**CONTRACT FOR UNPAID ENGINEER WORK-EXPERIENCE INTERNSHIP**

This contract is to establish a framework for a 20-week internship scheme at an enterprise (100 working days, excluding holiday and public holidays). The contract is to be established between the student and the enterprise.

**Contract between**

Employer:

* *Name*
* *Address*
* *(Work site(s), if different from address)*
* *E-mail*

and student:

* *Name*
* *Address*
* *Student no.*
* *Enrolled at DTU department (name and no.)*

**Duration of employment:** *Give details of period of employment*

**Working hours:**

The working hours for the student correspond to a normal full-time week (*no. of hours*).

**Description of work:**

*May be a plan for the internship, enclosed as an annex to the contract.*

**Confidentiality and rights:**

I (name of student), hereby bind myself to complying with the directions and instructions given by my appointed supervisor or by other members of the management at the enterprise.

Any knowledge I acquire about the business, operations, plant and manufacturing processes of the enterprise, as well as specialist know-how regarding these areas, which could be deemed as confidential in nature, may not (*for a specified period such as three or five years*) be divulged to other persons or enterprises.

If, in connection with, or during, my internship at the enterprise, I develop methods, apparatus or similar, or make discoveries, which may be deemed as an immediate consequence of my internship at the enterprise and of interest to the fields of work of the enterprise, the enterprise shall be entitled to demand that the Danish rights or rights in other countries be transferred to it. My rights shall be as an employee in accordance with Ministerial Order no. 104 of 24 January 2012.

On the basis of work carried out at the enterprise a report to the Technical University of Denmark (DTU) shall be prepared in connection with the internship period with a view to evaluating the internship. The enterprise shall be entitled to demand a number of copies of the report and to use internally the results obtained. The report shall be filed at DTU and as a general rule it shall be published. If the enterprise requests the report, or parts of the report, to be held confidential, agreements with time limits shall be established directly between the enterprise and the student, as DTU has no powers of direction over the student and therefore can merely stress the importance of observing such agreements.

**Remuneration:**

During my internship at the enterprise I will not receive remuneration.

**Insurance concerning internship in Denmark:**

During the internship period at the enterprise the student shall be covered by the enterprise's industrial injuries insurance, see Executive Order no. 185 of 23 February 2017 on industrial injuries protection for potential students, § 3, nb. 10. Any injury shall therefore be notified by the internship host/employer to its insurance company.

**Supervisor from the enterprise**

*Name and telephone no. of enterprise supervisor:*

DTU expects that the student will be attached to a person at the internship site, who will be responsible for day-to-day management and guidance of the student. The following is expected of this person:

* Committed to the task.
* Qualified for the task, including familiarity with the objectives of the enterprise for having students and the views of the management regarding how students should be used.
* Holds regular guidance interviews to discuss the goals and development of the internship as well as work tasks.
* Will enter into dialogue with the relevant department at DTU on the content and quality of the internship.

**Supervisor from DTU**

*Name and telephone no. of supervisor from DTU:*

**General**

All parties shall be familiar with the requirements for the internship as stated in the guidelines for internships for engineers on BSc programmes ”*Retningslinjer for ingeniørpraktik på diplomingeniøruddannelserne*” (only available in Danish).

**Signed by:**

* **The enterprise**
* **The student**
* If relevant, the supervisor from DTU (by signing, the DTU supervisor only confirms that the contents of the contract are in accordance with the objective of the internship).