

## **INTERNSHIP AGREEMENT AND GUIDELINES - EU CITIZENS**

This Agreement may only be used for students (trainees/interns) if the stay is a genuine internship. 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 prove citizenship in an EU membership state. Employer can ask to see passport.

The intern must be aware of the specific rules regarding EU citizens, regarding e.g. health insurances and EU certificate of registration.

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.

**DURATION**

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

The internship commences:

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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