



Internship agreement between Aarhus School of Architecture, the student, and the training place

Name of company:	Phone no.: Email address:
Company address:	
Postal code:	Town/country:
Name of contact (at the company):	Phone no.: Email address:
Name of student:	Unit of study: Phone no.: Email address:
Name of supervisor:	Phone no.: Email address:
Internship period: 01 September 2019 to 29 January 2020. Reporting on internships has been scheduled for the last Thursday of the semester. For internships in the autumn semester of 2019, the date is 30 January 2020.	

The intern is expected to participate in the business activities of the training place 37 hours a week - and abide by the rules regarding flexitime currently in force at the training place.

This agreement is concluded between the student and the training place, but is conditional on the student's supervisor approving the expected professional and academic content of the internship period.

The Internship Agreement must be uploaded to Aarhus School of Architecture's [website](#) no later than 15 June 2019.

The intern's motivation (MUST BE FILLED IN)

The intern must describe, in brief, which competencies he or she expects to acquire, which professional benefits he or she expects to obtain and why the trainee has chosen the training place in question.

The purpose of the internship

The intern will be affiliated with the training place as a part of the intern's educational programme. The purpose of the internship scheme of Aarhus School of Architecture is to give students of architecture an opportunity to try working in practice over a longer period of time in a professionally relevant company, to test and clarify their competencies, and establish a professional network even before the education has been completed. The aim is for the intern to gain knowledge and experience and acquire competencies that are best learned in a professional context.

The content of the internship (MUST BE COMPLETED)

The training place must describe in brief how it expects to ensure the educational benefits of the intern. That the internship period offers varied work tasks, that the student is introduced to the various phases of the building process, that the workplace ensures the intern obtains experience with different professional tools and forms of communication will be weighted.

A) **Business understanding.** How will the intern acquire basic knowledge of business conditions that apply to working as an architect, e.g. time management, acquisition of new business, etc.?

B) **Interdisciplinary collaboration.** What types of professional groups / partners / stakeholders is the intern expected to encounter during the internship? (not necessarily as an active participant but, for instance, as an observer at meetings)

C) **Tools.** What analogue or digital tools is the intern expected to work with during the internship?

D) **Tasks.** What variation in work tasks can the internship ensure? (diversity in scale, types of contexts, etc.) Which phases of the building process, ranging from e.g. competitions/outlining projects to detailing and supervision will the training place be able to ensure?

E) **Communication.** What types of professional communication will the intern be involved in? (graphic, written, oral)

F) **Ongoing follow-up.** Description of how the ongoing follow-up and sparring with the student will take place

The terms of Aarhus School of Architecture's internship scheme

By signing the agreement, the training place confirms that it is familiar with the terms of the internship scheme of Aarhus School of Architecture:

It is a condition for being approved as a training place that a professionally relevant person, who can supervise the student and who will be responsible for this supervision, is employed by the company in question. By professionally relevant is meant that the intern manager has professional competencies and experience that can strengthen the student's development and continuously ensure that the student has the opportunity to acquire the knowledge and skills stipulated in the internship agreement.

- Companies with less than 15 employees can be assigned one intern; companies with more than 15 employees can be assigned two interns per semester
- During the internship students are eligible to receive SU (Danish student grants) as the internship period - in accordance with the academic regulations of Aarhus School of Architecture - is incorporated as a study element resulting in up to 30 ECTS
- Holidays, if any, can only be taken during the holiday periods of Aarhus School of Architecture (The Easter and autumn holidays)
- As of 2020, the internship period takes place during the sixth semester. An interim arrangement involving a few students will, however, be arranged for
- Halfway through the internship period, a meeting involving the intern manager, the intern, and a supervisor from the unit of study to which the student is affiliated must be held. At this meeting, the internship period must be evaluated in relation to the described content. If there are large geographical distances between the training place and Aarhus School of Architecture, holding a skype meeting may be relevant. That a mid-way meeting has been held is a condition for approving the semester.

