



Agreement on project-oriented work in a company

Department of Electronic Systems, Aalborg University

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Preface

This guide from the Department of Electronic Systems provides information on project-oriented work in companies. This guide applies to all parties involved, i.e. students, coordinators, supervisors and companies.

Please direct any questions or comments concerning this guide to the Department of Electronic Systems.

Aalborg University
Department of Electronic Systems, Aalborg University
Fredrik Bajers Vej 7
9220 Aalborg East
Phone + 45 9940 8714
Email: mbi@es.aau.dk

Best regards,
Ove Andersen, Deputy Head of Department

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General information

If the study curricula allows it, the student can use a full semester or part of a semester in project-oriented work in a company¹. In most cases, the project-oriented work takes place on the third semester of the master programme.

Often students have worked on projects with involvement from companies during earlier semesters. This cooperation might have been conducted in connection with a project proposal formulated by a company and may have involved the students being in regular contact with employees in the company. Typically, when working on these projects, the students will have been members of student project groups at Aalborg University, enabling them to use all available university facilities.

Project-oriented work within a company differs from this in several ways. First of all, work will be carried out within the company allowing students to experience first-hand the interplay between theory and practice. The student is expected to become an integral part of the workplace and to participate in the day-to-day life of the company. This is an individual module, and so perhaps for the first time, the student will work without the support of fellow students.

The course of the project-oriented work must be planned in such a manner that the learning objectives of the semester are fulfilled. This means that the academic content, period and supervision must be arranged and approved by the study board.

It is essential that project-oriented work in a company will not prolong the student's studies beyond the expected duration of the master's programme. This means that the module must be completed within one semester (September 1 to January 31 or February 1 to June 30). This period must include both the actual project-oriented work and the concluding examination.

The extent of the project-oriented work is described in the study curricula. From the curricula it will appear if there is a possibility to combine the project-oriented work in a company with one or more course modules. However, the full extent will normally be on 30 ECTS.

How students benefit from project-oriented work

Project-oriented work in a company provides a student with hands-on experience that may prove crucial to the chances of finding a job after graduation.

In addition, students may benefit from the following:

- gaining experience in communicating and cooperating with a company or an organisation
- having the opportunity to test their competences in practice

¹ In this guide, the term company is used as a wide term including institutions, organisations, public administration etc. in Denmark and abroad.

- gaining knowledge of the business world, including work methods and processes
- gaining relevant work experience
- a personal recommendation
- increasing their professional network
- inspiration and cooperation contacts for the final project

How companies benefit from project-oriented work

A student may contribute to a company in several ways. The student will be an additional resource to a company and may often contribute with a new perspective.

Students can often provide the company with:

- gaining a new perspective on and new ideas for the professional issues relating to the company as well as its working processes and tasks
- gaining knowledge of theories and methods within the student's academic field
- creating contacts among students and employees at Aalborg University

How Aalborg University benefits from project-oriented work

Aalborg University prioritises maintaining a close contact to its constituency and emphasises the need to ensure the relevance of its study programmes and research. Project-oriented work in a company contributes to this by:

- establishing contacts with companies
- acting as a facilitator of academic and professional sparring
- providing inspiration for study programmes and research
- prepare students for a professional career

Contact to relevant companies

A student may find relevant companies through different channels e.g.:

- contacting employees at Aalborg University and use their connections
- participate in job fairs such as DSE etc.
- postings in job banks such as jobbank.aau.dk or at the International Office at Aalborg University²
- contacting older students who have been in project-oriented work in a company before
- Contacting study secretaries / study board secretaries to get information about companies where earlier agreements have been made
- Using social media (Facebook, LinkedIn, etc.)

² For further details about job postings see the International Office at AAU:
<http://www.internationaloffice.aau.dk/internships-abroad/internships-abroad>

The tasks of the parties involved

Project-oriented work involves apart from the student, a project supervisor, a semester coordinator and a company supervisor.

The student, semester coordinator, company supervisor and the study board, must sign a written agreement.

The student's tasks

First, the student must contact the semester coordinator to discuss requirements and expectations to the project-oriented work in a company. Accordingly, it is the student's responsibility to make a written agreement about the project-oriented work (see appendix 1). If the company wants an agreement in terms of confidentiality or rights it is recommended to use standard agreements made by the Grants and Contracts Office at Aalborg University³.

