studying courses for 3 to 6 months at a university outside the Netherlands worth 15 to 30 ECTS.
- **International Internship.** Doing a 6-month internship at a company/organization outside the Netherlands. In this case, it is 6 months because you are combining both international mobility (15 ECTS/3 Months) and internship mobility (15 ECTS/3 Months) into one activity.
- **International Thesis Project.** You have two options for this choice.
 - Option1: Conducting research for your master thesis with a company, NGO or research organization outside the Netherlands. The host organisation should sign Host Confirmation Start and Host Confirmation End part of the mobility contract to confirm the legitimacy of the time you will spend abroad. In this case, the required 15 ECTS for International Mobility and the 15 ECTS Internship Mobility are included within the 30 ECTS gained from your completing your thesis. This is a recommended option.



- Option 2: independent thesis research abroad i.e. not within an internship or placement with an external company. In this scenario, your home university is the host institution and your thesis supervisor should sign Host Confirmation Start and Host Confirmation End part of the mobility contract in order to confirm the legitimacy of the time you will spend abroad.

It's a chance to...

- Engage, explore and expand your passion for climate innovation through funded international study, thesis research or internship outside the Netherlands.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Mobility Grant Award Letter (Annex 1)	Return to university Label Coordination Team
	Mobility Proposal (Annex 2)	Return to university Label Coordination Team
	START: Confirmation of Stay (Annex 3)	Return to university Label Coordination Team
	END: Confirmation of Stay (Annex 3)	Return to university Label Coordination Team
	Mobility Report (Annex 4)	Return to university Label Coordination Team

Timeline & Process

Time	Document	Action 1	Action 2
At least 2 months before start.	Mobility Proposal (Annex 2)	Complete proposal for your mobility plan.	Return to: H.Khodaie@tudelft.nl
At least 2 months before start.	Mobility Grant Award Letter (Annex 1)	Fill out yellow highlight and sign last page: <i>“for and on behalf of the Recipient”</i> .	Return to: r.a.kievit-brinkman@tudelft.nl
Before you go on mobility.	Mobility Grant Award Letter	After review of your proposal and approval, your Grant Award Letter will be signed by your university	After approval, you will receive the signed letter from the University Label Coordination Team via email.
Within 3 weeks of arrival	START: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to: r.a.kievit-brinkman@tudelft.nl
Within 1 week of return	END: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to: r.a.kievit-brinkman@tudelft.nl
Within 3 weeks of return	Mobility Report (Annex 4)	Complete report on your mobility experience.	Return to: r.a.kievit-brinkman@tudelft.nl



Things to Keep in Mind

Exceptions for International Label Students

- If you are an international label student who recently moved to the Netherlands, you do not have to go abroad again. Instead, to fulfil the mobility part of the EIT Label qualification you should complete a six month or 30 ECTS internship with an organisation outside of your home university that is located in the Netherlands. If this option is chosen, to reduce the risk of study delay, it is recommended that this internship or placement is combined with your thesis research.

Independent Research not with an Internship

- Should you go for International Thesis Project Option 2, independent thesis research without an internship or placement, please bear in mind that you will still have to complete a minimum of 15 ECTS Internship Mobility. As this can lead to a delay in graduation from your master, this route, while not ruled out, is also not recommend.

Combining Mobility with Thesis

- Combining either or both International Mobility and Internship Mobility with your Thesis is a very effective and time efficient way to complete the mobility requirement. We highly recommend completing one or both mobility requirements this way if you are time pressed.

Funding for International Mobility

- For time spent outside the Netherlands, you will be provided with an International Mobility stipend of €600 per month for a maximum of 6 months.
- You must apply for International Mobility no later than 2 months before departure from The Netherlands by filling out a Mobility proposal template (annex 2) and your information (yellow highlight) in Grant Award Letter and send it to the Label coordinator.
- To gain financial support, you must go through the full documentation outlined before and afterwards.
- You will receive the stipend after you have returned the first Confirmation of Stay form (annex 3)
- If you completed your International Mobility as part of your masters before joining the Label programme you may not be able to access the funding retrospectively and will still need to complete all other documents to evidence your stay.
- If your mobility period crosses a year boundary, you must apply for the mobility before October 31st. Failure to apply in time mean you may not receive payment for the first one or two months of your mobility subsidy.
- Mobility payments can only relate to months in the current calendar year. For example, a mobility period, 01/11/2018 to 01/04/2019. The first two months must be applied for and be paid by your university before the end of 2018. The four months of mobility in 2019 can only be paid after the New Year has begun. These are normal EU accounting rules.

University Compliancy!

- The International Mobility must first and foremost comply with your university's requirements regarding student time abroad..
- If in doubt about this, please consult your university Label Coordination Team.

A Few Steps to Get Ahead of the Game

- In short, get planning ASAP. The sooner you have a sense of where you will go outside the Netherlands the better. A good choice point to start with are the following questions:
 - Do I want to include International Mobility inside my thesis by doing research overseas for at least 3 months? If so, how could set my thesis research up to do this?



- Do I want to study outside the Netherlands at another University? If so, which university and which courses?
- Do I want to combine my International Mobility with my Internship Mobility and spend 6 months outside the Netherlands working with an organization/company?
- Ask the Climate-KIC Label team for their advice on any ideas you have and check to make sure they align.

R4.2 | CROSS-SECOTORAL MOBILITY

What is the Label Student requirement?

