

UNIVERSITEIT TWENTE.

Faculty of Engineering Technology

Assignment Agreement – Background information for supervisors

This document contains information for staff when asked to sign assignment agreements or non-disclosure agreements, related to student assignments with external companies.

Assignment agreement

When students accept an assignment with a company they have to sign an assignment agreement with this company. Our preference is to use the Engineering Technology format because this format has been specifically developed for student assignments. The Engineering Technology format is a three party agreement in which the representative of the host organisation, the supervisor of the University of Twente and the student merely signs for the part he/she is responsible for. For instance the student will sign for the fact to comply with the aspects of concealment, the supervisor of the University of Twente for guidance the student properly etc. If a host organization insists to use their own format, please compare this format with the format of the faculty and this background information before signing.

Financial Compensation

To avoid potential conflicts of interest, students should not be offered a salary for their work with the company. Instead an internship compensation (Dutch: stagevergoeding) can be offered, which typically is substantially lower than a salaried position. In this way the student can operate as an independent university researcher rather than having to follow the company vision.

Publication of results

We strive at making public all information resulting from the student project. As such, this information should be available for publication by the student and his supervisor(s) and the thesis will be also added to the UT repository.

In some cases companies have substantial objections against publication of the results. In such situations the report may be treated as confidential for a period of up to one year. One of the two situations applies:

- The student prepares an appendix which includes all the confidential information, which will be added to the student record (DECOS) and in the repository of the UT and will be published 1 year after completion. The report without the confidential annex will be placed public in the UT repository.
- The student writes two reports: One with the methods and public information for the repository. The second with the confidential information included. The latter will be archived in the student records (DECOS) and will be published 1 year after completion.

In exceptional situations a two-year confidentiality may be required. If a company feels that one year is not sufficient, a written argumentation for that purpose should be submitted to the university.

Full and permanent non-disclosure/confidentiality of the report is only acceptable in very extreme cases. In case of study-programme accreditation the report needs to be available to the accreditation committee.

Confidentiality (Non-disclosure agreement)

Companies may request to lay down issues as described above under "Publication of results" in a separate confidentiality agreement next to the assignment agreement. Our aim is to avoid confidentiality agreements as much as possible. However, if an external organization insists on having a confidentiality agreement preferably use the confidentiality agreement designed by the Faculty of Engineering Technology.

Please pay attention that only the dean (Geert Dewulf) or the managing director (David Korringa) can sign the confidentiality agreement therefore the following procedure is established:

- Supervisor (UT teacher) and programme director determine whether confidentiality is acceptable;
- Supervisor (UT teacher) fills in the confidentiality agreement form
- Confidentiality agreement form and the advice of the programme director on the confidentiality is sent to the Faculty Secretariat such as the dean or managing director can sign. Deviations from the form or to this procedure should always be discussed with the dean.

Sometimes a host organization insists on using their own format of a Confidentiality Agreement, for this the above described procedure is also applicable.

Penalty clauses

In some cases a penalty clause is included in the Assignment Agreement or in the Confidentiality Agreement. The amount stipulated in case of a breach of confidentiality should be realistic with regards to the financial compensation offered to the student for the work done. If this is not the case we urgently advise not to sign the contract.