

Internship agreement

Information about the student (you)

First name _____

Surname _____

Programme _____

Information about your Business Academy Aarhus supervisor

Name _____

Supervisor email address _____

Repeat supervisors email address _____

Information about the internship company

Type of internship ☐ Company internship (Mostly used for a single internship at a single company)
☐ Entrepreneurial internship (Internship at your own company)
☐ Special internship (Typically for multiple, shorter internships)

Company name _____

Address _____

Postal code _____

City _____

Country _____

Phone number _____

Website _____

Contact person - First name _____

Contact person - Surname _____

Contact person - Title _____

Contact person - Phone number _____

Contact person - Email _____

Repeat the email address _____

Duration of the internship

Internship starts

Internship ends

Number of hours per week

Describe the tasks you will solve for the company in connection with the internship

Learning objectives for the internship

1.

2.

3.

4.

5.

Other agreements

Any other agreements between the student and the internship company.

As you are doing an entrepreneurial internship you must list your special agreements here:

General terms & conditions

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. ministerial order no. 919 af 25/06/2024, or the applicable ministerial order on worker's compensation for students (bekendtgørelse om arbejdsskadesikring af uddannelsessøgende) and the act on liability for damages (lov om erstatningsansvar). 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 of Denmark, it is the student's responsibility to investigate and determine whether they can be covered by the company's insurance. In cases where the student is not covered by the company's insurance, the student must ensure that they have the necessary insurance.

Confidentiality

A student who becomes aware of trade secrets during their internship must not, without authorisation, pass on or use such information according to § 4 in the Trade Secrets Act in force at the time. Employees and external examiners involved with the internship are also covered by § 4 of the Trade Secrets Act, just as they are covered by a non-disclosure agreement pursuant to Chapter 8, § 27 of the Public Administration Act. Being covered by a non-disclosure agreement means that you may not disclose information about individuals' private interests, including financial circumstances as well as information of significant financial importance to the person or company to whom the information relates. The student is therefore obliged to maintain complete confidentiality regarding all the company's activities, products, employees, competitors etc. that they come across in connection with their internship and their internship report. This also applies after your internship period is completed.

If your written internship report is confidential, you must clearly indicate this. This must be done by clearly writing 'Confidential' on the report's cover page. Make sure that this is also done in accordance with your exam guidelines.

Intellectual property rights

Intellectual property rights created by the student in connection with their internship are automatically assigned to the internship company without compensation, unless otherwise agreed between the student and the company.

Illness

In the event that the student falls ill, the company must be notified immediately. With long-term illness (longer than 1 week's duration), the Academy must be notified with a view to assessing whether the internship period should be extended.

Remuneration

The internship is unpaid, and the company therefore has no financial obligations to the intern. (This does not apply to internships connected to the Chemical and Biotechnical Science programme, which are carried out as a paid employment in one or more companies). However, the company can choose to give the student financial appreciation of up to DKK 3375 per month. Read the current rules on 'Internships and SU' on SU's website, <https://su.dk/foreign-citizen/gb-foreign-citizen/eu-rules/you-work-in-denmark/you-are-a-worker-or-a-self-employed-person-under-eu-law/changes-to-your-circumstances>

The internship period

The internship period varies depending on the programme in question. Find the internship period for the programmes at: <https://www.eaaa.dk/samarbejde/fa-en-praktikant/>
In addition to the internship period, the student and the company can enter into a supplementary agreement so that the final exam project is prepared for the company.

Holiday

As a general rule, holidays cannot be taken during the internship period. However, this does not apply to students on the Chemical and Biotechnical Science programme, where holiday can be taken during the internship period

Validity of the Agreement

The internship agreement is only valid when the internship objectives and work tasks have been finally approved by both the company and Business Academy Aarhus.

Termination of internship contract

The internship contract can be terminated without notice by both the student and the company. However, if problems arise during the internship, Business Academy Aarhus expects that a dialogue will first be initiated with the other party with a view to solving the problems before the contract is terminated. Students and companies are encouraged to contact the internship supervisor at Business Academy Aarhus as soon as possible if any doubts or problems arise during the internship.

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 to our business partners and internship companies, and the Company's name will appear on the list of internship providers made available to future students as a source of inspiration when seeking internship placements for a period of two years. Business Academy Aarhus takes care of your personal data. It is our policy to treat all our business partners well and in a decent manner, and we will therefore 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: <https://www.baaa.dk/about-us/data-protection-policy/>