To complete this requirement, you must spend at least 3 months or earn 15 ECTS **working with a climate innovation focused organization or company outside your University** during your master's studies. The official EIT terms for this type of mobility is 'cross-sectoral' but you can think of it as the internship type of mobility as it should involve you working with an organisation or company external to your host university.

This could be:

- **A 3 Month Internship with a Dutch Company/Organization.** In this case you would need to complete the International Mobility (15 ECTS/3 Months) requirement separately as either study abroad or part of your thesis.
- **A 6 Month Internship with an International Company/Organization** outside the Netherlands. In this case you are combining both Internship Mobility (15 ECTS/3 Months) and international mobility (15 ECTS/3 Months) into one activity.
- **Writing your Thesis in Partnership with a Dutch Company/Organization.** In this case, the required 15 ECTS for Internship Mobility are included within the 30 ECTS gained from your completing your thesis.
- **Writing your Thesis in Partnership with an International Company/Organization** outside the Netherlands. In this case, both the required 15 ECTS for Internship Mobility and 15 ECTS for International Mobility are included within the 30 ECTS gained from your completing your thesis.

It's a chance to...

- Gain real life work experience.
- Build your network and relationships that could help bridge your path into future employment.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Mobility Proposal (Annex 2)	Return to university Label Coordination Team
	START: Confirmation of Stay (Annex 3)	Return to university Label Coordination Team
	END: Confirmation of Stay (Annex 3)	Return to university Label Coordination Team
	Mobility Report (Annex 4)	Return to university Label Coordination Team

Timeline & Process

Time	Document	Action 1	Action 2
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At least 2 months before start.	Mobility Proposal (Annex 2)	Complete proposal for your mobility plan.	Return to: h.khodaei@tudelft.nl
Within 3 weeks of arrival	START: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to: r.a.kievit-brinkman@tudelft.nl
Within 1 week of return	END: Confirmation of Stay (Annex 3)	Host university or organisation must fill out and sign.	Return to: r.a.kievit-brinkman@tudelft.nl
Within 3 weeks of return	Mobility Report (Annex 4)	Complete report on your mobility experience.	Return to: r.a.kievit-brinkman@tudelft.nl



Things to Keep in Mind

Combining Mobility with Thesis

- Combining either or both International Mobility and Internship Mobility with your MSc thesis is a very effective and time efficient way to complete the mobility requirement. We highly recommend completing one or both mobility requirements this way if you are time pressed.
- ****Please see the [Mobility Solutions Annex 6](#) for a visual representation of all your options.****

Funding for Internship Mobility

- If you stay **within the Netherlands** to complete your Internship Mobility **no funding provided** as it is deemed to be part of your normal study costs. If additional costs are incurred, you can talk to the label coordinator to see if an exception can be made. For example, if you have to move to a new city for your internship or, as an international student, you have unavoidable travel costs to get to your internship location, the local coordinator can agree to offer you a financial subsidy. You will then have to sign and comply with your university's mobility contract
- If you travel **outside the Netherlands** to complete your Mobility then you have **access to the funding** outlined above in the International Mobility section. This is because doing an internship, research or study abroad will entail travel and subsistence costs which are deemed additional to your normal study costs.

University Compliancy

- The Internship Mobility must first and foremost comply with your university's requirements regarding student internships..
- If in doubt about this, please consult your university Label Coordination Team.

A Few Steps to Get Ahead of the Game

- In short, get planning ASAP. The sooner you have a sense of where and how you would like to do your internship the better. A good choice point to start with are the following questions:
 - Do I want to include Internship Mobility inside my thesis by partnering with a Dutch or International organisation or company to conduct my research? If so, how could set my thesis research up to do this?
 - Do I want to combine my Internship Mobility with my International Mobility and spend 6 months outside The Netherlands working with an organization/company? If so, which organization(s) / company(s) am I interested in?
 - Do I want to do my Internship with a Dutch organization/company? If so, which organization(s) / company(s) am I interested in?
- Ask the Climate-KIC Label team their advice on any ideas you have and check to make sure they align.

R5 | CLIMATE INNOVATION RELATED THESIS

DEEP DIVE INTO A CLIMATE INNOVATION RELATED TOPIC

What is a Climate Innovation related master thesis?

A master's thesis project that focuses on a climate innovation relation topic. This definition is intentionally broad so you can shape the specifics of your research in conversation with us, your supervisor and any partners you may have.

What is the Label Student requirement?

As Climate-KIC Master Label student you are required to complete your Master thesis focusing on topic that falls within the scope outlined above.

It's a chance to...

- Take a deep dive into researching and learning about an area of climate innovation that you are passionate about.
- Through mobility, partner with a company or organization to connect your thesis work with addressing real world challenges faced by teams working to address an aspect of climate change.

Documentation of Completion

DONE	DOCUMENT	NOTES
	Master Thesis Summary Report (Annex 5)	This report consists of a front page with basic information and maximum 2 pages of text in form of a short essay about the climate relevance and the innovation potential of the Master Thesis. Besides the two text pages you are free to include extra pages for pictures, graphics etc. The report should be a separate document and should be handed in at the same time as the Master Thesis.
	Copy of Master Thesis	Please send separately.
	Graduation Diploma	Please send a copy on Graduation from your MSc programme

Timeline & Process

- Send you're a PDF copy of your Master Thesis and Thesis Summary Report to the Label coordinator when it's accepted by your supervisor/University. State any research confidentiality agreements you have committed to.
- Send your diploma from your university to the local Label Coordinator when you have graduated.

