

Participation Requirements Business Tour 2024 W.I.S.V. 'Christiaan Huygens'

Article 1. Definitions

- 1) W.I.S.V. 'Christiaan Huygens': W.I.S.V. 'Christiaan Huygens' is the Mathematics and Computer Science Study Association of the Delft University of Technology.
- 2) Business Tour committee 2024: The organising committee of the Business Tour, instituted by W.I.S.V. 'Christiaan Huygens', which consists of six members, including the Qualitate Qua. The Business Tour committee 2024 is to be called Business Tour committee 2024 hereafter.
- 3) Faculty of EEMCS: The faculty of Electrical Engineering, Mathematics and Computer Science at the Delft University of Technology.
- 4) Participation requirements Business Tour 2024: This document. In this document is described which conditions participants and candidate participants need to meet.
- 5) Study Mathematics: The bachelor program Applied Mathematics and the master program Applied Mathematics.
- 6) Study Computer Science: The bachelor program Computer Science and Engineering and the master programs Computer Science and Computer & Embedded Systems Engineering.
- 7) Business Tour: All activities planned by the Business Tour committee 2024 on the dates of April 20th 2024 up until April 26th 2024, but also including activities that take place outside the Business Tour week and are organised by the Business Tour committee 2024.
- 8) Candidate Participant: they who are registered for the Business Tour 2024, as defined in Article 2, until the moment of selection (Article 4).
- 9) Participant: they who meets either of the following requirements:
 - a) they were selected for the participants list, according to Article 4.
 - b) they were a backup participant and had to replace a participant, according to Article 10.
 - c) they who are guaranteed participation according to article 3.1.
- 10) Backup Participant: they, who has been selected for the backup list, as defined in Article 10, as long as they are not assigned to replace a participant.
- 11) Circumstances beyond one's control (Force Majeure): Abnormal and unexpected circumstances, which are independent of the person's intentions, and the consequences which could not be avoided by taking appropriate actions. Financial reasons and studies are mentioned explicitly as not being beyond one's control.
- 12) CV: The Curriculum Vitae of a student who registers for participation.
- 13) Qualitate Qua: they who are a member of the board of W.I.S.V 'Christiaan Hugen's' and are responsible for the Business Tour 2024.
- 14) Go/No-go conditions: The document that determines when the Business Tour 2024 will or will not happen.

Initials Candidate Participant:

Article 2. Registration

- 1) Students eligible for registration meet the requirements 1a up to and including 1e:
 - a) they are, at the moment of registration, a member of W.I.S.V. 'Christiaan Huygens'.
 - b) they are proficient in the English language.
 - c) they are, from the beginning of the registration and during the Business Tour, registered as a student at the Faculty of EEMCS.
 - i) The study mathematics as is defined in article 1, or
 - ii) The study computer science as is defined in article 1
 - d) Students who have graduated before 1 September 2023 are not allowed to join the trip.
 - e) they meets one of the following requirements on the date of registration:
 - i) Master student of Computer Science, Computer & Embedded Systems Engineering or Applied Mathematics.
 - ii) At least 50% of the ECTS of the Bachelor Applied Mathematics or Computer Science is obtained on the 1st of September 2023 (delay recognized by the profiling fund months will be taken into consideration). If they do not meet this requirement they will be placed on the backuplist.
 - f) If they do not meet requirements c and/or d, there will be a consultation with the Business Tour committee 2024. If the Business Tour committee 2024 thinks they are still entitled to the eligibility for registration, then they are eligible for registration.
 - g) If they have already participated in a Business Tour of W.I.S.V. 'Christiaan Huygens', this student is automatically placed on the backup list. This does not apply for the Business Tour committee 2024 and participants of the Business Tour 2019/2020 and of the Business Tour 2021.
- 2) With the registration a registration form must be filled in on the website of the Business Tour committee 2024 (<https://businessstour.ch.tudelft.nl/>).
- 3) On registration, two copies of the student's curriculum vitae must be handed in electronically:
 - a) One version with personal information, such as name, address and date of birth, which will be used for the selection of participants in accordance with Article 4.
 - b) One version without personal information, which will be used for the selection of participants in accordance with Article 4.
 - c) Both CVs will be treated confidentially according to the privacy statement of W.I.S.V. 'Christiaan Huygens'. Only the six members of the Business Tour committee 2024 and the members of the Board of W.I.S.V. 'Christiaan Huygens' will be allowed to see these CVs, with the exception of those parties mentioned in Article 4 paragraph 4.