The tasks of the semester coordinator

The semester coordinator supervises the student in finding a company and approves that the project-oriented work is in accordance with the learning objectives of the semester. The semester coordinator can after the agreement is made delegate the supervision of the student to a project supervisor at AAU.

The tasks of the AAU project supervisor

The AAU project supervisor must maintain regular contact with students during their project-oriented work and may also visit students during their project-oriented work period. The project supervisor acts as the student's academic mentor. When the project-oriented work has been completed, the project supervisor is responsible for the evaluation of the student in accordance with the study curricula.

The tasks of the company supervisor

The company will appoint a company supervisor to whom the student is to refer during the course of the project-oriented work. It is essential that this person is specialised and experienced within the student's field of study. The company supervisor will ensure that the objectives of the project-oriented work are met by supervising that the student:

- is assigned tasks in accordance with the agreement made. The aim is that the student gets academically relevant tasks in accordance with the student's study level. It is required that the nature of the work enables the student to prepare project documentation that documents the fulfilment of the objectives of the semester.
- gets insight into the organisation and business areas of the company.
- becomes an integral part of the company and, if possible, takes part in social as well as professional events.
- receives support and guidance from the company as stipulated in the agreement. Please note, however, that the student will also receive support and guidance from the University; thus, the company employees are not solely responsible for helping the student.

The company supervisor is a co-signatory to the agreement on project-oriented work in

³ See <http://www.kontraktenheden.aau.dk/>

a company [see appendix 1].

Upon completion of the project-oriented work, the company supervisor must see to that two separate evaluations are made

1. a written assessment of the student's work.. This evaluation is sent by email to the AAU project supervisor. The evaluation may include:
 - formal requirements (company name and department, the student's name, period of project-oriented work, name of company supervisor, etc.)
 - a brief description of the tasks performed by the student
 - an assessment of the student's work-related performance
 - an assessment of the student's overall performance (cooperation, approach to their work, overall performance, etc.)
2. an evaluation of how the company has benefited from the student's project-oriented work⁴. This evaluation must be sent by email to the study board. The evaluation can include the following:
 - formal requirements (company name and department, student's name, the period of the project-oriented work, the company supervisor's name etc.)
 - evaluation of the preparation of the agreement
 - evaluation of the cooperation with employees at Aalborg University
 - if possible, an assessment of the strengths and weaknesses of the study programme which the student has completed
 - a description of the company's interests and possible wishes regarding future cooperation with students and employees from Aalborg University
 - description of the possibilities of optimising future project-oriented work in a company.

The tasks of the study board

The study board approves the agreement about project-oriented work in a company and must see to that it is registered in (STADS).

The study board can reject applications about project-oriented work, if it e.g. results in a prolongation of the study. It can be inappropriate to be in a company at the same time as the student follows a course before a 3rd examination attempt.

⁴ The company's assessment must be sent directly to the study board and may, if requested, be categorised as confidential.

Project documentation

The student prepares during his/her project-oriented work project documentation, which documents the fulfillment of the learning objectives. The study curricula and/or the study board may have specific requirements to the project documentation.

The project documentation must include both academic as well as a reflective part, where the academic part must be the most dominant part.

The (dominant) academic part of the project documentation must include a least one of the relevant academic subjects, which is part of the study programme and the student has worked with during the stay in the company. The project documentation includes – if relevant – problem analysis, theory, methods, models, solutions, implementation, test, conclusion etc. The work with the academic subject/s must be at a level corresponding to the actual semester and describe advanced engineering tasks in a business context.

The (less) reflective part of the project documentation must include a description of the company – including organization and work areas, an overview of and short description of the tasks the students has been involved in. In addition, it must include an analysis of the output of the stay in the company in terms of academic, social, and working experiences and possible suggestions to changes in the curricula, procedures etc. Finally, the project documentation must include a reflection of the knowledge exchange between the company and the study programme.

Evaluation

The project-oriented work will be concluded with an internal oral examination on the basis of the student's project documentation. . The examination will be held in accordance with the study curricula as regards participation of examiners and the assessment. The examination will apart from the student be attended by, the AAU project supervisor and the company supervisor, who is though not allowed to participate in the examination of the student

The purpose of the evaluation is to assess the extent to which the student has met the learning objectives of the project module and this will be conducted on the basis of an overall assessment of the written documentation, the student's presentation and the following discussion. In order for the student to pass the exam, all of the above-mentioned aspects must be fulfilled⁵.

