



Company: Approved  
Supervisor: Approved

## Internship agreement

### Information about the student

First name:	
Last name:	
Programme:	
Class:	
Mobile number:	

### Information about your supervisor at Business Academy Aarhus

Name:	
Email address:	

### Information about the company

Company name:	
Address:	
Postal code:	
City:	
Country:	
Phone:	
Website:	
Contact person's - first name:	
Contact person's - last name:	
Title:	
Contact persons phone:	
Contact persons email:	

### Duration of the internship

The internship begins (dd-mm-yyyy):	
The internship ends (dd-mm-yyyy):	

### Working hours

Number of hours per week, fixed working hours, if necessary time devoted to internship report, etc..	
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**Description of the contents of the internship and the tasks the student will be involved in during the stay**

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**Learning objectives in the internship**

**Individual learning objectives:**

1.	
2.	
3.	
4.	
5.	

**Additional agreements:**

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Any additional agreements other than the internship agreement can be noted here.

(This could for example be an agreement on cooperation concerning the final exam project / bachelor project).

The terms of these agreements must be agreed upon between the company and the student, and not with Business Academy Aarhus.

The terms on page 3 in the internship agreement only apply to the internship agreement and any additional agreements are not covered by these.



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### **Insurance**

If the internship takes place in a company in Denmark, the internship is covered by the act on worker's compensation (lov om arbejdsskadesikring), cf. executive order no. 1263 from 02 December 2019, or the applicable ministerial order on worker's compensation insurance for students, and by the act on liability for damages (lov om erstatningsansvar). This means that if the internship takes place in a company in Denmark, the student must be covered by the company's worker's compensation and liability insurance.

If the internship takes place in a company outside Denmark, then it is the student's responsibility to examine and assess whether he or she can be covered by the company's insurances. In cases where the student is not covered by the company's insurances, the student must make sure to take out any insurance necessary.

### **Declaration of secrecy**

Maintaining secrecy means that you cannot pass on any information about any individual's personal affairs, including financial standing, or any information of major financial bearing for the person or company in question.

The students also commit themselves to maintain full discretion concerning all commercial aspects regarding the company's activities, products, employees, competitors etc. that they might get in possession of in relation to the internship and the internship report. This also applies after the internship has ended. If a written report is confidential, it is the student's responsibility to communicate this clearly.

This is done by writing 'Confidential' on the report's cover, and furthermore, this should be done in accordance with the formal guidelines for the examination in question.

### **Intellectual property rights**

Intellectual property rights produced by the student in connection with the internship will automatically be transferred to the company without compensation. This applies unless other agreements have been made between the student and the company.

### **Illness**

If the student becomes ill the company must be notified immediately. In case of protracted illness (more than one week) the business academy must be notified in order to assess whether the internship period should be extended.

### **Salary**

The internship is unpaid and the company has no financial obligations towards the student. (This does not apply to students on the Chemical and Biotechnical Science programme as their internship is paid by one or more companies). However, it is possible for the company to give a 'token' payment of up to 3000 DKK per month.

Read the applicable rules for 'Internships and SU' on the student loans webpage [www.su.dk](http://www.su.dk) (this is only available in Danish)

### **Internship period**

The internship period differs according to the programme. For the internship period for each programme see: <https://www.baaa.dk/internship> In addition to the formal part of the internship, the students and their company can agree that their final exam project will be written in cooperation with the company

### **Holiday**

As a general rule the intern cannot be on holiday during the internship period. This does not apply to students on the Chemical and Biotechnical Science programme who are allowed to have holidays during their internship period.

### **Personal data policy**

When you have entered into an internship agreement with Business Academy Aarhus, we will register your name and contact information in our company database. This information is only used internally to ensure the best service for our business partners and internship companies.

Business Academy Aarhus looks after your personal data. It is our policy to treat all our business partners well and in a decent manner, and therefore we will take good care of the personal data you have entrusted to us – and we will treat it in accordance with all applicable laws.

This is where you can find Business Academy Aarhus' personal data policy.