Responsibilities of the intern

1. Obtaining his or her supervisor's approval of a completed internship agreement
2. Uploading the completed Internship Agreement to the website of the Aarhus School of Architecture
3. Being proactive in terms of gaining professional benefits from the internship period
4. Keeping a logbook while working at the training place. This logbook provides the basis for an oral report of the internship period, which is assessed according to the rules currently in force at Aarhus School of Architecture
5. For internships abroad: obtaining the necessary visa and residence permits
6. For internships abroad: clarifying the terms in order that there is agreement on insurance conditions, including industrial insurance and third-party insurance

Responsibilities of the training place

- Providing a physical workspace for the student
- Ensuring that the intern, as far as possible, takes part in daily routines, including professional and practical projects, meetings, planning, etc. in accordance with the completed description of the contents of the internship

- At the commencement of the internship, communicating to the intern knowledge of the expectations, internal rules on security, accessibility, IT policies, etc.
- Providing an intern manager who participates in the agreed mid-way meeting with the student's supervisor and on a regular basis evaluates the internship with the intern and contributes to clarifying the competencies of the intern
- Approving/not approving the intern's attendance at the workplace by means of digital reporting

Responsibilities of the intern's supervisor

- Sparring with the student about the choice of training place
- Approving the internship agreement
- Organising a mid-way meeting with the intern, the training place, and the supervisor to be held in week 43. The precise time of the meeting is to be agreed on during the first week of the semester
- Recommending the intern for assessment based on the company's approval of workplace attendance
- Organising an oral assessment of the internship period in accordance with the applicable rules

Signature and date

Company:
Student:
Supervisor:

APPENDICES

Legal matters relating to the internship period

Remuneration during internships

The internship period is unpaid. Consequently, the Salaried Employees Act and the Holidays Act are not applicable.

The intern may, however, according to the Ministerial Order on Fine Arts Programmes at the Higher Artistic Educational Institutions under the Ministry of Science, Innovation and Higher Education, "during unpaid internships receive a gratuity in the form of a minor monetary reward from a company etc. The amount of the reward must not exceed DKK 3,000 a month and must not be granted as a pre-determined income similar to a wage income."

Insurance

Insurance, work environment, and safety conditions apply to interns in the same way as to the actual employees of the training place. Furthermore, interns are covered by the Worker's Compensation Act and the training place is required to take out employer's liability insurance in accordance with current legislation.

Please note: Since *one-man businesses* are not obliged to take out work injury insurance, we notify such companies that they ought to take out insurance for the intern in accordance with the guidelines for work injury insurance in one-man businesses (Vejledning om arbejds-skadesikring af praktikanter i praktik hos enkeltmandsvirksomheder).

Liability

The training place is responsible for any harmful acts and omissions by the intern that are part of the internship according to the general rules on liability regarding employer liability of Danish law.

Confidentiality

The intern is under an obligation of confidentiality regarding business secrets and special conditions which the intern may acquire knowledge of in his or her work for the training place and which the training place informs interns should remain confidential.

The intern must not abuse his or her insight into working procedures and methods at the training place. The training place, however, agrees to interns passing on non-confidential information about the training place when reporting on the internship.

By entering into this agreement the educational institution declares that any information about the training place which is not generally available to the public but which is part of the intern's report shall be treated with the necessary confidentiality by the educational institution.

Intellectual property rights

Inventions and creations

In respect to inventions and creations made by the intern as part of the internship, it has been agreed that the rules stated in the Danish Act on Employees' Inventions (Lov om arbejdstagers opfindelser) or in the relevant regulations currently in force shall apply to the relationship between the parties to the internship with the necessary adjustments.

Copyrights and design rights

The rights to use copyrighted works and designs produced by the intern as part of the internship lies with the training place.

Trademarks

Interns are not entitled to any share in the trademark rights of the training place. The educational institution is not entitled to any share in the intellectual property rights to works, inventions, creations, designs, etc. produced by interns in the course of their internships.