

**INTERNSHIP AGREEMENT (UNPAID)**

**BETWEEN**

**PROVIDER**

Company name:

Address:

CVR:

Internship supervisor: [Name, title and educational qualifications]

Mail: Telephone:

And **INTERN**

Name:

Education:

Semester during internship:

Mail: Telephone:

Enter into the following agreement on unpaid internship as an element of the study programme's mandatory educational and learniing part.

**1. Period of Internship**

1.1. The internship commences: [enter dd/mm/yy] and terminates: [enter dd/mm/yy]. The internship is expected to be a period of 6 months with an average of 37 hours weekly, including 2 1⁄2 weeks of holiday and 1 week allocated to the exam paper.

**2. Place of placement**

2.1. The address of the placement: [indsæt adresse for praktiksted].

**3**. **Conditions for agreement on unpaid internship**

3.1. The intern may not substitute ordinary paid labour at the place of the internship.

3.2. The intern is not subject to instruction and is thus, not in an employment relationship either.

**4. Working time**

4.1 The normal average working hours are 37 hours, including 30 minutes daily lunch break.

4.2 As a starting point, working hours are between …and…, as working hours are placed with consideration to educational activities and tutoring activities at the school.

4.3 As a part of the internship and during working hours, the intern is entitled to participate in two meetings regarding the exam report arranged by DMJX. The intern is also entitled to allocate 1 week to writing the exam report. Both of the above without reduction of vacation.

4.4. With the agreement of the Provider the intern may be compensated for any working hours exceeding 37 hours weekly. As a starting point, one hour of overtime is compensated by one hour in lieu, unless otherwise agreed.

4.5. In the event of sickness contact [indsæt person] as follows [enter form of communication, time, or other conditions].

**5. Pay, compensation, and insurance**

5.1. The Intern is unpaid. The Provider may elect to provide the Intern with a gratuity. Any payment may not be higher the DKK 3,000 monthly. Any gratuity will be taxable for the Intern.

5.2. Any gratuity will be deposited in the Intern's NemKonto.

5.3. The following expenses will be refunded with the agreement of the Provider: enter, for example, transport costs, lunch, courses etc.)

5.4. During the internship, the intern is covered by the internship's occupational accident coverage and possibly other insurances on equal terms with other employees.

**6. Intention and learning plan**

6.1. The purpose of the internship is to provide the Intern with professional experience and skills, together with organisational and personal knowledge of the work functions and professional ethics that the Intern is being educated for.

6.2. At the place of the internship, it is the responsibility of the Intern's supervisor that the internship provides adequate educational content, as set out in point 6.4.

6.3. The Provider will strive to increase the degree of development in assignments and responsibility over time, so that the Intern becomes familiar with several work functions and areas, i.a.w. the learning plan.

6.4 The specific learning goals and assignments will be agreed and set out in an individual learning plan. The learning plan is considered to be part of the contract. It is the responsibility of the Intern to upload the Internship Agreement and learning plan on time to the school's system.

6.5. The Intern and internship supervisor will evaluate the internship …and will revise where necessary assignments and learning plan. See appendix 1.

6.6. 3.6. The Provider will complete an internship statement on termination of the internship as documentation that the Intern has completed the placement.

**7. Working conditions and equipment**

7.1. The Provider undertakes to instruct the Intern on the company's rules and procedures, including safety practices, and work and communications routines, if the intern is expected to comply with these.

7.2. Over the course of the internship, the Intern is required to gather material for the reflection report which constitutes the internship examination. It is expected that the Provider will contribute by providing the Intern with access to relevant knowledge.

7.3. The Provider will provide the following work tools to the Intern: [Indsæt arbejdsredskaber, fx mobil, laptop].

**8. Holiday**

8.1. The Intern is entitled to holiday. The holiday is not covered by the Act on Paid Holiday and the Intern is not entitled to holiday allowance.

**9. Confidentiality**

9.1. The Intern has a duty of confidentiality for the confidential knowledge he or she has acquired on internal relations in the Provider's company, when informed that the knowledge is confidential, or it follows from the quality of the information. In this connection, attention is invited to the Marketing Practices Act, and the law on trade secrets.

9.2. The duty of confidentiality also applies to the educational programme's internship coordinator, and for the internal and external examiners in connection with the examination that the Intern must take to pass the Internship.

9.3. The Intern is entitled to use information and experience acquired during the period of employment, in connection with preparing the reflection report and the examination etc, including communication hereof which is part of the Intern's studies.

**10. Intellectual Property Rights**

10.1. As a starting point, the Intern may not transfer copyright to material prepared by the Intern as part of the internship, unless otherwise explicitly agreed.

10.2. Notwithstanding any agreement under point 10.1, the Intern may use material prepared in own physical or digital portfolio. The Intern is solely responsible for obtaining any third-party rights.

10.3. In all circumstances, the Intern has copyright to reports, projects etc. prepared as part of the course of studies.

10.4. If the Provider wishes to use the material further than the assumed use, this must be agreed explicitly, and any remuneration agreed.

**11. GDPR**

10.1. DMJX accepts no liability for any handling by the Intern of personal information in connection with the internship, unless this handling is, exceptionally, as instructed by the educational institution. If the Intern is to handle personal information in connection with the internship, the Provider will instruct the Intern how the personal data is to be handled to meet the relevant requirements. In this case, the Provider is liable for the handling of personal data by the Intern during the internship.

**12. Breach and notice of termination**

11.1. For failure to meet expectations and agreements regarding assignments and learning, the Intern alone bears responsibility for seeking a dialogue with the Provider.

11.2. The agreement may be terminated with 1 month's notice by both parties. The programme's Internship's coordinator must be given prior notice.

11.2. In the event of a fundamental breach of the agreement, both parties may terminate the agreement with immediate effect. Notice of termination must be in writing, and the terminating party must simultaneously inform the study internship coordinator.

**13. Date and signatures**

Date: Date:

**Internship** **provider**: **Intern:**

**Approval 1: Approval of Internship/Placement**

All internship placements must be approved by DMJX. In order to be approved, the company/organisation must:

1. have a minimum of one permanent employee with a professionally relevant background.
2. provide relevant tasks that increase the competences that the intern needs during the internship. The competences provide both professional benefits and personal development as their goals.
3. nominate an intern supervisor who has the competences and time to continuously ensure that the Intern is achieving the learning goals.

In general, the company must display sufficient professionalism and sustainability regarding volume of work, turnover, and guidance and management resources.

Approval of the internship placement must be available prior to entering into the contract. Approval or rejection is to be mailed to the Provider's contact person. As a starting point, approval is of 3 years duration. Thereafter, the company/organisation needs to re-apply.