# How to create a Student
# **Non-disclosure Agreement (Stud.NDA)**
# to SDU RIO, Legal Services

## For students at SDU

To simplify the process of receiving, register and begin the negotiation process of the Non-disclosure Agreement (NDA) for students, we want you to create your inquiry in our form:

https://contracts.sdu.dk/

Your inquiry will be created directly in our case management system where it will be distributed to one of our legal advisors.

Before we can begin the review of the agreement, we need the following information:

- The project title.

- The Institute you are enrolled to, and the Head of Department of the Institute.

- Contract Type: Choose "ENDA, Student Non Disclosure Agreement".

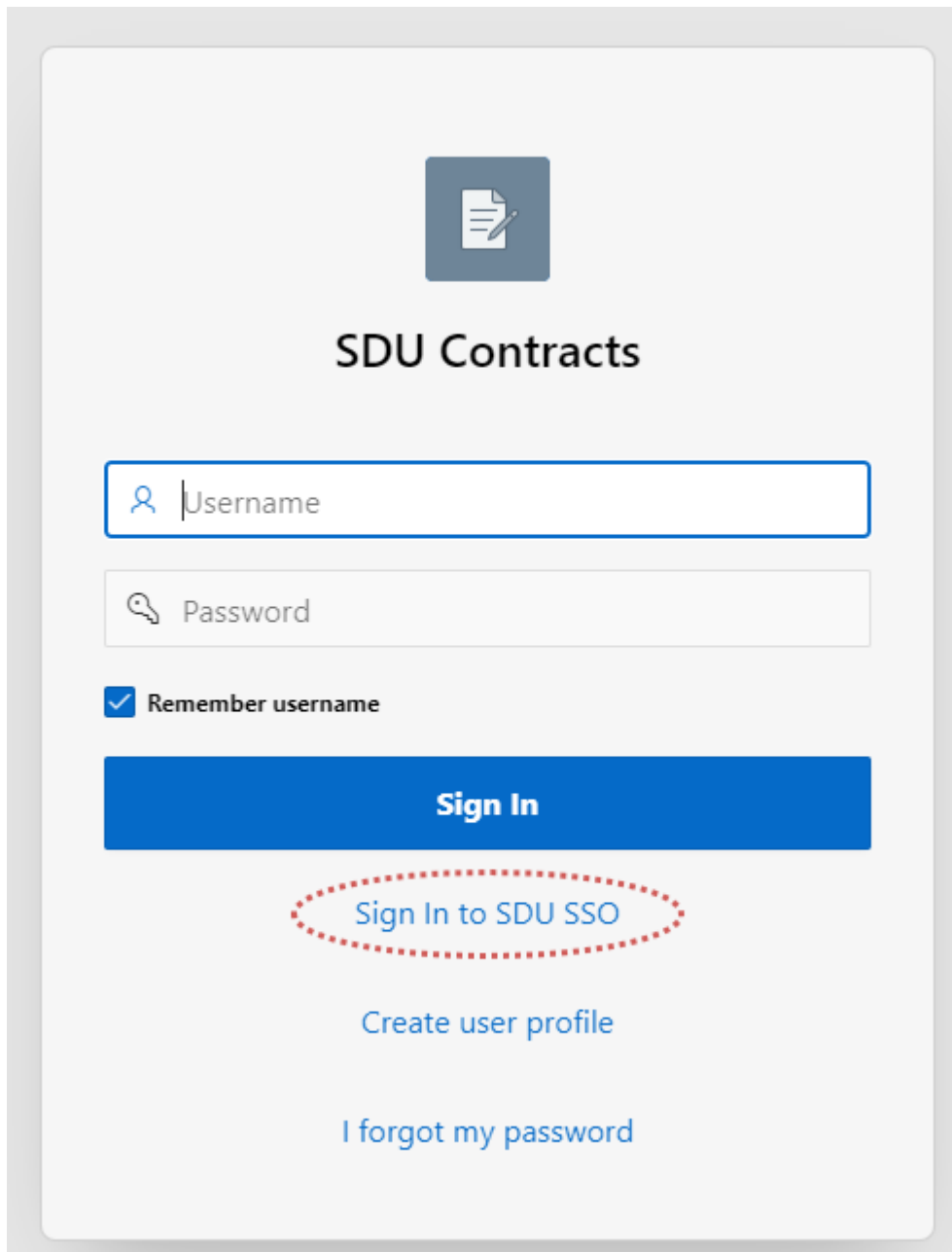- Contract parties: Add the external partner of the project.

