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| **Agreement on Project Work in an External Organisation**  **(Voluntary Traineeship)**  between Aalborg University (AAU), the student and the external organisation  **School of Engineering and Science (SES)**  **Study programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specialization, if any:….)**  *Please fill in the form below in block capitals* |
| **Name of student:**  **Email: Student no:**  **Duration:**  **External organisation:**  **Address of external organisation:**  **External supervisor/contact person: Email:**  **AAU technical coordinator/semester coordinator/project supervisor:**  **Project report Case-based project report (mark by X)**  **The student is covered by the liability and accident insurance at the place of the traineeship**  **yes no (mark by X)**    **(If not, the student is strongly recommended to take out an insurance policy).** |
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| **Tasks during the project work** ***[to be completed by the student in cooperation with the technical coordinator and the external supervisor]***  **The traineeship must be organized 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 statement regarding the major projects. Approximately half af page]*  **This agreement must be approved in due time before the traineeship starts (before the summer holiday for the period starting in September. As for Management in the Building Industry before semester start).** |
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| **Purpose**  The student completes 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, numeric 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 the work of an organisation seen from an engineering/managerial perspective.   *Skills*   * be able to apply analytical, numeric 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, professional and social benefits of the traineeship. * be able to communicate these results in a project report and/or a case-based project report. * be able to evaluate the learning result of the traineeship. |
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| ***Evaluation criteria (as described in the curriculum)***  The traineeship 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 the assessment is Pass/Fail. (If the study board has chosen to use the 7-Point Scale it will be stated in the curriculum of the study programme). The examination will be attended by the student, the AAU project supervisor (examiner) and the internal examiner. The study board can decide if i.e. the external supervisor or other relevant external representatives can attend.  The examination is conducted by the AAU project supervisor, and during the evaluation only the examiner and the internal examiner can be present. The student makes a presentation of the traineeship period and the professional results, including the major projects in particular. The evaluation shall include a discussion and assessment of the traineeship and the study programme, and ​​a reflection of the consistency of the traineeship with the study programme’s activities is made. The evaluation is based on an assessment of the student's:   * presentation and discussion of the project report or the case-based project report and the traineeship * the project report and/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:** |
| **AAU project supervisor/coordinator, date and signature:** |
| **External supervisor/contact person, date and signature:** |
| **Chairman of the study board, date and signature:** |

Please also read [**Guidelines for Project Work in an External Organisation (Voluntary Traineeship)**](http://www.en.ses.aau.dk/students-employees/rules-and-regulations/traineeship/)**.** **The student must *not* receive salary from the external organisation for the project work - regardless of whether the student receives SU (state education grant) or not[[1]](#footnote-1). Further information about financial acknowledgement in the form of rent contributions, transportation etc. can be found** [**here**](http://www.careers.aau.dk/internship/)**.**

If the external organisation requests a non-disclosure or IPR (Intellectual Property Rights) agreement the university’s [Non-disclosure Agreement for Student Project](http://www.kontraktenheden.aau.dk/studerende/) or the university’s [Non-disclosure and Rights Agreement for Student Project](http://www.kontraktenheden.aau.dk/studerende/) must be completed and signed prior to the traineeship.

**Any other agreement** than the university’s standard agreements must be approved by the chairman[[2]](#footnote-2) of the study board **before** the traineeship can start.

Copy: Student

AAU project supervisor/coordinator

External supervisor/contact person

Study secretary

Examination Office

International Office (in case of foreign organisation): The student shall upload the approved agreement here: <http://exchangeapplications.aau.dk>

1. According to [Uddannelsesbekendtgørelsen](https://www.retsinformation.dk/Forms/R0710.aspx?id=184781) (University Programme Order), when the project work is a standard part of the study programme, students must not receive salary from the external organisation for the project work. The study board must therefore not approve agreements where students receive salary from the external organisation. [↑](#footnote-ref-1)
2. The chairman of the study board secures the signature of Grants & Contracts. [↑](#footnote-ref-2)