

PROJECT PLACEMENT AGREEMENT - FACULTY OF ARTS

To be completed by the student in collaboration with the project host and the academic supervisor at AU

Project host	
Company/institution/organisation	
Department	
Address	
Project host contact	
Phone	
Email	

Student	
Name	
Student registration number	
Phone	
Email	
Degree programme	

Academic supervisor at AU	
Name	
Phone	
Email	

Project framework	
ECTS credits (see academic regulations)	
Total number of hours spent with project host*	
Date the project placement starts and ends**	

*Unless otherwise stated in the academic regulations or on the Arts study portal, the project host can expect you to invest 480-700 hours (3-4½ months of full-time work) on a 30 ECTS project placement, 300-480 hours (2-3 months of full-time work) on a 20 ECTS project placement and 160-300 hours (1-2 months of full-time work) on a 10 ECTS project placement.
ECTS credits correspond to a student's total number of working hours (incl. potential teaching, exam, preparation, supervision, hours spent in the host organisation, etc.) as follows: 10 ECTS ≈ 273 hours, 20 ECTS ≈ 547 hours, 30 ECTS ≈ 820 hours.
**The project placement must be completed before the end of the semester. The requirements stipulated in the academic regulations concerning the duration and extent of the project placement must be met by the exam date. Please note: For certain degree programmes, special deadlines for the completion of the project placement apply - please consult the Arts study portal.

Academic aims/objectives of the project placement (see academic regulations)
<p>The student copies the academic aims/objectives of the project placement from his/her academic regulations and inserts them here. All academic regulations can be found on the faculty's study portal.</p>

Specific objectives of your project placement
<p>The student and their academic supervisor at AU should describe 3-5 specific objectives, activities and tasks which support the academic objectives stated in the academic regulations. This description should take into account the needs of the project host and the tasks the student is expected to perform. It is possible for students to adjust their focus during project placements (by arrangement with the academic supervisor at AU and the project host).</p>

Terms and conditions

The student describes the facilities and tools made available by the project host, any travel and/or meeting activities in which the student will be expected to participate, a description of any mentor scheme applying, etc.

Provisional plan for supervision and obligations of the student at AU

The student states the dates and activities in question (e.g. supervision, teaching, thesis preparation, deadlines for preliminary assignments).

Evaluation: Aarhus University expects the student and the project host to respond to a digital evaluation of the placement, which will be sent to them by the university.

Rules regarding salary: Students may not receive salary in connection with project placements in Denmark. You can read more about remuneration and about salaries in connection with project placements abroad on [the faculty's study portal](#).

All parties to this agreement accept the terms outlined above, and the academic supervisor or project coordinator confirms that the placement has academic relevance and can be completed within the prescribed duration of the degree programme in question.

Student

Date and signature _____

**Academic supervisor or project coordinator at AU
on behalf of the board of studies**

Date and signature _____

Project host

Date and signature _____

The student must scan and upload the signed agreement using the form for '[Preliminary approval for courses outside AU](#)' at mystudies before starting the project.