Initials Candidate Participant:

- 4) On registration, a copy of the student's grade list must be handed in. This list can be obtained at the service desk of EEMCS. The grades list must at least contain the grades up until the first of September 2023. A screenshot of MyTUDelft is not sufficient.
- 5) On registration, a letter of motivation in English without contact info (such as name, photo, or address) must be handed in electronically.
- 6) On registration, a copy of the approval of study must be handed in.
- 7) The Business Tour committee 2024 is allowed to share information, such as the name and allergies of the participant with companies if this information is required by the company.
- 8) Once a participant has been selected, a physical copy of the student's passport or European ID card must be handed in. The board of W.I.S.V. 'Christiaan Huygens' will store this copy. On this copy the photo, BSN and MRZ must be blurred. The passport or ID must be valid until at least two months after the Business Tour.
- 9) A student is known as a Participant of the Business Tour, if:
 - a) All requirements mentioned in Paragraph 2.1 are met.
 - b) All of the documents, as defined in Articles 2.2 through 2.8, required from the student by the Business Tour committee 2024 are in the possession of this committee or the Board of W.I.S.V. 'Christiaan Huygens'.
 - c) they and two Board members of W.I.S.V. 'Christiaan Huygens' has signed two copies of this "Participant Requirements Business Tour 2024" and they have placed their initials on every page of these documents.

Article 3. Participation

- 1) Provided that the Business Tour is not cancelled, the following persons are guaranteed participation:
 - a) The six members of the Business Tour committee 2024 including the Qualitate Qua.
 - b) Two members of the scientific staff of the faculty EEMCS, selected by the Business Tour committee 2024;
 - c) A maximum of three members of the Board of W.I.S.V. 'Christiaan Huygens' aside from the Qualitate Qua.
- 2) Further, the following persons are eligible for participation:
 - a) they who have been selected as a participant by the Business Tour committee 2024 according to Article 4. Persons with candidate participant status can still be excluded from participation, if the Business Tour committee 2024 decides that this is necessary due to lack of funds. In this case the Business Tour committee 2024, in consultation with those mentioned in Article 4.4, decide who will be denied participation. Provided that the Business Tour is not cancelled, there will be 21 participants selected from the registered students, excluding the persons mentioned in Article 3.1a through 3.1c. (See Article 4).
 - b) Backup Participants, who replace participants according to Article 4.6.

Initials Candidate Participant:

Article 4. Order of selection of participants

- 1) Eligible for selection are those persons, for whom the Business Tour committee 2024 has approved the documents necessary for registration.
- 2) If it is needed there will be a selection in accordance with the selection criteria under article 4.3, which have to be approved by the General Assembly. The Business Tour committee 2024 itself will select the participants.
- 3) The candidate participants will be selected according to the following criteria from which the weights are defined in The Selection Criteria of The Business Tour 2024:
 - a) A ratio of number of ECTS obtained and the time spent obtaining them, (including recognized study delay concerning profiling fund months)
 - b) Committee Work and/or managerial experience
 - c) Other Extra-curricular activities
 - d) Work and internship experience
 - e) Content of the motivational letter
 - f) Participation in previous Business Tours.
 - g) A proportional number of Computer Science and Mathematics students: at least 8 students from both studies.
 - h) A proportional distribution of gender: at least 9 of those who identify as men and at least 9 of those who identify as women, in this the persons in Article 3.1 are included
- 4) The Business Tour committee 2024 reserves the right to ask for advice on the selection from the participating members of the scientific staff, the Study Advisor ,the board of W.I.S.V. 'Christiaan Huygens' and the Verification Committee of W.I.S.V. 'Christiaan Huygens'.
- 5) The candidate participants who are not selected for participation are placed on the backup list.
- 6) If a participant withdraws their participant status or has this status revoked (Article 13), the Business Tour committee 2024 will select a new candidate from the backup list which is ordered in accordance with article 4.3, in accordance with part 2 through 4.

Article 5. Trip costs

- 1) The participation fee for the Business Tour is €100,- per participant in the case the Business Tour goes abroad. In the case that the Business Tour stays in the Netherlands, the participation fee is €65,- The participants as well as the Business Tour committee 2024, the members of the Business Tour committee 2024 of 2021 and the participating board members of W.I.S.V. 'Christiaan Huygens' pay the fee.

Article 6. Deposit

- 1) Every participant is required to pay a €100,- deposit.
- 2) The deposit will be refunded to every participant who has met all of the requirements specified in this document. This will be done after the Business Tour.
- 3) If a participant has not met all of the participant requirements, the deposit can be withheld partially or completely by the Business Tour committee 2024.

Initials Candidate Participant:

Article 7. Payment

- 1) The participation fee as described in article 5.1 and deposit of €100,- have to be paid by a transfer to the bank account of W.I.S.V. 'Christiaan Huygens' (NL54 INGB 0000 4555 30).
- 2) The final date of payment for the deposit and the participant fee is **February 1st, 2024**
- 3) If a backup participant replaces a participant, the Business Tour committee 2024 can decide to change the final dates of the payment terms for the backup participant. This final date of payment must be before 20th of April 2024.
- 4) If the payment has not been made before the term dates, exclusion may follow (Article 13).
- 5) Participants must pay the deposit and participant fee in one term.

Article 8. Dress Code

- 1) When visiting a company or institution, a participant is required to dress representatively, as stipulated by the Business Tour committee 2024. The Business Tour committee 2024 will indicate which style of clothing is desired per company visit. The Business Tour committee 2024 can be contacted for more information.
- 2) The Business Tour committee 2024 reserves the right to exclude participants from visiting a company or institution, if it finds that a participant's clothing is not representative. In accordance with Article 6 part 3, part of the deposit may be withheld.

Article 9. The Business Tour

- 1) Participants are required to participate in every activity during the Business Tour, and to complete the other tasks required from the Business Tour committee 2024 during the trip to their ability.
- 2) Participants are also required to participate in non-social activities organised by the Business Tour committee 2024 when these take place outside the Business Tour week itself.
- 3) Participants are required to write articles for the Business Tour final report within the stipulated time as given by the Business Tour committee 2024. The quality of this article must meet a satisfactory level, as judged by the Business Tour committee 2024.
- 4) Participants are required to do their very best to contribute to a good atmosphere during the tour. This includes active participation during company visits.
- 5) If a participant does not meet the requirements specified in the above articles, the deposit can be partially or wholly withheld (Article 6) and/or exclusion can be followed (Article 13). This will be decided by the Business Tour committee 2024.
- 6) If a company has certain requirements on a legal basis that the participants do not meet, the participant can be excluded without any consequences for the participants.

Article 10. Backup Participants

- 1) If a candidate participant has been placed on the backup list (as in Article 4 part 6) they will be given one week to decide whether or not they wish to be a backup participant. If they decide to become a backup participant and any participant is excluded, or withdraws their participant status the backup participant has one week to decide whether they want to participate in the Business Tour 2024.
- 2) As soon as it is known that a backup participant will replace a participant, they will be considered a participant and have to meet Article 9 part 1 through 4.

Initials Candidate Participant:

Article 11. Valid registration

- 1) Every participant is obliged to be in the possession of a valid passport or other form of valid ID in the Netherlands during the Business Tour. The document must be valid until at least two months after the end of the Business Tour. Every participant is required to meet all of the conditions and obligations necessary for travel within the Netherlands.
 - a) The participant must make a copy of their registration and send this to the Business Tour committee 2024. The Business Tour committee 2024 will store this copy in a secured document and delete the document when they do not need the registration papers anymore.
- 2) If travel documents (e.g. a visa and/or passport) are required for the participant to enter a country in Europe, the participant is obliged to arrange this themselves unless otherwise stated by the Business Tour committee 2024.
- 3) If a participant does not meet these requirements, any costs and consequences related to this are at their own expense.

