



Department of Materials and Production

GUIDELINES FOR PROJECT-ORIENTED STUDY IN AN EXTERNAL ORGANISATION

PURPOSE

At Department of Materials and Production students on 3rd semester of the master's programme have the possibility to complete the project work in a company or institution in Denmark or abroad. The purpose of the project-oriented study in an external organisation is to provide the student with work experience on a level corresponding to the study programme's 3rd semester. Considering that the internship is part of an AAU engineering program, the project must:

- a) be problem-based and solution-oriented
- b) be at master level, academically challenging and company relevant.
- c) fit to the scope of the study programme

COMPANY CONTACT

The student is expected to establish contact with the external organisation. The student should clarify with the coordinator if he/she wishes to be informed in advance, about which organisations are contacted by which students at the semester.

PERIOD OF STAY

The period of the stay corresponds to the semester period, start date 1st September, project hand-in beginning of January and exam in the end of January.

AGREEMENT

Template for [Agreement on Project-Oriented Study in an External Organisation](#).

The student initiates that the agreement is filled in. The agreement must be based on the learning objectives of the study programme. The agreement has to contain a proper project description where the academic content and level are described. This is needed to determine whether the learning objectives in the study curriculum can be covered within the project.

The student, the semester coordinator for the relevant master's programme, the company contact person and finally the head of study board, should approve the agreement. It is the student's responsibility to collect all signatures.

SUPERVISION

Before commencement of the stay, the student is allocated a supervisor from the master's programme.

Additionally, the student is expected to have a contact person in the external organisation, which can be seen as a mentor during the stay. As for any other project, the student is responsible for maintaining regular contact with the AAU supervisor.

PROJECT REPORT

During the project-oriented study, the student must draw up a project report fulfilling the learning objectives given in the study curriculum. The submission of the report is followed by an oral exam.

The student distributes a copy of the project report to the external organisation, except when other arrangements have been made.

EXAM

At the end of the semester, the project-oriented study is evaluated as described in the study curriculum. The company contact may attend the exam but not the voting.

INSURANCE

During the project-oriented study in an external organisation, the student is not automatically covered by the liability and accident insurance of the external organisation. Therefore, it must be stated in the agreement between the student and the external organisation if the student is covered by the insurance of the external organisation. If the external organisation does not insure the student, the student should ensure that he/she is properly insured when performing the project work. The liability insurance is important in case the student causes damage while in the external organisation. It is a requirement that the project work does not endanger the student in any way.

NDA – NON DISCLOSURE AGREEMENT

If the company requests a non-disclosure agreement (NDA) or IPR (Intellectual Property Rights) agreement, using the university's standard agreement is strongly encouraged. This agreement does not need an approval by any parties at AAU.

If the company wants to use **another agreement** than the university's standard agreement, the study board must be contacted well in advance of the stay.

SALARY

The student is not allowed to receive salary from the external organisation for the project work - regardless of whether the student receives SU (state education grant) or not. Further information about financial acknowledgement can be found [here](#).

TIMELINE

A typical timeline for a project-oriented stay in a company could be:

In due time before 3 rd semester	Find relevant companies to contact Clarify if coordinator's approval to contact companies is required or not
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Shortly before 3 rd semester	Fill in agreement on project-oriented study in an external organisation together with the company Collect signatures from student, semester coordinator and company contact person Send to study board for approval
3 rd semester (September – December)	Project-oriented study in an external organisation
January	Submission of project report. See submission date here . Exam