Things to Keep in Mind

- **Align with your university Thesis Requirements.** Follow the your master programme's instructions for the thesis topic approval, and for applying for the thesis evaluation and your Degree
- **Flexibility of Requirement.** This is an incredibly broad requirement and we will do our best to help you ensure that your thesis covers an appropriate topic. If you are in doubt, send your thesis topic to the Label coordinator who can assess whether your topic fits the criteria.
- **Possibility to Combine your Thesis with Mobility.** You can combine both or either of the International and Internship mobility requirements with your thesis work. Your mobility requirements are then included inside the 30 ECTS you gain for your thesis. See Appendix 6 for examples.
- **Confidentiality Clauses.** In the case that your thesis research is partnered with a company and the result is deemed confidential you need to send us a signed letter confirming that the thesis is confidential. Please make sure that the confidential nature of the thesis is clearly signposted on the thesis title page. Please include the end date if an embargo period is necessary.
- **Thesis Summary Report and Confidentiality.** The two-page thesis summary must still be written for theses which are confidential. As the thesis summary report will be shared with both Climate-KIC and the EIT, be sure to only reference parts of the research that are not confidential.

A Few Steps to Get Ahead of the Game

- Start thinking about if you want to partner with a company or organisation to write your thesis and begin researching the potential leads.
- Book a conversation with your master course coordinators or professors and ask their advice on what areas may be most relevant to focus your thesis towards.

OTHER IMPORTANT NOTES

Climate-KIC Master Label Graduation

Climate-KIC is arranging graduation ceremony each year for new graduated Label students. The event is typically during the annual Climate-KIC Alumni Association (CKAA) reunion in October/November. Your label team will contact you with details in due course.



LIST OF ANNEXES

- Annex 1: Mobility Grant Award Letter
- Annex 2: Mobility proposal
- Annex 3: Confirmation of Stay
- Annex 4: Mobility report
- Annex 5: Thesis Summery Report Template
- Annex 6: Mobility Solution Pathways

ANNEX 1. MOBILITY GRANT AWARD LETTER

[student name]

address

address

ADDRESS

[email.email @ tudelft.nl](mailto:email.email@tudelft.nl)

+phone nr

Date: dd.mm.yyyy

Climate-KIC Education Mobility Program Grant Award Letter (EIT funded)

Dear XXX XXX,

We are delighted to confirm that Delft University of Technology (“TU Delft”), duly incorporated, organized and existing under the laws of The Netherlands with registered principal office at Jafflaan 5, Delft under the VAT code NL001569569B01 (the “**Grantor**”) has agreed to make an award on the basis of the accepted proposal to XXX with residence address at address, ADDRESS . (“**Recipient**”) in the form of cost reimbursement up to the amount of NNNN EUR and participation in the Mobility Program (the “**Grant**”) subject to the terms of this letter including any annexes that may be attached (“**Award Letter**”). Please note that the Grantor receives funding for this Grant from The European Institute of Innovation and Technology (“**EIT**”) via Climate-KIC Holding B.V. (“**Climate-KIC**”).

Further details of which are set out below:

Program Name	Climate-KIC Mobility Program
Authorised Purposes to which costs may be allocated:	<ul style="list-style-type: none"> Installation (transport) costs – 100 EUR/month Living allowance – 500 EUR/month
Reimbursement Instalments	600 EUR per months, for a total of [Enter reimbursement instalments] EUR for the internship/study abroad for an agreed period
Key Deliverables	Submission of documents: <ul style="list-style-type: none"> Confirmation of Stay (Annex 2) Mobility Report (Annex 3)
Award conditions	<ul style="list-style-type: none"> Period of mobility to be notified and agreed in advance Confirmation that the Recipient does not receive any other EU-scholarships Recipient obtaining appropriate health, accident and liability insurance Notification of any changes of Recipient address and/or bank account Use of the scholarship for the agreed upon studies/internship only Submission of the “Confirmation of Stay” within one 1 week upon return at the guest university/internship provider (Annex 2) Submission of the “Mobility Report” three 3 weeks after return at the latest (Annex 3) Repayment of the scholarship in case the study abroad project/internship was not affected, in case of an early return



	without valid reasons or if the Recipient does not abide to the scholarship regulations
Primary contact person at TU Delft	Hanieh Khodaei, Program coordinator Sustainable Entrepreneurship of Delft Centre for Entrepreneurship. Email: H. Khodaie@tudelft.nl , +31 152782759
Recipient Bank Account Details	Bank Name: SWIFT: IBAN:

If the Recipient would like to accept this Grant, a signed copy of this Award Letter must be returned within two weeks of the date of this Award Letter in order to indicate the Recipient's acceptance of the terms and conditions herein.

Please refer to the documents, guidelines and other material communicated by the Grantor (on its own behalf and on behalf of third partner funders and related agents) from time to time.

The Recipient should not hesitate to contact the primary contact point at the Grantor if there are any queries or additional support is required in the meantime.

Yours sincerely

[Name]
[Position]
Delft University of Technology

Signature

Date

MOBILITY AWARD LETTER AGREEMENT

The recipient named below acknowledges and accepts the terms and conditions of the mobility grant award.

