**Student agreement**

**on a project cooperation with a company**

**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 cooperation 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 their cooperation on the project at the Company as part of the student's education at the University of Southern Denmark. The purpose of the project cooperation is clarified in the attached project description, *Annex 1.*

The project cooperation concerns:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period**

The project starts on \_\_\_\_\_\_\_\_\_ and ends on \_\_\_\_\_\_\_\_\_\_

**Contact information:**

The Student

Telephone no.:

Email:

The Company

Contact:

Telephone no.:

Email:

**Work tasks**

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

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

**The Company's obligations**

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 cooperation.

The following shall be made available by the Company for the Student to use during the project cooperation *(for example, telephone, computer 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 has been described in the project description, *Annex 1.*

The Student is obligated to comply with the agreed deadlines. 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 cooperation, regarding 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 cooperation.

**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 cooperation (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 cooperation, 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 cooperation 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.)*

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

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

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

**Evaluation**

The project cooperation is evaluated on an ongoing basis. The Parties have agreed that evaluation shall be made \_\_\_ times during the course.

Must the project cooperation be concluded with a report? \_\_YES \_\_ NO

Must the project cooperation 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 cooperation 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:**

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

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

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