

## ANNEX 3

**Information for the enterprise**

Information on the (legal) conditions regarding the internship period at the enterprise for the BSc - Engineering student

1. In the final term of the BSc - Engineering programme, students must have a work experience internship period at an enterprise. The internship must last for 20 weeks' full-time employment.
2. The internship can be at a private or public enterprise, as the student chooses. The internship should reflect the educational direction of the student and it must be approved by the internship coordinator from the department at DTU before commencement.
3. The objective of the internship is to provide the student with both technical and human insight into an enterprise so that, combined with the other educational elements in the programme, the internship contributes to developing the student's professional competences.
4. During the internship period, the student will work on equal terms with the other engineers employed at the enterprise, so that the student can apply his/her knowledge to complete practical tasks. The student should therefore carry out relevant tasks such as problem solving, planning, drafting and design, as well as take part in the daily routines at the workplace.
5. The internship should be salaried at a level corresponding to student pay. The Danish Society of Engineers, IDA can provide information on recommended internship salaries<sup>1</sup>. Danish legislation on statement of terms and employment must be observed.
6. Concerning internship in Denmark: During the internship period at the enterprise the student should be covered by the enterprise's industrial injuries insurance, see Executive Order no. 937 of 26 November 2003 on industrial injuries protection for potential students, which states that sections 48-49 of Act on industrial injuries protection (no. 848 of 7 September 2009) shall be directly applicable. Any injury should therefore be notified by the internship host/employer to its insurance company.
7. With regard to rights to any results developed by the student during the internship, if the student is salaried, Act no. 104 of 24 January 2012 on inventions and discoveries by employees will apply. This means that the employer is entitled to demand transferred to it, inventions and discoveries which are a direct consequence of the internship at the enterprise and of interest to its fields of work.
8. The student has a temporary duty of confidentiality regarding confidential information at the enterprise to which he/she has access. The time limit should be agreed between the enterprise and the student.
9. The engineer work experience internship is approved on the basis of documentation for completion from the enterprise as well as a report. The enterprise should also complete an evaluation of the internship.

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<sup>1</sup> <http://ida.dk/maalgrupper/studerende/praktikperioden>

10. In practice the enterprise contacts the internship coordinator at the relevant department at DTU, after which, in collaboration with a internship supervisor, the enterprise agrees the content, scope, goals etc. of the internship. The student and the enterprise collaboratively prepare a timetable of activities for the internship period.
  
11. If the enterprise requests the report, or a part of the report, to be held confidential, agreements with time limits should 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.