SIGNED for and on behalf of the Recipient

[First Name] [Last Name]

Recipient

Signature

Date

Potential attachments:

- Annex 1 – Terms and Conditions (General and Specific to Third Party Funders and related agents)
- Annex 2 – Proposal
- Annex 3 – Confirmation of Stay
 - Start of Stay
 - End of Stay
- Annex 4- Mobility Report



MOBILITY GRANT AWARD TERMS & CONDITIONS

By signing the Award Letter and accepting the Grant, the Recipient agrees to the following additional terms and conditions in connection therewith:

Part A - General Terms and Conditions

1. Financial

The Grant is inclusive of VAT and any other taxes (if applicable).

2. Required Documents

The Award Letter must be signed by each Recipient and returned to the Grantor.

3. Reporting, Audit and Third-Party Funders

3.1 Funding for the Grant is being provided by the Grantor which in turn is being funded and/or supported by a third-party funder or agent (the "Funders") who impose conditions on the Grantor. Such conditions may require the Grantor to report in writing to the Funders on the progress and performance of the Recipient.

3.2 In order to facilitate the Grantor's and the Funders reporting obligations, the Recipient hereby agrees to provide a letter of invitation from the host organisation together with the signed Award Letter and at the end of the mobility period the completed Confirmation of Stay and Mobility Report as set out the Award Letter.

3.3 Unless notified in writing otherwise, the primary point of contact at the Grantor is as identified in the main text of this Award Letter. Such contact will act as the main contact for all reports, notices and communications to the Grantor regarding this Award Letter, the Grant and other matters. Such reports, notices and communications must be made in writing.

3.4 Without limiting the above or the remainder of this Part A, the Recipient acknowledges and agrees to adhere to the obligations set out in Part B of these terms and conditions.

4. Repayment of Grant

4.1 Whilst the Grantor in supporting the Recipient recognizes the inherent risks, the Grantor may require the repayment of all or any part of the Grant at its discretion if:

a) The Recipient does not comply with the terms of this Award Letter; or

b) Any information given in the original application, supporting documentation or progress reports is found to be materially untrue.

5. Liability

5.1 Subject to clause 5.2, the Grantor accepts no liability for any consequences, whether direct or indirect, in connection with this Award Letter or the Grant (including use or withdrawal of the Grant).

Subject to clause 5.2, the Recipient shall indemnify and hold harmless the Grantor and any of its affiliates, employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to this Award Letter, the Grant, the non-fulfilment of terms and conditions and obligations of the Recipient under this Award Letter or its obligations to third parties (including, without limitation, Funders, data subjects and/or in respect of third party intellectual property).

5.2 Nothing in this Award Letter shall exclude or limit the liability of any party for death or personal injury arising from that party's negligence or any liability that cannot be excluded pursuant to applicable law.

5.3 The Recipient shall have adequate insurance coverage, including mandatory health insurance for the mobility period abroad.

6. General

6.1 In the event of any ambiguity or conflict between the main text of the award letter and its annexes, Annex 1 shall prevail over the main text and the other annexes and be used as a reference.

6.2 This Award Letter and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of Netherlands. Each party irrevocably agrees that the courts of Amsterdam, the Netherlands shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with agreement or its subject matter or formation (including non-contractual disputes or claims).



6.3 The Grantor may at any time assign or transfer any or all of its rights and obligations under this Award Letter to a member of its group or to a Climate-KIC partner. The Recipient shall not be able to assign or transfer any of its rights and obligations under this Award Letter.

Part B - Terms and Conditions Specific to Third Party Funders

1. The Grant is conditional upon applicable Specific Grant Agreement(s) (each, a “SGA”) being agreed between The European Institute of Innovation & Technology (“EIT”), the Grantor and others. Such SGA(s) arise under the framework of the Framework Partnership Agreement

(“FPA”) between EIT, the Grantor and others. If applicable SGA(s) are not agreed, the Grantor shall have no obligation to provide the Grant to the Recipient. If applicable SGA(s) are agreed, the Recipient will take part in a KIC added value activity as per Annex 1 of the relevant SGAs.

2. No contract of employment, nor services contract, nor subcontract for work is concluded between the Recipient and Grantor.

3. The Recipient acknowledges and agrees to comply with the FPA/SGA Pass Through Terms for Recipients of Financial Support to Third Parties (Non-Prizes), which are set out at <http://www.climate-kic.org/policies/> and hereby incorporated by reference in full into this Award Letter.

ANNEX 2. MOBILITY PROPOSAL

First Name(s):		
Surname:		
Address:		
Email:		
Field of study:		
Type of mobility:	Study / Internship / Research	
Total amount of ECTS:		
<p>Project abstract: Short description of your mobility project.</p> <p>Short description of the relevance to one or more Climate-KIC Themes.</p> <p>Short description of the potential for business potential and the relevance to innovation/entrepreneurship. Include a detailed action plan with time line.</p> <p>Supervisor's name (if mobility will be undertaking during your thesis).</p>		
Host Institution / Internship Provider (Name, city & country)		
Duration of study abroad / internship:	from / / <i>day / month / year</i>	To / / <i>day / month / year</i>
Erasmus or other scholarships (if applicable):		
Special needs (if applicable):		

The student will need to complete this page and returned to the Grantor no later than 2 months prior to the mobility stay.

ANNEX 3. CONFIRMATION OF STAY

To be completed by the host institution / internship provider.

Name of Student:

This is to certify that the above-named student

is enrolled as an exchange student

intern at our company

Host Institution / Internship Provider and department:

Start date (DD/MM/YY):

End date (DD/MM/YY):

Start of the studies / Start of internship*:

End of the studies / End of internship*:

Stamp and Signature

Stamp and Signature

*By stamp and signature, we (the host institution) confirms the student have completed the agreed months of studies / internship.