If you have a contract draft, you can upload your file (accepted filetypes: .pdf, .docx, .dot, .doc)

If you have relevant information, questions, or a comment for the legal advisor, you can write them in the 'Notes' field.


The next pages will guide you in "how to create your inquiry".
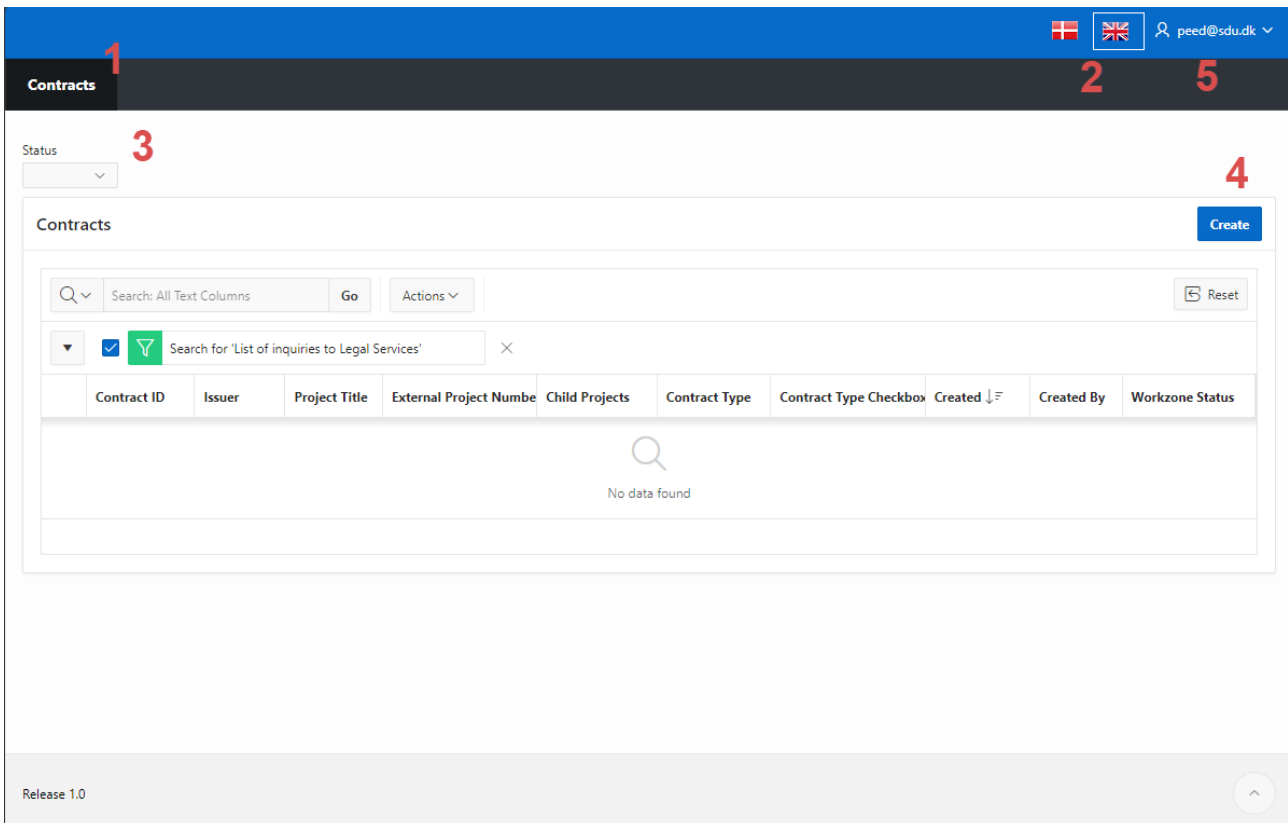
# Login with your SDU account

