



INTERNSHIP AGREEMENT INSTRUCTIONS

GENERAL INFORMATION

Use the link on Study Update to access the digital internship agreement and enter the relevant data concerning your internship.

The agreement is for two types of internship:

- I. Standard internship: The type of internship where you enter an agreement in a company. You are to complete *all details* for the digital internship agreement.

- II. Internship in your own company: The type of internship where you have chosen to be an intern in your own company and where the structure of this internship must live up to certain requirements according to your course programme.

BEFORE YOU START

Read these instructions carefully and have the following data ready before you start to complete the internship agreement:

Contact details - name of company, address, postal code/city, country, phone number, website - of your company

Contact details - first name, last name, phone number, e-mail address - of your contact in the company

Contact details for your supervisor - name, e-mail address (please read the details below regarding the supervisor)

Which type of internship do you want to choose? - 1) Standard internship or 2) Internship in your own company?

Duration and working hours of the internship

Your learning objectives for the internship - these should be approved by your supervisor BEFORE you add them to your internship agreement. You can find guidelines for formulating your learning objectives in "Quick reference guide for students: Learning objectives for your internship". (Ask your supervisor where to find it).

Especially for 'Internship in your own company'

If you are in internship in your own company, you need to have your cvr.number ready if possible.

If your business is associated with an entrepreneurial environment, you must enter the name, address, etc.

If you have affiliated partners or co-owners you must also enter their names.

If included an advisory board or if you have a mentor you must also enter the contact information of those individuals.

APPROVAL

If you have a Standard Internship, the system generates a PDF file of the internship agreement when you have finished entering the data. This file will be sent automatically to your host company and your supervisor.

They will review the agreement, and if they can approve it you will receive an e-mail with the final agreement attached.

If they are unable to approve the contents of your agreement, you will receive an e-mail informing you that your supervisor or the company has rejected your agreement and that you should get in touch with them to revise the contents.

If your agreement has been rejected and you have discussed revisions of the contents with the company or your supervisor, you must access the link on Study Update again and create a new agreement.

You can always access your agreement using the link on Study Update where you can see the status of your agreement. Did the company approve it? Did your supervisor approve it?

You cannot edit an agreement which has been sent but you can create a new agreement if your agreement was rejected.

If your Internship is in your own company, the system generates a PDF file of the internship agreement when you have finished entering the data. This file will be sent automatically to your supervisor.

The supervisor will review the agreement, and if the supervisor can approve it you will receive an e-mail with the final agreement attached.

If your supervisor are unable to approve the contents of your agreement, you will receive an e-mail informing you that your supervisor has rejected your agreement and that you should get in touch with your supervisor to revise the contents.

If your agreement has been rejected and you have discussed revisions of the contents with your supervisor, you must access the link on Study Update again and create a new agreement.

You can always access your agreement using the link on Study Update where you can see the status of your agreement. Did the company approve it? Did your supervisor approve it?

You cannot edit an agreement which has been sent but you can create a new agreement if your agreement was rejected.

SUPERVISOR

If the Academy has not yet assigned you a supervisor when you fill in your internship agreement, you need to consult your programme secretary and use the name and e-mail address of the programme secretary or the programme internship coordinator.

If later in the process you are assigned a supervisor or if you change supervisor during the internship access the link on Study Update again and add the name and e-mail address of your supervisor using the 'Add new supervisor' button.

STEP BY STEP

Home

ERHVERVSAKADEMI
AARHUS



Indtast din skolemail/Campusmail her for at komme til din praktikaftale /

Enter your Academy email/Campus email here to go to your internship agreement.

(eaaxxx@students.eaaa.dk) / (xxxxxx@campus.aams.dk)

Login

When you have entered your Academy e-mail, you'll receive an e-mail with a link for your internship agreement.

1st screen image

BUSINESS ACADEMY
AARHUS



Internship agreement

You need to state the type of your internship.

It is important that you specify the correct type of internship since the questions you get asked are dependent on the type of internship.

You can read more about the different types of internship on Study Update.

Type

- Internship
- Internship in your own company



Næste

You need to state the type of your internship. It is important that you specify the correct type of internship, as the questions you are asked depend on the type of internship. Please read more about the different types of internship in the beginning of this document.

2nd screen image



Internship agreement

Information about the student

First name:	John
Last name:	Doe
Programme:	Rektoratet
Class:	F17
Mobile number:	<input type="text"/>

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Next

Your name, programme and the number of your class are filled in automatically. Please add you mobile number if you have one.

3rd screen image



Information about your supervisor at Business Academy Aarhus

Name:

Email address:

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Next

Please type the correct e-mail of your supervisor at Business Academy Aarhus otherwise your agreement will not be sent to your supervisor.