The student will need to print, fill out and scan this page and ensure that it is completed and returned within 1 week upon arrival/return to the Grantor.



ANNEX 4. MOBILITY REPORT

First Name(s):	
Surname:	
Home university:	
Field of study	
Type of mobility:	Study / Internship / Research
Name of University/Company/Organisation:	
Climate-KIC partner:	Yes / No
Country and city of mobility:	

Outline of the Mobility	Describe your research project/the courses you took/the internship. Did it live up your expectations and how? What did you achieve in your time away?
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Reflections on Mobility	How did your project/courses or internship progress? What was different about being away from your home university? Which were the main challenges/problems? How did you manage them? What was the most interesting for you? How do you think this experience can contribute to the fight against climate change?
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Learning Outcomes	What did you gain from your mobility experience? How did it compliment your Master's programme? Did it (and how) impact your professional plans?
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The student will need to complete this page and returned to Grantor within 3 weeks upon return.

ANNEX 5. CLIMATE-KIC MASTER LABEL THESIS SUMMARY REPORT

PAGE 1. COVER PAGE INFO

Full title of your Master Thesis

Student Name:

Master Programme:

Period: [Month date, year – Month date, year]

Thesis Presentation: [Month date, year]

Thesis Supervisor: [*Name, Email*]

PAGE 2 / 3. THESIS SUMMARY

Body text (maximum 2 pages, exclusive pictures/graphs)¹:

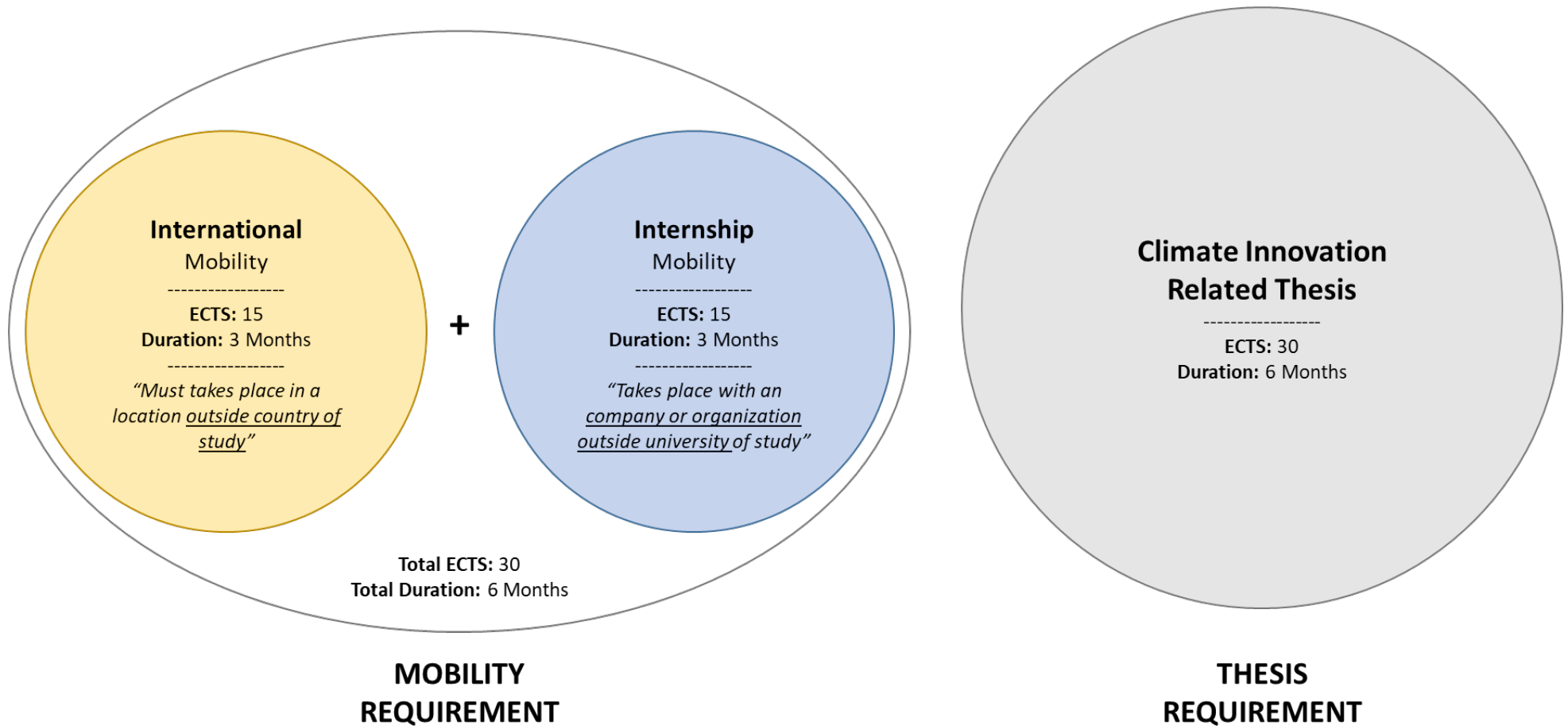
1. Short summary
2. The climate relevance
3. The entrepreneurial potential
4. Results / Conclusion

This report should be completed and returned to the local Label coordinator as soon as the Master Thesis is accepted by the Thesis supervisor/University.

¹ Please note that your thesis report may be used for Climate-KIC outreach activities (e.g. newsletter, website etc.