Login with your @student.sdu.dk account. Click on "Sign In to SDU SSO".

# Introduction to the overview

1. Links back to overview of all contracts (inquires) created by user.

2. Change language: DA/EN.

3. Status filters the created inquiries according to the Workzone Status.

4. Click on "Create" to fill out the form and create your inquiry to Legal Services.

5. Sign out.

# See next page for description for filling out the form

**Contracts**

To overview **6**

**15** Create in Workzone

Contract ID  26634

Issuer  SDU (Collaboration agreements and legal help)

**7** * Project Title

## University contact information

**8** * Institute

Faculty

**9** * Head of department

Parent Project

**10** * Contract Type  ENDA  Student Non Disclosure Agreement

External Project Number

Project Duration

## Notes **11**

(500) You can submit your legal questions here, specify the purpose of the agreement, or add details to the project that may be relevant for the caseworker to know. Attach your questions in a document under 'Upload other contract documents' if you are limited by the field.

## * Contract parties

**12** Create Party

no data found

## Upload files

**13** ☐ I have a contract draft

## Upload other contractual documents

**14** Add document

Release 1.0

# Introduction to the filling out the form

All fields marked with <span style="color:red">*</span> is required.

*Note! The form will change appearance/conditions depending on which contract type is selected as the conditions are customized to each contract type. Choose 'ENDA, Student Non Disclosure Agreement' for same setup as illustrated*

6.     Links back to overview.

7.     Enter project title.

8.     Choose the Institute you are enrolled to.

    *Ask your SDU supervisor if you do not know which Institute you are enrolled to.*

9.     Add Head of Department (Institute).

10.     Choose contracts type: 'ENDA, Student Non Disclosure Agreement'.

11.     If you have relevant information, questions, or a comment for the legal advisor you would like to add to your inquiry, add to the Note field.

    *If you are more than one student working on the project, please add the names and SDU student-mail in the note field.*

    *Note! The field has a limit of 500 characters. If your text is longer, please upload your text in a PDF file and upload at 'Upload other contractual documents'.*

12. Add the external partner of your project.

- Danish company: Enter the Danish VAT-number (CVR-number) and click on 'Lookup'.

- Foreign company:

    1. *First try 'Search existing' to see if your external partner already exists in our system. If the company appears more than once on our list, make sure to choose the correct company. Some companies have multiple subsidiary companies in different countries.*

       *If your external partner does not exist, fill out the fields:*

    2. *Country*

    3. *Company name*

    4. *Address*

    5. *Contact email*
       *Note! Add the email of your contact to your company supervisor if the company does not have an official email. Domains as @gmail.com, @hotmail.com etc. are not accepted domains.*
       *- Contact contracts@sdu.dk if you are experience trouble creating a foreign party.*

- Create contract party (8).

If you do not want to create the contract party, click on 'Cancel' (9) or the exit button (10).

13. If you have a draft of a NDA, check the box 'I have a contract draft' and upload your file.

    *Accepted filetypes: .pdf, .docx, .dot, .doc.*

14. If you have another document relevant for the project, you can upload those documents in ´Upload other contractual documents´.

    *Accepted filetype: .pdf*

15. When you have filled out the required fields, click on 'Create in Workzone' to send your inquiry to Legal Services.

If your inquiry is successfully created, it will appear in the overview.

A legal advisor will contact you once the case has been assigned.