

Guest policy Hydraulic Engineering Department¹.

Introduction:

The department of Hydraulic Engineering at TU Delft supports academic collaboration by extending hospitality to external individuals through formal hospitality agreements. These agreements provide non-employed guests access to university facilities and systems where there is a clear academic or research benefit to the department.

Because hospitality agreements grant privileges similar to those of employed staff, including IT access and access to facilities, they are issued only when strictly necessary and must follow the procedures outlined below.

General principles:

- A member of the scientific staff must act as the contact person and bear responsibility for the guest's involvement during the agreed period.
- The minimum duration of a hospitality agreement is two months. Shorter durations may be considered in exceptional cases.
- Arranging a hospitality agreement takes time, especially if a visa, work permit, or signed contract is required.
 - For guests with a non-EU nationality, requests must be submitted at least 6 months in advance.
 - For guests with an EU nationality, submit requests at least 3 months in advance.
 - Late submissions may result in delays or the inability to process the request on time.
- All guests are expected to comply with TU Delft's code of conduct and relevant safety, data protection, and academic integrity policies.
- Hospitality agreements do not constitute an employment relationship and do not entitle the guest to employee benefits.

Types of hospitality agreements

Category	Eligible	Conditions for eligibility	Duration	Approval	Remarks
TU Delft PhDs (post-employment)	Yes	Clear and feasible completion plan aligned with defence date	Maximum duration of one year, reviewed annually	Section leader	Intended for finalizing PhD thesis after paid contract ends.

¹ [Based on the TU Delft policy for guest:](#)

Guest PhDs	Yes	The research topic must align with the department's academic priorities and strategy	Maximum duration of four years	Chair (based on section leader's advice)	These are official TU PhDs without employment contract. After the four year contract, the same rules apply as for TU Delft post-employment PhDs
		Not employed by TU Delft			
		Tuition and bench fees must be paid			
External PhDs (not enrolled in CEG-GS)	Yes (as guest researcher)	Enrolled in PhD programme at another university	Maximum duration of one year. For stays >6 months, bench fee may apply.	Section leader (Chair for bench fee decisions)	Handled through guest researcher procedure.
		Clearly defined purpose for hospitality required			
		The research topic must align with the department's academic priorities and strategy			
		Not treated as guest PhD but as guest researcher			
Visiting researchers	Yes	Visiting for collaborative research	Maximum duration of one year. For stays >6 months, bench fee may apply	Section leader (Chair for bench fee decisions)	
		The research topic must align with the department's academic priorities and strategy			
		Clearly defined purpose for hospitality required			
Remote researchers (system access only)	Yes	No physical presence at TU Delft	Maximum duration of one year, reviewed annually	Section leader	
		Clear connection to ongoing research project/education.			
		Requires a scientific staff member to act as contact and take responsibility for the guest			
Students (external)	No (in principle)	Exceptions only in well-justified cases	Maximum duration of one year. For stays >6 months, bench fee may apply	Chair (based on section leader's advice)	Supervising external students places a considerable burden on staff time and departmental resources. Such arrangements are only considered when they offer clear benefit to ongoing departmental research, have a reciprocal or collaborative nature, and do not disadvantage TU Delft students, who are always given priority.
		Only eligible if formally recognised as intern			
		Must offer clear added value to the department's academic priorities and strategy.			

Retired Full Professors	Yes	Agreement supports ongoing supervision or collaboration	Granted for five years	Chair (in consultation with section leader)	Automatic upon retirement
Emeritus beyond 5 years	Limited	Only in exceptional cases	Maximum duration of one year, reviewed annually	Chair (in consultation with section leader)	Used sparingly and only with active involvement
		Must offer clear added value to the department's academic priorities and strategy.			
		Clearly defined purpose required			
		HE academic staff sponsor required			

Application and approval procedure

Step	Action	Responsible	Notes
1. Initiation	HE staff member	Submit a written request to the section leader including:	Start well in advance: at least 4–6 months for non-EU guests
		Purpose of visit	
		Duration	
		Academic benefit	
		Point of contact	
2. Evaluation	Section leader & academic staff	Evaluate the request based on academic fit and departmental strategy	
	Department secretary	Check for administrative issues, workspace availability, and visa requirements	Administrative timelines (minimum):
			<ul style="list-style-type: none"> • Non-EU: 6 months • EU: 3 months
3. Decision	Department chair (or delegated section leader)	Approve or reject the request	Financial arrangements handled by the department secretary
4. Formalisation	Management assistant	Prepare the hospitality agreement and coordinate onboarding steps	