**Study Board of Energy**Department of Energy Technology
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Document responsible: Study Secretariat

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| Agreement on Project-Oriented Study in an External Organisation between Aalborg University (AAU), the student and the external organisation**Study programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with specialisation (if any) in:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Read the Study Board’s [Guidelines for Project-Oriented Study in an External Organisation](https://www.et.aau.dk/education/regulations-and-forms/#409281) with information regarding e.g. submission format and tasks of the involded parties. Please fill in the form in block capitals |
| **Name of student:** **E-mail: Student no.:****Duration:** **External organisation:****Address of external organisation:****External organisation abroad yes no (mark by ‘X’) Date of leaving DK\*:****External organisation supervisor/contact person: E-mail:****AAU** [**semester coordinator**](https://www.moodle.aau.dk/mod/page/view.php?id=308863) **(third semester Master’s):****Project report Case-based project report (mark by ‘X’)** **The student is covered by insurance of the external organisation yes no (mark by ‘X’)** **(If not, the student is strongly recommended to take out an insurance policy).** |
| \* International Office needs this information for reporting of students’ stays abroad |
| **Tasks during the project-oriented study** [*to be completed by the student in cooperation with the AAU semester coordinator and the supervisor of the external organisation]***The project-oriented study must be organised in a way that enables the student to achieve the learning goals.**The main task at XXX is XXX. During the period, the student must be affiliated Department of XX, where she/he must be part of the daily work, including participation in project meetings, etc. Sufficient time to become absorbed in advanced engineering/academic tasks must be provided. *[Please insert a description regarding the major tasks. Approximately half a page]***This agreement must be approved in due time before the project-oriented study starts, i.e. 1 June at the latest.**  |
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| **Purpose**The student completes the project work in an external organisation in order to gain work experience in solving advanced engineering/technical tasks in practice while at the same time learning technical skills in a different way than the student is used to. **Learning goals**The student is expected to*Knowledge** hold knowledge of analytical, numerical and/or experimental methods for analysis of advanced tasks within the field of the external organisation.
* understand the connection between theory and practice.
* hold knowledge of the organisational structure and work of an organisation seen from an engineering/managerial perspective.

*Skills** be able to apply analytical, numerical and/or experimental methods for analysis and solving of advanced tasks within the field of the external organisation.
* be able to compare and evaluate assumptions, limitations and uncertainties related to the methods applied in connection to finding solutions of advanced challenges within the field of the external organisation.

*Competences** be able to handle development-oriented situations in connection to either studying or working.
* be able to use the correct terminology in oral, written or graphical communication and documentation of challenges and solutions within the field of the external organisation.
* be able to analyse the academic, technical and social benefits of the project-oriented study.
* be able to communicate these results in a project report or a case-based project report.
* be able to evaluate the learning result of the project-oriented study.
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| ***Evaluation criteria (as described in the curriculum)***The project-oriented stay is concluded with an individual oral examination based on the student’s project report or case-based project report. The examination will be internal and assessed according to the 7-point scale. The examination will be attended by the student, the AAU project supervisor (examiner) and the internal co-examiner. The supervisor of the external organisation, or other relevant external representatives, can attend the examination. The examination is conducted by the AAU project supervisor, and during the assessment only the examiner and the internal co-examiner can be present. The student makes a presentation of the project-oriented study period and the technical results, including the major technical tasks in particular. The examination shall include a discussion and assessment of the project-oriented study and the study programme, and ​​a reflection of the consistency of the project-oriented study with the study programme’s activities is made. The assessment is based on the student's:* presentation and discussion of the project report or the case-based project report and the project-oriented study
* the project report or the case-based project report.
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| **Submission date for project report or case-based project report:** |
| **The student, date and signature:**Name: |
| **AAU semester coordinator (third semester Master’s), date and signature:**Name: |
| **External organisation supervisor/contact person, date and signature:**Name: |
| **Chair of the Study Board, date and signature:**Name: |

Notice, if the external organisation requests a non-disclosure or IPR (Intellectual Property Rights) agreement, the AAU standard agreements are to be used:

* [Non-Disclosure Agreement for Student Project](http://www.kontraktenheden.aau.dk/studerende/), or
* [Non-Disclosure and Rights Agreement for Student Project](http://www.kontraktenheden.aau.dk/studerende/)

The agreements may be found at [AAU Match’s website](https://www.en.match.aau.dk/project-collaboration). Any agreement must be completed and signed prior to the project-oriented study. If an agreement is made, it is sent to the Study Board Secretary, Gitte Hageman Christensen ghc@et.aau.dk, for filing.

**If** **other than the AAU standard agreement** is used, the Match Making Unit must be contacted.

Copy: Student

 AAU semester coordinator (third semester Master’s)

 Study secretary and administrative officer

International Office (in case of international organisation): The student shall upload the approved agreement herself/himself.

 The student is to forward a copy of the agreement to the company.