

# Internship agreement for **payed** Internship Bachelor of Engineering students

## Department of Electrical and Computer Engineering, Aarhus University

Agreement on mandatory engineering internship, cf. ministerial order no. 1581 of 06.11.2020 between:

Bachelor of Engineering student (henceforth referred to as trainee):

Name:

Student registration number:

Degree programme (please tick)

Electronics

Electrical energy  
technology

Healthcare  
technology

Software technology

Place of education:

Aarhus

Herning

### Company:

Name:

Address:

Postcode and city:

Contact person for the trainee in the company:

Contact person's email:

The internship period must comprise 740 working hours and typically consists of 20 weeks of 37 hours.

Any holidays must be agreed upon between the company and the trainee, and must be in addition to the agreed 740 hours.

Start date	End date
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- During the internship, the trainee is entitled to up to three days off to participate in examinations, orientation meetings etc. at the Department of Electrical and Computer Engineering.
- The company must take out an industrial injury insurance, which covers the trainee during the internship.
- The aim of the engineering internship is for the trainee to gain experience with real, engineering-related work tasks in a private or public company. The work tasks must be of relevance to the trainee's field of study. The trainee must experience how working life may look like to a graduate engineer. For a more detailed description of guidelines for the engineering internship, please see the information about engineering internships on the department website: [ece.au.dk](http://ece.au.dk), or contact the internship coordinator for the degree programme.
- During the internship, the trainee is assigned a contact person in the company, who is responsible for ensuring that the trainee is given appropriate work tasks and the possibility of guidance and feedback.
- The Department of Electrical and Computer Engineering appoints a trainee supervisor, who monitors the internship. At the beginning of the internship, the trainee informs the company of whom the department has appointed as trainee supervisor.
- If any questions arise during the internship, they can always be directed to the relevant trainee supervisor or to the internship coordinator for the degree programme.



Reporting during the internship period:

- At the beginning of the internship, the trainee must write a focus report. The focus report must not contain confidential information and is therefore subject to approval by the company. The trainee submits the approved report to the trainee supervisor.
- An internship visit is held halfway through the internship. During this visit, the trainee supervisor meets with the trainee and the contact person for a preliminary evaluation of the internship. Any agreements regarding the remaining part of the internship may be decided during this meeting. The meeting takes place at the company. In exceptional cases, e.g. internships abroad, the meeting may be held online or in a different location.
- At the end of the internship, the trainee must write an internship report. The internship report must not contain confidential information and is therefore subject to approval by the company. The trainee submits the approved report to the trainee supervisor. The internship report is then published for future trainees.
- If the company deems that the trainee has completed the internship in a satisfactory manner, the company signs a 'Certificate of completed internship'. The trainee is responsible for filling out the certificate and submitting it to the trainee supervisor.

Questions can always be directed to the internship coordinator for the programme:

Degree programmes in Aarhus

Electronics, Electrical power technology, Software technology and Healthcare technology

Associate professor Henrik Olsen, ho@ece.au.dk, Tel.: 41893242

Degree programmes in Herning

Electronics and Electrical energy technology

Associate professor Henning Slavensky, hesl@ece.au.dk, Tel.: 52177680

## Signatures of the parties

Trainee

Place and date:

Signature:

Name in block capitals:

Company

Place and date:

Signature:

Name in block capitals: