

# Internship agreement for Bachelor of Engineering students at the Faculty of Technical Sciences at 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:

Field of study:

Specialisation (only applies to Civil and Structural Engineering and Architectural Engineering):

**Company:**

Name:

Address:

Postcode and city:

Contact person for the trainee in the company:

Contact person's email:

**Educational institution:**

Faculty of Technical Sciences, Aarhus University

The agreed upon internship period (at least 20 weeks of 37 hours) is:

Start date:

End date:

The internship is (please tick):  paid  unpaid.

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 relevant to the trainee's field of study. During the internship, the trainee must experience what working life may look like to a graduate engineer. For a detailed description of the guidelines for the engineering internship, see the document [Guidelines for engineering internship](#).

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. In addition, the Faculty of Technical Sciences appoints a trainee supervisor, who monitors the internship.

At the beginning of the internship, the trainee informs the company of whom the Faculty of Technical Sciences has appointed as trainee supervisor.





Holidays may be agreed upon between the company and the trainee, but only if the internship comprises at least 20 weeks of 37 hours, excluding holidays. During the internship, the trainee is entitled to up to three days off to participate in examinations, orientation meetings etc. at the Faculty of Technical Sciences.

The company must take out an industrial injury insurance, which covers the trainee during the internship.

Reporting during the internship period:

- At the beginning of the internship, the trainee must write a focus report in accordance with the Guidelines for engineering internship. The focus report must not contain confidential information and is subject to approval by the company. The trainee submits the approved report to the trainee supervisor.
- Halfway through the internship, the trainee supervisor meets with the trainee and the contact person in the company 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 in accordance with the Guidelines for engineering internship. The internship report must not contain confidential information and is subject to approval by the company. The trainee submits the approved report to the trainee supervisor.
- If the company deems that the trainee has completed the internship in a satisfactory manner, the company signs a Certificate of completed internship. The certificate is given to the trainee, who forwards it to the trainee supervisor.

## Signatures of the parties

### Trainee

Place and date:

Signature:

Name in block capitals:

### Company

Place and date:

Signature:

Name in block capitals:

### Faculty of Technical Sciences, Aarhus University

Place and date:

Signature:

Name in block capitals: