



Agreement on project-oriented work in a company (POWIAC)

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Preface

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

Please direct any questions or comments concerning this guide to the Department of Computer Science.

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General information

If the Study Board allows, the student can spend a full semester or part of a semester in a company fulfilling the learning goals of the semester through project-oriented work in the company¹. In most cases, the project-oriented work in a company takes place on the third semester of the master programme.

Most students have worked on projects involving cooperation with companies during earlier semesters. This cooperation might have been conducted in connection with a project proposal formulated by a company and may have involved regular contact with employees in the company.

Project-oriented work in a company differs from this in several ways. First, the work will be carried out on the company premises allowing the student 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. Project-oriented work in a company is arranged as 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 project 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 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 exemption granted by the Study Board. the exemption will describe if the project-oriented work in a company is to be carried out alongside attending one or more course modules. However, the full extent will normally be 30 ECTS credits.

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 the surrounding society 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
- participating 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 draft 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 University.³

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. After the agreement has been completed a project supervisor is appointed .

The tasks of the AAU project supervisor

The AAU project supervisor must maintain regular contact with the student during the project-oriented work in the company and may also visit the student during the project 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 conducting the student's project exam in accordance with the learning goals of the project module as described in the study regulation.

The tasks of the company supervisor

The company will appoint a company supervisor to whom the student is to refer during 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 fulfils 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 apart from the guidance from the company the student will receive project supervision from the university, who is also responsible for the examination of the student.

The company supervisor is a co-signatory to the agreement on project-oriented work in the company [see Appendix 1].

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

Upon completion of the project-oriented work, the company supervisor must see to that the following 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 properly registered (typically 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.

Project documentation

During the project-oriented work, the student prepares project documentation, which documents the fulfillment of the learning objectives as stipulated in the study regulation

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

or (possibly) in exemption granted by the Study Board. 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 predominant part.

The academic part of the project documentation must be comparable to normal semester reports of the actual semester.

The 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 student 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 procedures etc. Finally, the reflective part of the project documentation must include a reflection on the knowledge exchange between the company and the study programme.

Evaluation

The project-oriented work will be concluded with a regular oral project examination conducted by the project supervisor on the basis of the student's project documentation and be held in accordance with the study regulation. The company supervisor may attend the examination but is not allowed to participate in the examination of the student.

Finance and insurance

As project-oriented work in a company is a regular part of a study programme, the student may not (according to the University Programme Order) enter into an agreement of project-oriented work, where the company is paying salary to the student, i.e., a paid company 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 into an agreement of a paid company stay, this cannot be done as part of the study programme.

The company can choose to give the student a financial acknowledgement, which corresponds to no more than 3,000 DKK a month. 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 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, the student 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. September 2022

To be filled out by the student	Student name:	
	AAU e-mail:	
	Study no.:	
	Study programme:	
	Period in the company:	
	Number of ECTS credits of the project-oriented work ⁱ :	
	Courses followed during the project-oriented work:	1) 2) 3)
	Date for handing in the project documentation ⁱⁱ :	
Company (name, address, country):		

To be filled out by the company	Company supervisor (name, e-mail and phone):	
	Insurance; does the company's insurance cover the student? (Yes/No) ⁱⁱⁱ	
	<p>Tasks:</p> <p><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></p>	
To be filled out by the company		
	<p>Supervision:</p> <p><i>Description of what the student can expect in terms of supervision. E.g., weekly meetings with the company supervisor and/or other in the company.</i></p>	

	Student name and signature: Date:
	Company supervisor name and signature: Date:
	Semester coordinator name and signature: Date:
	Study board chairman name and signature: Date:

Appendix 2

Student evaluation of project-oriented work	
Student name	
Company and department (if any) 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

ⁱ Ask your study board what is possible in terms of number of ECTS credits

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