Article 12. Insurance

- 1) During the tour, participants are required to have health insurance and liability insurance with coverage in Europe.
- 2) If a participant does not meet these requirements, any costs and consequences related to this are at their own expense.

Article 13. Withdrawal and Exclusion

- 1) A participant can be excluded by the Business Tour committee 2024 if they do not meet the requirements specified in these "Participation requirements Business Tour 2024".
- 2) If a participant withdraws or is excluded, the costs made by the Business Tour committee 2024 and the damage caused by the withdrawal or exclusion will build up to a maximum as described in Article 13.3.
- 3) The costs made by the Business Tour committee 2024 will be billed up to a maximum of:
 - a) The participation fee, if a participant withdraws, because of circumstances beyond one's control as described in Article 13.4.
 - b) The participation fee and the deposit, if a participant
 - i) withdraws before the day of departure, without circumstances beyond one's control as is described in Article 13.4.
 - ii) is excluded before the day of departure.
 - c) €500,- if the participant withdraws during the tour without circumstances beyond one's control, as is described in Article 13.4, or is excluded during the tour.
- 4) The Business Tour committee 2024 will determine when a circumstance is beyond one's control and when it is not.

Initials Candidate Participant:

Article 14. Reservation of Rights

- 1) The Business Tour committee 2024 reserves the right to cancel the Business Tour at any time. If the Business Tour is to be prematurely aborted, the committee ensures that the participants return to the Netherlands. The participation fee and the deposit will then be refunded, if W.I.S.V. 'Christiaan Huygens' has the necessary funds. The members of the Business Tour committee 2024 and the board of W.I.S.V. 'Christiaan Huygens' cannot personally be held responsible for this.
- 2) If on December 20th 2023 the number of approved registrations is smaller than the amount stated in the Go/No-Go conditions, which was agreed on during the second General Assembly of W.I.S.V. 'Christiaan Huygens', the Business Tour will be cancelled.
- 3) Any mistakes made by the Business Tour committee 2024 do not obligate W.I.S.V. 'Christiaan Huygens' in any way to pay any damages.
- 4) The Business Tour committee 2024 or W.I.S.V. 'Christiaan Huygens' cannot be held responsible in any way for damage, theft, loss, injury or accident harming the participant.
- 5) If this document does not cover a certain situation, or if there is any uncertainty on any article in this document, the decision of the Board of W.I.S.V. 'Christiaan Huygens' will be final. This decision will be made in consultation with all concerned parties.
- 6) The Business Tour committee 2024 has drawn attention to the risks of the Business Tour.
- 7) If there is disagreement on a decision, a participant can turn to the board of W.I.S.V. 'Christiaan Huygens' for a decision that overrules the decisions by the Business Tour committee 2024 which, if necessary, will arrange a General Assembly.
- 8) The privacy statement of W.I.S.V. 'Christiaan Huygens' holds for all participants of the Business Tour. The privacy statement of W.I.S.V. 'Christiaan Huygens' can be found at: <https://ch.tudelft.nl/privacy-statement/>

Article 15. General terms and conditions

- 1) The participant has read the general terms and conditions which can be found on the website of W.I.S.V. 'Christiaan Huygens' ([Documents - Association - W.I.S.V. 'Christiaan Huygens' \(tudelft.nl\)](#)) and agrees with these terms and conditions.

Initials Candidate Participant:

Signatory declares to have read and agreed with the participant requirements (and added their initial to every page of this document), and that they meet all of the specified requirements. Further, signatory confirms that they have the necessary travel documents and insurance coverage at the moment of departure and during the entire Business Tour.

Personal Information of the Candidate Participant:

Last Name: _____

First Name: _____

Initials: _____

Date of Birth: _____

Place of Birth: _____

E-mail: _____

Signature of parent/guardian:
(If under age)

Signature of candidate participant:

Signature of first board member of W.I.S.V 'Christiaan Huygens':

Signature of second board member of W.I.S.V. 'Christiaan Huygens':