## Project-oriented course CONTRACT

Please note, project-oriented course is an integral part of the student’s studies at Aalborg University, Denmark (cf. Standard Terms and Conditions)

**Host Organisation**

**Address: City:**

**Country:**

**Phone/fax no:**

**Contact person:**

**E-mail:**

**Web address:**

**Name of intern:**

**Date of birth:**

**E-mail:**

Please, fill out the items listed below as supplement to the Standard Terms and Conditions for internships/project-oriented course:

1. **Scope of work/assignments during the internship/project-oriented course:**
2. **Period of project-oriented course:**

Start date: End date:

1. **Working hours per week and work space:**
2. **Financial assistance to the intern (IF ANY) such as rent, transportation and acknowledgements:**

Yes \_\_ No \_\_

If yes, please state the amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Other issues of agreement in connection with the project-oriented course:**
	* + *contact meetings (ongoing evaluation and internship tasks). Also describe any foreseen fieldwork and travels included in the work.*
2. **On completion of the project-oriented course, the host organisation will issue a certificate to the student (please refer to point 8 of the Standard Terms and Conditions below)**

**The terms, as outlined above, are agreed by the following parties:**

**Signee:** **Date:**

On behalf of the host organisation:

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Supervisor at Aalborg University:

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The student intern:

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**The host organisation, Aalborg University and the student all need to keep a copy of the agreement!**

**STANDARD TERMS AND CONDITIONS**

*A project-oriented course for students at Aalborg University involves the following three parties:*

* *Aalborg University*
* *The host organization*
* *The student*

*For each party, the following standard conditions will apply:*

**Aalborg University:**

1. The university is responsible for the programme and must ensure that the assignments agreed upon by the three parties are in accordance with the student’s qualifications and the demand of the study programme in question.
2. The university appoints a supervisor who will assist the student in academic matters related to the assignments before, during and after the project-oriented course period. The supervisor will also be at the host’s disposal. The university is responsible for providing a supervisor according to the Proclamation of Education §25, stk 2.
3. The university will help provide the student with necessary documentation to obtain a visa.

**The company/host:**

1. Prior to the commencement of the project-oriented course, the host will - in cooperation with the student - prepare a training programme for the student, i.e., a fairly detailed description of the assignments.
2. In some countries the national authorities charge the host a fee when processing the student’s visa application.
3. The host will ensure that the student is assigned a contact person in the organisation who the student can contact for help with professional and practical matters.
4. The host will provide such transport facilities in the host country as are necessary for the performance of the student’s assignments during the internship/project-oriented course.
5. The host will, at the conclusion of the internship/project-oriented course, issue a certificate (a signed letter confirming the period and work performance.
6. If, for various reasons, the assignments cannot serve as the student’s project report, the student will have about one day a week off to work on his/her project report.

**The student:**

1. The student will observe the rules applicable to the host such as working hours, work procedures and confidentiality.
2. In relation to carrying out a project-oriented course the student will write a report which is academically evaluated at Aalborg University. The content requirements of the report may vary according to which study programme the student is enrolled in.
3. The student is responsible for arrangement of return ticket, vaccinations, insurance, visa and accommodation.

**Financial conditions:**

1. Students are by default required to finance their project-oriented course by own means. A scholarship can be applied for at The Internationalisation Fund of Aalborg University to help cover additional expenses.
2. In addition, Danish students receive their student grant from the Danish government and other private grants.
3. The host pays no salary to the student. As the project-oriented course is part of the student’s education, the student cannot receive any set salary from the company, pursuant to the instruction from the Danish Agency for Science and Higher Education. Thus, the study board cannot approve project-oriented courses, where the student will receive a set salary. The rule applies for all students, regardless of whether the student receives SU or not.
4. The host/organisation benefits from the free work of the student. Any kind of financial acknowledgement in the form of rent contributions, transportation etc. will be of great value to the intern. However, the student needs to document this benefit. If the host/organisation finds it suiting, the student may receive an acknowledgement of the equivalent of 3000 DKK (gross) per month from the host/organisation. The acknowledgement must not be agreed on beforehand as if it were a set wage, as the student is not considered an employee. In countries with a demanded minimum wage the student can receive wage.