

INTERNSHIP AGREEMENT AND GUIDELINES

This Agreement may only be used for students (trainees/interns) with citizenship outside the EU and only if the stay is a genuine internship. Students with citizenship in the EU are subject to specific rules. If there is a genuine employment relationship, (e.g. student employee) or if the intern is a trained architect, there needs to be a proper employment contract. Architects, who are qualified in accordance with EU regulations (Directive 2005/36) are subject to specific rules (collective agreement).

This Internship Agreement and Guidelines serves to clearly define the roles and responsibilities of both the prospective intern and their professional employer to assure that both parties attain the maximum benefit from the experience. This document sets out to define the following objectives:

To define roles and responsibilities of both intern and their employer/mentor.

To encourage training in the broad aspects of architecture in a professional practice.

To provide a uniform system for the assessment of an internship.

RESPONSIBILITIES

Interns:

1. To perform the tasks as requested by the employer at the highest standard possible.
2. To keep a logbook of the tasks performed throughout the internship.
3. To prepare a report of the internship upon completion for the university attended.
4. To hold the necessary work and residence permits.

The intern must, within 5 days of registered entry, contact the Danish Folkeregister in the arrival municipality in order to achieve coverage by the standard Danish health insurance. The residence permit must be brought along.

Any other additional travel- and accident insurances wanted by the intern, must be drawn by the intern him - or herself.

Employers:

1. To hold the statutory employers insurances and to ensure that the working environment and security regulations according to Danish law are respected.
2. To assure that, to the extent possible, the intern is involved in the day-to-day routines, including any professional and practical projects, participates in meetings, and completes administrative needs.
3. To appoint a mentor that can serve as a professional reference point for the intern throughout their entire internship.
4. To appoint a buddy that will assist the intern with practical and social support on the job.
5. To assure that the intern is given the resources and time to report their experiences in a report.

ECONOMICS AND PROPERTY RIGHTS

The intern carries funds from home.

The intern receives a salary equivalent to the State Education Grant and loan Scheme in Denmark (SU).

Any other agreement.

Describe here:

All rights, including all intellectual property rights, of the work carried out by the intern during the internship, shall be assigned to the employer.

STANDARD INFORMATION FROM THE EMPLOYER

Number of trained personnel ready:

Number of students:

Number of interns:

DURATION

Duration of Internship months with the possibility of extending if both parties agree for up to twelve months.

The internship commences: provided that the necessary permits are issued.

Termination date of the internship:

The intern will work approximately 37 hours per week during the internship.

SIGNATURES

Architectural Firm:

Name	Address	Date
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Intern:

Name	Address	Date
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