ANNEX 6. FIVE PATHWAYS TO COMPLETE YOUR MOBILITY & THESIS REQUIREMENTS

Requirement Overview



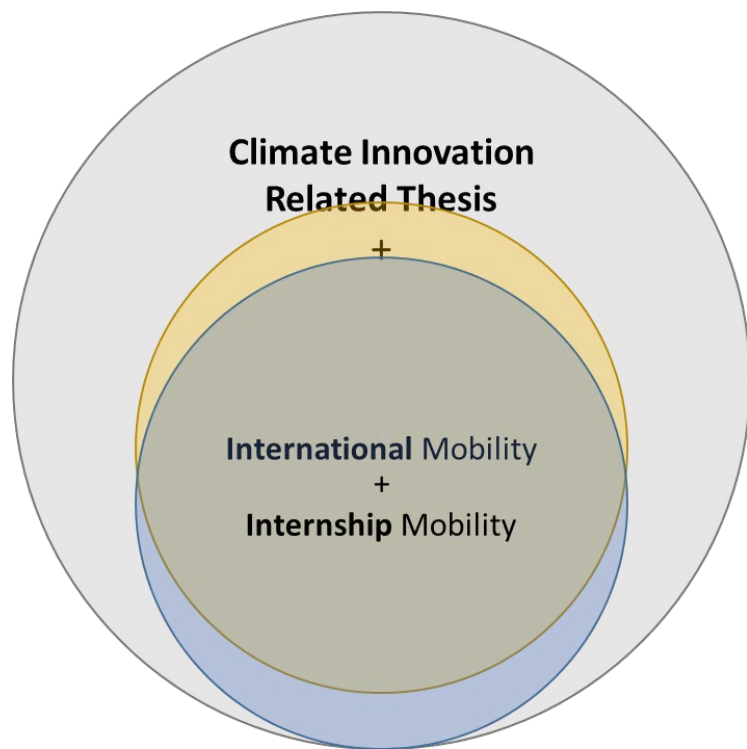
Note: It is possible, but not recommended, to complete the internship after you graduate.

5 MOBILITY & THESIS SOLUTIONS*

- #1. **Thesis with International Company**
- #2. **6 Month International Internship + Thesis**
- #3. **3 Month Internship + Thesis with International Mobility**
- #4. **3 Month International Study + Thesis with National Company**
- #5. **3 Month International Study + 3 Month Internship + Thesis**

SOLUTION #1

Thesis with International Company | 6 months total time to complete

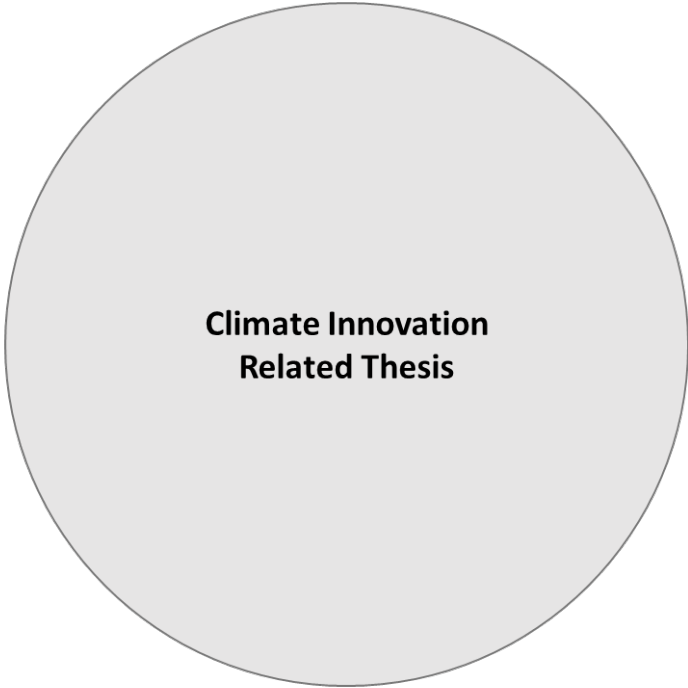
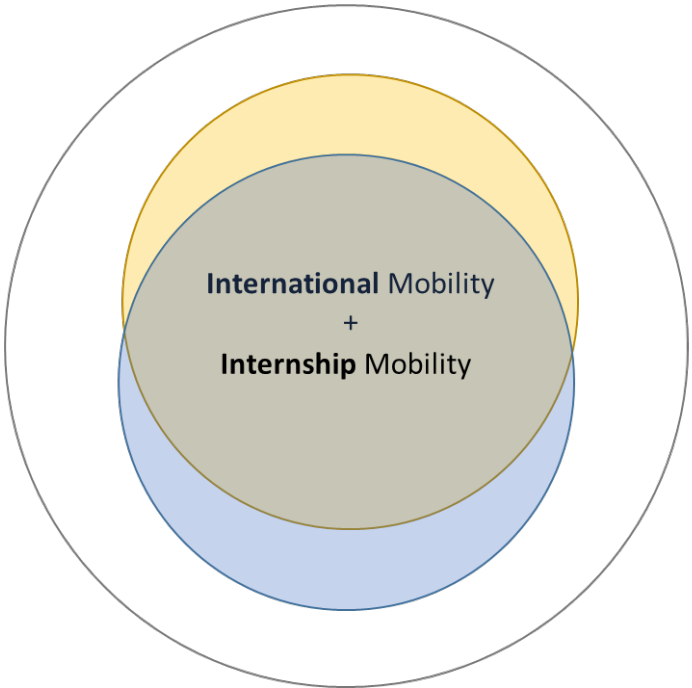


