

Student agreement on a project-oriented course

Parties:

Company name:	
Address:	
Postal code/City:	
Company registration (CVR) no.:	

(hereinafter referred to as "the Company")

and

The student's full name:	
Address:	
Postal code/City:	

(hereinafter referred to as "the Student")

This agreement shall be entered into in accordance with the relevant curriculum and must not conflict with it.

This agreement shall also be entered into in accordance with the supervisory agreement regarding the project-oriented course that has been entered into between the Student and the counsellor from the University of Southern Denmark.

Purpose:

The overall objective of this agreement is to clarify the rights and obligations of the parties in connection with the project-oriented course at the Company as part of the student's education at the University of Southern Denmark.

The project-oriented course concerns:

Period

The project oriented course starts on _____ and ends on _____

Contact information:

The Student

Telephone no.:	
Email:	

The Company

Contact:	
Telephone no.:	
Email:	

Place of work and tasks

The purpose of the project-oriented course is to give the Student professional experience and competences, as well as organisational and personal knowledge of the working life that the Student is being trained for.

The workplace is _____

It has been agreed that the Student will deal with tasks within:

The weekly working hours have been agreed to be _____ hours including a ½ hour daily lunch break.

The working hours will be on the following days _____ between _____ and _____

Time required for work-related trips shall be included in the working hours statement.

The Company's obligations

The Company obligates itself to allow the student to follow other courses at the university that are running simultaneously with the project-oriented course.

The Company obligates itself to instruct the Student on rules and procedures in the Company, including security conditions, the Company's internal procedures and the personnel handbook, if any.

The Company shall further obligate itself to ensure that the Student is given the necessary insight into the Company, which is relevant to the project-oriented course. In addition, the Student is entitled to have access to relevant information, so that the Student has a professional basis to be able to perform his or her duties and write his or her internship report. All material that the Company provides to the Student, may be returned at the end of the course.

Relevant information includes, but is not limited to, the following (for *example*, *interviews with key employees*, *measurable data*, *observations*, *etc.*) The list is not exhaustive:

The Company obligates itself to make a contact available, with whom the Student can spar during the project-oriented course.

The Company is at least obligated to make a workstation in the Company available to the Student. In addition, the following shall be made available for the Student to use during the project-oriented course (for example, telephone etc.):

--

The above shall be returned to the Company at the end of the course.

The Student's obligations

The Student obligates himself or herself to follow the Company's rules and procedures that are applicable at any given time for the Company's other employees.

The Student is obligated to carry out the work tasks that the Company assigns, to the extent that the work tasks are reasonable.

The Student is obligated to comply with the agreed working hours. In case of illness, etc., the contact must be informed within a reasonable time.

The Student is obligated to inform the contact in the event of significant changes in relation to the project-oriented course, including with regard to the content, purpose, etc.

The Student is obligated to comply with the agreed evaluation form pursuant to this agreement.

The Student cannot guarantee a specific result of his or her work as a result of the project-oriented course.

Rights

Each Party has ownership of rights to the knowledge that the Party has created during the project cooperation. If the Parties create knowledge jointly during the cooperation project, the property rights belong to the Parties as co-ownership, in which the ideal proportion corresponds to the Party's proportional intellectual contribution.

Each Party is entitled to publish own results. The Student is also entitled to include results that the Company and the Student have created jointly in the evaluation of the project-oriented course (for example, in the final report).

Publication of knowledge must always be done while respecting the duty of confidentiality. However, the Company must, as far as possible, avoid applying restrictions to the student's evaluation of the project-oriented course, including restrictions with regard to the content of the evaluation product (report, etc.)

Confidentiality

The Student may not disclose confidential information to any third party without the prior written consent of the Company. The Student may not use confidential information for any purpose other than the purpose for which it is described.

Notwithstanding the above, confidential information does not include information that:

1. is already known by the student; or
2. is or becomes part of the public domain in a way other than by a breach of the duty of confidentiality; or
3. already at the time it was received was in the recipient's lawful possession without restrictions; or
4. a Party itself has developed independently of the Company's confidential information; or
5. the recipient is obligated to disclose to third parties according to law or other valid provisions, for example, the Danish Public Administration Act, the Danish Access to Public Administrative Documents Act or the Danish Administration of Justice Act.

If the project-oriented course means that a counsellor from the University of Southern Denmark shall be subject to duty of confidentiality, a specific Non-Disclosure Agreement (NDA) between the Company, the Student and the University of Southern Denmark should be entered into. The NDA must be attached to this agreement as Annex 2.

Salary, compensation, gratuities, etc.

The following documentable expenses are to be reimbursed by the Company:
(for example, transport expenses, telephone, insurance, double household etc.)

If salary, fees, etc. are paid by the Company to the Student with regard to agreement, a written specification thereof shall be prepared and attached as Annex 3. Salary may only be paid with regard to the project-oriented course if it is stated in the Danish education order that it is a paid project-oriented course/internship.

It is possible for companies to give students in project-oriented courses or unpaid internships up to DKK 3,000 a month in addition to their State Education Grant and Loan Scheme (SU), which shall be regarded as a gratuity for their efforts.

It is emphasised that the gratuity is voluntary for companies and organisations. The gratuity may not be agreed upon in advance. The limit of DKK 3000 has been determined in order to emphasise that the students are in a course of study and are not workers.

Insurance

As an employer, the Company is obligated to take out insurance for the Student during the project-oriented course. The Company is also liable for the damaging acts and omissions that the Student causes in connection with the project-oriented course.

Evaluation

The project-oriented course and work tasks are evaluated on an ongoing basis. The Parties have agreed that evaluation shall made _____ times during the course.

Must the project-oriented course be concluded with a report? _____ YES _____ NO

Must the project-oriented course finish with something other than a report (for example, an oral presentation, etc.)?

_____ YES, How? _____

_____ NO

Breach

In the event of a Party's material breach of its obligations, the other Party may terminate the agreement if the breach has been pointed out to the Party in breach with a request to end the breach within (14) calendar days, and this has not happened prior to the deadline mentioned.

Amendments

This agreement, including its annexes, constitutes the entire agreement between the Parties with regard to the project-oriented course.

No amendment to this agreement shall be binding unless it is in writing and signed by the Parties.

Duration and termination

This will remain in effect and be applicable until the project-oriented course has been finished or completed by the Student.

This agreement may be terminated with fourteen (14) days' notice if it is justified for study reasons or if it is otherwise not possible to fulfil the terms and conditions of the agreement.

Signature

For the Student

For the Company

Date: _____

Date: _____

Name:

Name:

Annexes:

Appendix 1

Supervisor agreement (Humanities) Internship / project oriented course

The supervisor agreement should be attached to the student agreement of the internship / project-oriented course.

The supervisor agreement must be in accordance with the student's curriculum and the course description of the internship / project oriented course.

The supervisor		The student	
Name		Name	
Email		Education	
Institute		Year of enrolment	
		SDU Email	

Business / organisation			
Period	Spring 20__		Autumn 20__
ECTS of the internship / project-oriented course			
Working title			
Preliminary description of the project			

The student	
Date	Signature
The supervisor	
Date	Signature