

## Internship Agreement

### BSc in Sociology and Cultural Analysis, 5th semester – Internship Abroad

#### Parties

The name of the *organization*: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode/city: \_\_\_\_\_

The name of the *contact person* in the organization: \_\_\_\_\_

Phone no.: \_\_\_\_\_

Email: \_\_\_\_\_

The full name of *the student*: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode/city: \_\_\_\_\_

Phone no.: \_\_\_\_\_

Email: \_\_\_\_\_

The present agreement must be in accordance with the curriculum relevant for the student and must not run counter to it.

#### Purpose

The overall purpose of the present agreement is to clarify the rights and obligations of the Parties with regards to the Internship at the organization.

**The overall subject/title of the internship:**

\_\_\_\_\_

#### The period

The internship starts on \_\_\_\_\_ and is concluded on \_\_\_\_\_

**Place of work and work tasks**

The purpose of the Internship is to provide the student with both professional experience with regards to the overall aims and competences of their degree course and with organisational and personal knowledge of the working life that they are being qualified for.

The place of work is \_\_\_\_\_

The agreement is that the student will have to undertake the following work tasks:

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The agreed number of working hours per week is \_\_\_\_\_ including a daily ½-hour lunch-break.

The working hours will be allotted to the following days \_\_\_\_\_

between the hours of \_\_\_\_\_ and \_\_\_\_\_.

Hours that form part of a work-related trip are counted in the total of hours worked.

### **The organization's obligations**

The organization identifies a contact person, who can provide feedback for the student during the Internship.

The organization will ensure that the student can attend his or her obligations at the university while involved in the Internship.

#### **Facilities for the student:**

(The organization is as a minimum required to make a work station available for the student to use during the Internship, e.g. telephone etc.)

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The abovementioned items must be returned to the organization after the Internship.

### **The contact person's obligations**

The contact person in the organization instructs the student about the rules and routines of the organization, including safety measures, the organization's internal procedures and the staff handbook, if applicable.

Furthermore, the contact person ensures that the student is given any necessary insight into the organization relevant for the Internship. In addition, the student has a right to be given access to relevant information, so that he or she has the professional basis necessary to carry out his or her work tasks and to complete the Internship satisfactorily. The organization can request that all materials made available to the student should be returned at the end of the Internship.

### **The student's obligations**

The student must follow the rules and routines of the organization, as they at all times apply to the remainder of the organization's employees.

The student is required to carry out the work tasks given by the Organization in so far as these are reasonable.

The student is required to comply with the agreed working hours. In case of illness or other hindrance, the contact person should be informed in reasonable time.

The student is required to inform the contact person if there are significant alterations in relation to the Internship, including changes related to its content, aims and so on.

The student cannot guarantee any particular result ensuing from his or her work, as a result of the Internship.

## **Rights**

Each party has intellectual property rights to the knowledge that the Party has created during the project collaboration. In so far as parties create knowledge in partnership during Internship, property rights belong to the Parties in co-ownership under property law, whereby each Party's notional share corresponds to the Party's relative intellectual contribution.

Each Party has the right to publish its own results. The student also has the right to include the results arrived at by the organization and the student in partnership, e.g. in the final report.

Publication of knowledge must always be undertaken with respect to the duty of confidentiality. The organization must, however, as far as possible refrain from setting limitations as regards the student's evaluation of the Internship, including limitations regarding the content of the evaluation product (report etc.).

## **Confidentiality**

The student must not pass on confidential information to any other party without written consent from the organization. The student may not use confidential information for any other purpose than that for which it is intended.

Regardless of the above, confidential information does not include information:

1. that is already in the student's possession
2. that is or will be introduced to the public sphere in another way than through disregard of the duty of confidentiality, or
3. that already at the moment of reception was in the legal possession of the recipient without any restrictions, or
4. was something one Party has itself developed independently of the organization's confidential information, or
5. that the recipient is obliged to pass on to a third party according to the law or some other valid provision, e.g. laws relating to public administration, public information or the administration of justice.

In the case that the Internship involves a supervisor from SDU being subject to a duty of confidentiality, a specific Non-Disclosure Agreement (NDA) should be signed by the organization, the student and SDU. The NDA should be attached to this agreement as appendix 2.

### Reimbursement for documented expenses

The organization provides the following contribution to the student with regards to expenses that can be documented and that are incurred as part of the Internship (e.g. travel expenses, telephone, rent etc.):

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### Insurance

As employer, the organization is responsible for insuring the student during the Internship. In addition, the organization is responsible for any injurious act or omission committed by the student in relation to the Internship.

### Evaluation

The Internship and the work tasks of the student are evaluated on a continuous basis. The parties have agreed that evaluation shall take place \_\_\_\_ times during the internship.

Is the Internship to be completed with a report?  YES  NO

Is the Internship to be completed with anything else than a report (e.g. a verbal presentation)?

YES, what?: \_\_\_\_\_

NO

### Breach of contract

In the event of significant or recurrent neglect of obligations by one of the Parties, the other Party can withdraw from the Agreement as long as the breach of contract has been brought to the attention of the neglectful Party with a request to cease the neglect within fourteen (14) days and as long as this has not been brought about within the time limit specified.

### Alterations

This Agreement, including attachments, makes up the entire Agreement between the Parties with regards to the Internship.

No alteration to the Agreement is binding unless it is in writing and has been signed by the Parties.

### **Duration and notice**

This remains in force and valid until the Internship has been completed or concluded by the student.

This Agreement can be cancelled with fourteen (14) days' notice, if there are study-related reasons so to do or if, for some other reason, it proves impossible to fulfil the terms of the Agreement.

### **Signatures**

The student

The contact person in the organization

Date:

Date:

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Name:

Name:

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### **Attachments (optional):**

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