Activity #1	Climate Innovation related Thesis in partnership with an international company , including time researching or working overseas outside your home university.
Example Case:	Thesis research is conducted in collaboration with a BMW, with time spent researching Germany.
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document <input type="checkbox"/> Thesis Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Thesis Mobility Report
EIT Label Requirements Achieved:	<input checked="" type="checkbox"/> Thesis <input checked="" type="checkbox"/> Internship Mobility <input checked="" type="checkbox"/> International Mobility

****NOTE:** ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.

SOLUTION #2

6 Month International Internship + Thesis | 12 months total time to complete



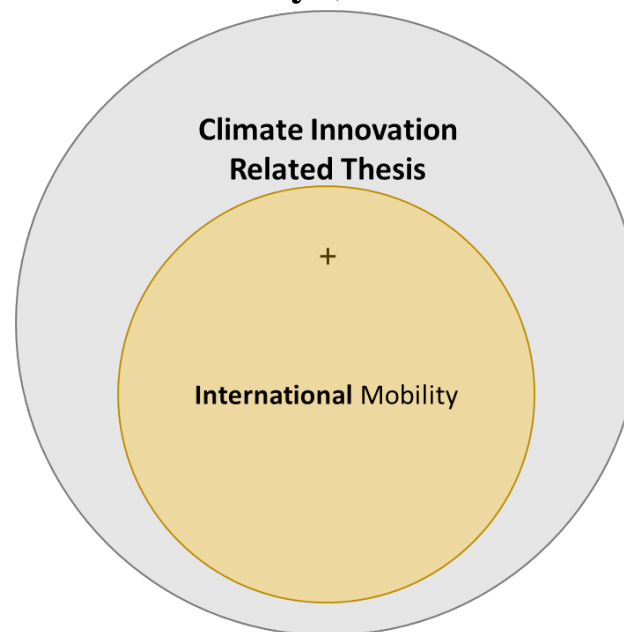
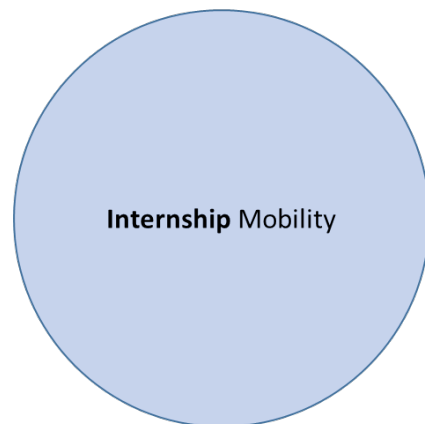
Activity #1	6 Month International Internship with a Company
Example Case:	Internship working in Ireland with a wind energy company.
ECTS:	30 ECTS Equivalent**
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report
EIT Label Requirements Achieved:	<input checked="" type="checkbox"/> International Mobility <input checked="" type="checkbox"/> Internship Mobility

Activity #2	6 Month Climate Innovation Related Thesis
Example Case:	<i>"Time-adaptive and regime-switching approaches for wind power forecasting"</i> written at home University
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document
EIT Label Requirements Achieved:	<input checked="" type="checkbox"/> Thesis

**NOTE: ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.

SOLUTION #3

3 Month **Internship** + **Thesis with International Mobility** | 9 months total time to complete



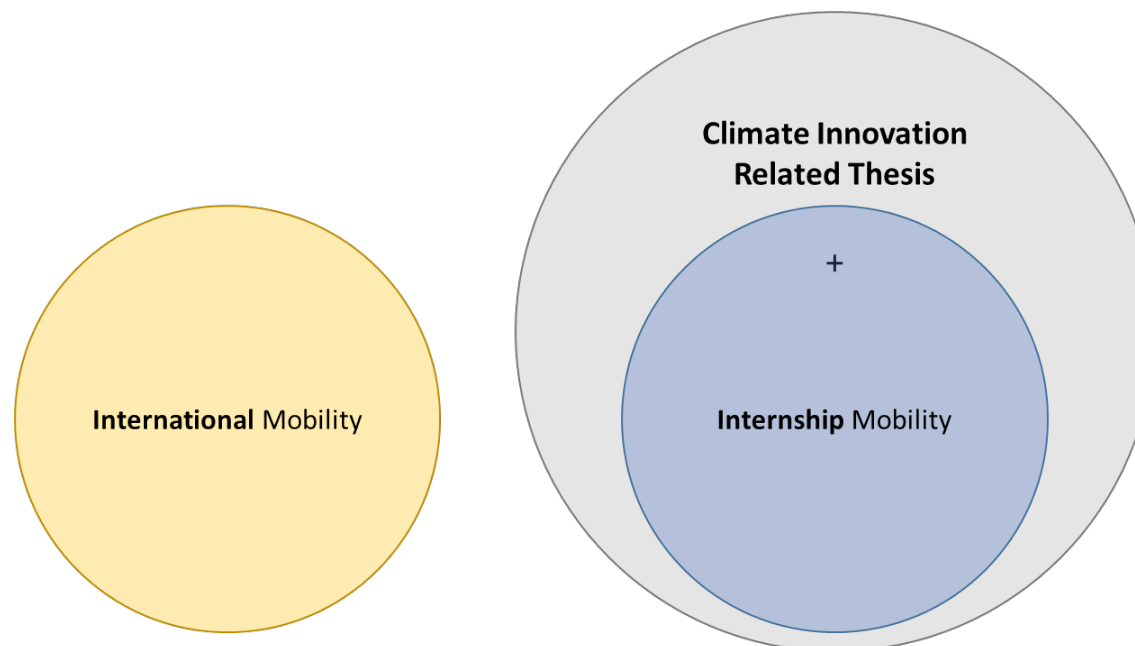
Activity #1	3 Month Internship at a Local or International Company
Example:	Work 3 months for Metabolic in Amsterdam.
ECTS:	15 ECTS Equivalent**
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report
EIT Label Requirements Achieved:	<input checked="" type="checkbox"/> Internship Mobility

