

## Student agreement regarding the project oriented course

### Parties:

The name of the company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode/town: \_\_\_\_\_  
VAT no.: \_\_\_\_\_

(Hereafter 'the Company')

And

Full name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode/town: \_\_\_\_\_

(Hereafter 'the Student')

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

The present agreement must also be entered into in accordance with the supervisor agreement made between the Student and the supervisor from the University of Southern Denmark (SDU) relating to the project oriented course.

### Aim:

The overall aim of the present agreement is to clarify the rights and obligations of the Parties in regard to the project oriented course at the Company as part of the Student's degree course at SDU.

The project oriented course relates to (*the overall subject/area of the project oriented course*):

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### The period involved:

The project oriented course starts on \_\_\_\_\_ and is concluded on \_\_\_\_\_

### Contact information:

#### The Student

Tel. no.: \_\_\_\_\_  
Email: \_\_\_\_\_

#### The Company:

Contact person: \_\_\_\_\_  
Tel. no.: \_\_\_\_\_  
Email: \_\_\_\_\_

### Place of work and work assignments

The purpose of the project oriented course is to provide the Student with both professional experience with regard 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 work with assignments in the following areas:

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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 Company's obligations

The Company undertakes to instruct the Student about the rules and routines of the company, including safety measures, the Company's internal procedures and the staff handbook, if applicable.

Furthermore, the Company undertakes to ensure that the Student is given any necessary insight into the Company relevant for the project oriented course. In addition, the Student has a right to be given access to relevant information, so that he or she has the professional basis necessary in order to carry out his or her work assignments and to complete the project oriented course satisfactorily. The Company can request that all materials made available to the Student should be returned at the end of the project oriented course.

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

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The Company identifies a contact person, who can provide feedback for the Student during the project oriented course.

The Company will ensure that the Student can attend his or her obligations at the university while involved in the project oriented course.

The Company is as a minimum required to make a work station available for the Student to use during the project oriented course (e.g. telephone etc.):

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The above must be returned to the Company at the conclusion of the project oriented course.

### **The Student's obligations**

The Student undertakes to follow the rules and routines of the Company, as they at all times apply to the remainder of the Company's employees.

The Student is required to carry out the work assignments given by the Company in so far as these are reasonable.

The Student is required to comply with the agreed working hours. In the event of sickness 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 project oriented course, including changes relating to its content, aims and so on.

The Student is required to comply with the evaluation form agreed in respect of this agreement.

The Student cannot guarantee any particular result ensuing from his or her work as a result of the project oriented course.

### **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 the project oriented course, 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 Company and the Student in partnership as part of the evaluation of the project oriented course (e.g. in the final report).

Publication of knowledge must always be undertaken with respect to the duty of confidentiality. The Company must, however, as far as possible refrain from setting limitations as regards the Student's evaluation of the project oriented course, 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 Company. 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 Company'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 event that the project oriented course involves a supervisor from SDU being subject to a duty of confidentiality, a specific Non-Disclosure Agreement (NDA) should be signed by the Company, the Student and SDU. The NDA should be attached to this agreement as appendix 2.

### **Reimbursement for documented expenses**

The Company provides the following contribution to the Student as regards expenses that can be documented and that are incurred as part of the project oriented course:  
(e.g. travel expenses, telephone, rent etc.)

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### **Insurance**

As employer, the Company is responsible for insuring the Student during the project oriented course. In addition, the Company is responsible for any injurious act or omission committed by the Student in relation to the project oriented course.

### **Evaluation**

The project oriented course and the work assignments are regularly evaluated. Parties have agreed that evaluation takes place \_\_\_\_ times during the course of the project.

Is the project oriented course to conclude in a report (*to the Company*)?

\_\_\_ YES

\_\_\_ NO

Is the project oriented course to conclude in something other than a report?

\_\_\_ YES

How? \_\_\_\_\_

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 regard to the project oriented course.

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 project oriented course 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.

Signature

For the Student

For the Company

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Attachments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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