



FRAMEWORK AND EXPECTATIONS TOWARDS STUDENTS AND SUPERVISORS IN THE INTERNATIONAL RESEARCH EXPERIENCE PROGRAMME (IREP)

The International Research Experience Programme (IREP) aims at providing undergraduate and graduate students from partner universities practical experience in and face-to-face interaction with academic research at the Technical University of Darmstadt.

Dezernat VIII - Internationales

Internationale Beziehungen Overseas
International Relations Overseas

Postal address:
Karolinenplatz 5
64289 Darmstadt
GERMANY

irep@zv.tu-darmstadt.de

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I. General Frame of the Programme

- The student from the partner university will undertake a research stay within a certain project. The research stay starts and ends according to the specifications of the respective IREP option (Spring, Summer or Fall). Each student is appointed a supervisor for their project.
- IREP is conducted in English. German language skills are not required.
- The regular amount of ECTS credits awarded to students for the completion of their research projects ranges between 12 ECTS and 18 ECTS, depending on the duration and workload of the respective project. 1 ECTS credit is equivalent to approx. 30 hours of workload.
- The research project must be achievable within the set period.
- The student is required to write a final written report in English on their project and/or give a presentation of the project results.
- The students will receive a transcript including the project title, number of ECTS credits and the grade they received.

II. Responsibilities of the Supervisor

- Both the supervisor and the student may get in contact with each other before their arrival at TU Darmstadt in order to arrange a first meeting. In this meeting preliminary research objectives and a provisional timetable for the project can be established.
- The research project must be under supervision of a faculty member (research supervisors) or academic staff. During the project, the IREP student will become a member of a research group at the department with a defined research project. They will be included in group meetings and seminars pertinent to their area of research.
- The supervisor is responsible for safety in the project and must inform the student on any risks before practical work begins.

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- The supervisor must provide the student with an adequate workspace and ensure the student has access to equipment imperative for meeting the research objectives.
 - The supervisor should provide guidance to the student throughout the project.
 - The supervisor is required to meet with the student on a regular basis in order to monitor the progress of the research project.
 - The supervisor should assist in finalizing the project and in planning the final paper.
 - After completion of the project the supervisor grades the paper/presentation and provides a transcript of records.

III. Responsibilities of the Student

- Both the supervisor and the student may get in contact with each other before their arrival at TU Darmstadt in order to arrange a first meeting. In this meeting preliminary research objectives and a provisional timetable for the project can be established.
- The student is obliged to abide to the rules and regulations of the department as well as to the work schedule set by the supervisor.
- The student is required to meet with the supervisor on a regular basis and report on their progress with the research project.
- The student is expected to be reliable and to handle entrusted equipment and materials with care.
- The student must notify the supervisor within the first two hours of work on the same day, should they be late for work or ill. The student must deliver a doctor's note to the supervisor if they should be sick for more than three days.
- At the end of the project, the student is required to write a final report in English on their project results and/or give a presentation. The report/presentation has to be submitted to the supervisor for evaluation before the student leaves TU Darmstadt.