Activity #2	Climate Innovation related Thesis based at an International University
Example:	Thesis research conducted in collaboration with Sorbonne University, Paris with 3 months of time spent working in France.
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document <input type="checkbox"/> Thesis Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Thesis Mobility Report
EIT Label Requirements Achieved	<input checked="" type="checkbox"/> Thesis <input checked="" type="checkbox"/> International Mobility

**NOTE: ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.

SOLUTION #4

3 Month **International Study** | **Thesis with National Company** | 9 months total time to complete



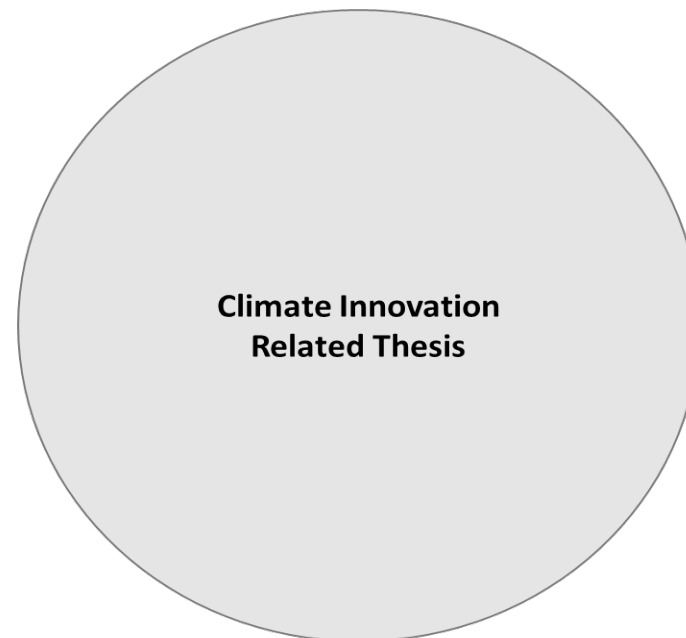
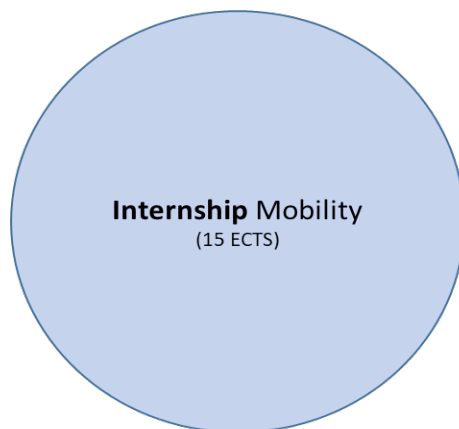
Activity #1	3 Month Study at an International University
Example:	Study Climate Change course at Sorbonne University, Paris, France
ECTS:	15
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report <input type="checkbox"/> University Transcripts
EIT Label Requirements Achieved:	<input checked="" type="checkbox"/> International Mobility

Activity #2	Climate Innovation related Thesis in partnership with a national company .
Example:	Thesis research is conducted in Utrecht in collaboration with Ecofys.
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document <input type="checkbox"/> Thesis Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Thesis Mobility Report
EIT Label Requirements Achieved	<input checked="" type="checkbox"/> Thesis <input checked="" type="checkbox"/> Internship Mobility

SOLUTION #5

****NOTE:** ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.

3 Month **International Study** + 3 Month **Internship** + **Thesis** | 12 months total time to complete



Activity #1	3 Month Study at an International University
Example:	Study Climate Change course at Sorbonne University, Paris, France
ECTS:	15
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report <input type="checkbox"/> University Transcripts
EIT Label Requirements Achieved	✓ International Mobility

Activity #2	3 Month Internship at a Local or International Company
Example:	Work 3 months for Metabolic in Amsterdam
ECTS:	15 ECTS Equivalent**
Duration:	3 months
Documentation Needed:	<input type="checkbox"/> Mobility Proposal <input type="checkbox"/> Mobility Grant Award Letter <input type="checkbox"/> Confirmation of Stay Form <input type="checkbox"/> Mobility Report
EIT Label Requirements Achieved	✓ Internship Mobility

Activity #3	Climate Innovation related Thesis
Example:	<i>"Time-adaptive and regime-switching approaches for wind power forecasting"</i> written at home University
ECTS:	30
Duration:	6 months
Documentation Needed:	<input type="checkbox"/> Thesis Summary Report <input type="checkbox"/> Final Thesis Document
EIT Label Requirements Achieved	✓ Thesis

**NOTE: ECTS can be achieved as 'ECTS Equivalent Time' | 5 ECTS Equivalent Time = 1 Month. | 15 ECTS Equivalent Time = 3 Months. | 30 ECTS Equivalent Time = 6 Months.