



Internship agreement

Information about the student

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

Information about the supervisor at Business Academy Aarhus

Name:	
Email address:	

Information about the company

Company name:	
Address:	
Postal code:	
City:	
Country:	
Phone:	
Email:	
Website:	
CVR number	

The company is associated with the following entrepreneurship environment

Name:	
Address:	
Contact person:	

Affiliated partners or co-owners

Name:	
Email:	
Name:	
Email:	
Name:	
Email:	



Mentor / advisory board

Name:	
Email:	
Name:	
Email:	
Name:	
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.	



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. 185 from 23 February 2017, 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.

This also means that if the internship takes place in your own company or if any employees/interns are working in the company, you must pay attention to the insurance conditions and take out any insurance necessary. If the internship takes place in your own company abroad it is likewise your own responsibility to take out any insurance necessary in order for yourself and any employees/interns in your company to be adequately covered.

Salary

You are not permitted to receive any form of salary for your internship while receiving SU at the same time. Read the applicable rules for 'Internships and SU' on the student loans webpage www.su.dk (this is only available in Danish)

Declaration of secrecy

The student, the internship counsellor at the business academy and the members of the company's advisory board 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 partners in the company (if any) 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.

Holiday

As a general rule the intern cannot be on holiday during the internship period.

The agreement's period of validity

The agreement is not valid until the objective of the internship and the tasks are finally approved by Business Academy Aarhus.