



UNIVERSITY OF SOUTHERN DENMARK

Internship agreement

Between
(Place of internship)

and
(Student)

Contact person

Name

Company

Study

Address

Address

City and city code

City and city code

Phone

Phone

E-mail

E-mail

Advisor

Name

Position

Study

E-mail

Period

The internship begins on ____/____/200__ and ends on ____/____/200__

Place of internship and work assignments

The purpose of the internship is to give the student academic skills and competences as well as organizational and personal knowledge regarding the field in which he/she is studying.

Place of work is _____

The student will handle the following assignments: _____

The company is obliged to instruct the intern about rules and regulations in the company, including safety regulations, work and communication routines. The intern is obliged to follow these rules and regulations applying to the rest of the employees.

Every ____ week the student and the company will evaluate the internship and revise the work assignments if necessary. The student has to inform the advisor about any major changes in the work assignments described in the agreement.

Have any agreements been made regarding the completion of the internship other than an internship report (e.g. an oral presentation for the company)? ____ yes ____no.
If yes, what kind _____

Pay, compensation, and insurance

If pay, fees, or other allowance are paid, the following should be filled in.

The following expenses will be refunded by the place of internship (e.g. transport, phone, insurance, double household etc):

The salary is _____,- DKK a month/per hour, and the salary will be paid out monthly

The company is obliged to insure the intern against work related accidents during the internship and to cover expenses in regard to any premium.

Working hours

The weekly working hours are estimated to ____ hours incl. ½ hour daily lunch break.

The working hours are placed on the following days _____
between _____ and _____ am/pm.

Transport hours should be included in the stated working hours.

Confidentiality

The student is obliged to follow any instructions and regulations given by the contact person in the company or by the company management during the internship.

1. The knowledge, which the student requires on internal relations in the company, e.g. business, special knowhow and performance cannot be shared with other people and companies. This is part of the Danish Marketing Law §10.
 2. If the student develops methods or inventions during the internship that are considered a direct result of the cooperation with the company and if of interest for the company, the company is entitled to these methods or inventions. The student's rights are similar to those of an employee with regard to the current law on employee inventions.
 3. After the internship has ended, the student has to complete an internship report for the institute to evaluate. The report will be part of the university archive. The company is entitled to a copy and to use the findings internally in the company.
 4. The advisor is also included by the confidentiality and cannot pass on any information about the company that he/she has acquired during the student's internship or through the report. The examiner is equally included by the confidentiality agreements.
 5. The student can only publish the report or parts of it after a written agreement with the company.
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Ending internship

If the contract has failed to be fulfilled, all involved parties can annul the contract immediately.

Termination of the contract has to be in writing to the other parties. The resigning party equally has to inform the internship office in writing.

Date: _____ Place: _____

Contact person, the company

The student

The advisor