4th screen image
Standard Internship

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Information about the company

Company name:	<input type="text"/>
Address:	<input type="text"/>
Postal code and city:	<input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>
Website:	<input type="text"/>
Contact person - first name:	<input type="text"/>
Contact person - last name:	<input type="text"/>
Title:	<input type="text"/>
Contact persons phone:	<input type="text"/>
Contact persons email:	<input type="text"/>

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Please be aware to type correct e-mail, otherwise your agreement will not be sent to your contact person in the company.

4th screen image
Internship is in your own company



Information about the company

Company name:	<input type="text"/>
Address:	<input type="text"/>
Postal code and city:	<input type="text"/>
Country:	<input type="text"/>
Phone:	<input type="text"/>
Website:	<input type="text"/>
CVR number	<input type="text"/>

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Next

Here you enter information about your company, name, address, website and your company cvr.number if possible.

*Special frame:
Internship is in your own company*



Is your company associated with an entrepreneurship environment?

- Yes
- No

Are there any other affiliated partners or co-owners in your company?

- No
- Yes - 1 person
- Yes - 2 people
- Yes - 3 people

Is there a mentor or advisory board associated with your company?

- No
- Yes - 1 person
- Yes - 2 people
- Yes - 3 people

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Next

If your business is associated with an entrepreneurial environment, you must also enter the name, address, etc. If you have affiliated partners or co-owners you must enter their names. If included an advisory board or if you have a mentor you must also enter the contact information of those individuals.

5th screen image

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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..

Does some of your internship take place abroad (outside Denmark)?

Yes



Here you state when your internship starts and ends. State how many weeks you have for your internship, according to your curriculum. You also state relevant details about your working hours.

If a minimum 3 months of your internship take place abroad, you must tick this option.

If you want your company to receive information by e-mail, the internship agreement, evaluation etc. in English, you must tick this option.

If you have confirmed that your internship takes place abroad, you must state whether the internship is linked to an educational institution and how many weeks you are abroad.

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How many weeks of your internship takes place abroad?

- Less than 2 weeks
- 2 to 11 week
- 12 weeks or more

Is the host company for your internship an educational institution?
(for example school/college/university)

- Yes
- No

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6th screen image

Continue to the screen image below.



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ÅRHUS

Beskriv de opgaver, du skal løse i virksomheden i forbindelse med praktikken

Læringsmål med praktikforløbet

Læringsmål:

1.
2.
3.
4.
5.

Førige Næste

Here you must describe the tasks you have agreed with your host company and your supervisor to carry out during the internship.

You must also describe the individual learning objectives of your internship.

The individual learning objectives are formulated according to the relevant curriculum and inspired by the tasks you need to solve in the company.

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.

Here you can state if you have made an agreement with your internship company about your final exam project/ bachelor project after your internship period.

7th screen image *Standard Internship*



When you press 'Finish' the information will be saved.

The internship agreement will automatically be emailed to the company. When the company has approved the agreement, the agreement will automatically be emailed to your supervisor for approval.

Once the agreement is approved by both the company and your supervisor, you will receive an email with a link to the final agreement

If either your company or your supervisor rejects the agreement, you will receive an email with further instructions .

You can access your internship agreement at any time on Study Update. Here it's possible to check the approvalstatus and print the agreement.

Is the internship agreement ready to be sent to the company?

If this is a draft, then DO NOT answer "Yes" to this question.
Only answer "Yes" if you want to send the internship agreement to your internship company now.

Yes

Previous Finish



You are now ready to finalise your internship agreement and you will return to the home page where you can see your agreement and verify your approval status.

You can always login to the overview page via the link on Study Update, but you cannot edit a sent internship agreement.

If you need to change the content of your internship agreement, then you need to create a new internship agreement. When you create a new internship agreement in the system, the information will automatically be copied from your previous agreement – you can then simply change it as required before it is once again sent for approval to the internship company and the internship supervisor.

6th screen image *Internship in your own company*



When you press 'Finish' the information will be saved.

The internship agreement will automatically be mailed to your supervisor.

Once the agreement is approved you will receive an email with a link to the final agreement.

If you have a mentor or an advisory board these will automatically receive an email with a link to the internship agreement when your supervisor has approved the agreement.

If your supervisor rejects the agreement, you will receive an email with further instructions.

You can access your internship agreement at any time at Study Update. Here it's possible to check the approval-status and print the agreement.

Is the internship agreement ready to be sent to your supervisor?

If this is a draft, then DO NOT answer "Yes" to this question.

Only answer "Yes" if you want to send the internship agreement to your supervisor now.

Yes

Previous Finish



You are now ready to finalise your internship agreement and you will return to the home page where you can see your agreement and verify your approval status.

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