Finance and insurance

As project-oriented work is a standard part of a study programme, therefore the student may not (according to the University Programme Order) enter an agreement of project-oriented work where the company is paying salary to the student, i.e. a paid company

⁵ For further information please refer to the [examination policies and procedures](#) at Aalborg University

stay. The rule is the same regardless of the individual student's SU (State Funding) status. Students may only receive contributions to costs or fixed monthly costs e.g. transport, rent and phone. If students wish to enter an agreement of a paid company stay, this cannot be done as part of the nominal length of the study programme and it will not be registered at the student's examination certificate, which also means that the student is obliged to take a leave to complete the company stay.

The company can choose to give the student a financial acknowledgement, which corresponds to no more than 3,000 DKK a month. In order for the student to get this financial acknowledgement in connection with the project-oriented work the financial acknowledgement must not be given as a pre-paid fixed income, which the student can expect to receive like his/her salary. The financial acknowledgement cannot be part of the agreement. The financial acknowledgement is subject to taxation in accordance with current tax legislation.

If the project-oriented work takes place abroad, other conditions can apply. The student can contact the university or his/her member organisation for more information.

The student is not covered automatically by the company's liability and accident insurance. The conditions of insurance must therefore be agreed between the student and the company. Therefore, it must be clear in the agreement form between the student and the company, if the student is covered by the company insurance. If the company does not take out an insurance for the student, it is recommended that the student takes out a liability and spare time/accident insurance to ensure that the student is fully covered. The liability insurance is necessary, if the student should cause damage. It is a requirement that the work in the company does not involve a risk to the health and security of the student.

It is expected that the company makes normal work facilities available for the student during the period.

Appendix 1

Agreement on project-oriented work

between Aalborg University, students and the company

The form must be sent by the student for approval in the study board no later than 2 months before the start of the stay in the company

Ver. July 2019

To be filled out by the student		
	Student name:	
	AAU e-mail:	
	Study no.:	
	Study programme:	
	Period in the company:	
	Number of ECTS of the project-oriented work ¹ :	
Courses followed during the project-oriented work:	1) 2)	

		3)
	Date for handing in the project documentation ⁱⁱ :	
To be filled out by the company	Company (name, address, country):	
	Company supervisor (name, e-mail and phone):	
	Insurance; does the company's insurance cover the student? (Yes/No) ⁱⁱⁱ	
	Tasks: <i>(Description of tasks that the student is involved in during the stay. The description must be specified in such way that it is possible to determine whether the learning objectives of the curricula have been fulfilled. Please submit a detailed appendix of the tasks.)</i>	
To be filled out by the company		
	Supervision: <i>(Description of what the student can expect in terms of supervision and academic mentoring. E.g. weekly meetings with the company supervisor and/or other in the company)</i>	

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	<p>Student name and signature:</p> <p>Date:</p>
	<p>Company name and signature:</p> <p>Date:</p>
	<p>Semester coordinator name and signature:</p> <p>Date:</p>
	<p>Study board chairman name and signature:</p> <p>Date:</p>

Appendix 2

Student evaluation of project-oriented work	
Student name	
Company and department name	
Contact name	
How do you evaluate the process of preparing the agreement?	
How did you benefit academically from the project-oriented work?	
How did you benefit in terms of social aspects from the project-oriented work?	
Would you recommend this company to other students?	
Student name	Signature
	Date

Appendix 3

The form must be sent to the study board immediately after completion of the project-oriented work.

Company evaluation of project-oriented work	
Company name	
Contact name	
Student name	
How do you evaluate the process of preparing the agreement?	
How do you evaluate the cooperation with employees at Aalborg University?	
Assessment of the strengths and weaknesses of the study programme which the student has completed	
The company's interests and wishes regarding future cooperation with the students and employees of Aalborg University	
How might Aalborg University optimise project-oriented work in the future?	
Company contact name	Signature

		Date
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- i Ask your study board what is possible in terms of number of ECTS
 - ii Ask your study board about the deadlines for handing in the project documentation
 - iii If the company's insurance does not cover the student, the student must take out an insurance of his/her own