**Study Board of Energy
Study Board of Build, Energy, Electronics and Mechanics in Esbjerg**Date of document date: 16-06-2021
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Last revised by: ghc

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| Agreement on Project-Oriented Study in an External Organisation between Aalborg University (AAU), the student and the external organisation**Study programme:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with specialisation (if any) in:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Read the Study Board’s [Guidelines for Project-Oriented Study in an External Organisation](https://www.energy.aau.dk/education/for-enrolled-students-and-lecturers/regulations-and-forms#project-oriented-study-in-an-external-organisation) with information regarding e.g. submission format and tasks of the involved parties. Please fill in the form on a computer |
| **Name of student:** **E-mail: Student no.:****Period start and end date:** **External organisation:****Address of external organisation:****External organisation abroad yes no (mark by ‘X’) Date of leaving DK\*:****External organisation supervisor/contact person: E-mail:****AAU** [**technical coordinator**](https://www.moodle.aau.dk/mod/page/view.php?id=1406157)**:****The student is covered by insurance of the external organisation yes no (mark by ‘X’)** **(If not, the student is strongly recommended to take out an insurance policy).****This agreement must be approved in due time before the project-oriented study starts, i.e. 30 June at the latest.**\* International Office needs this information for reporting of students’ stays abroad |
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| **Tasks during the project-oriented study** [*to be completed by the student in cooperation with the AAU technical coordinator and the supervisor of the external organisation]***The project-oriented study must be organised in a way that enables the student to achieve the learning goals.**The main task at XXX is XXX. During the period, the student must be affiliated Department of XX, where she/he must be part of the daily work, including participation in project meetings, etc. Sufficient time to become absorbed in advanced engineering/academic tasks must be provided. *[Please insert a description regarding the major tasks. Approximately half a page]* |
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| **Aids in the company** The company guarantees to provide the student with the necessary aids to carry out the project-oriented study, i.e. access to legal software and computing resources. For most purposes, there is Open Source software that can be used legally. Many of these programs have a steep learning curve, and it will therefore be necessary for the company to undertake the professional guidance in this. AAU will not in all cases be able to find a supervisor with competence to guide and instruct in the use of special software. It should be emphasized here that most student licenses (including Ansys), which can be obtained free of charge by students, are not used for work involving commercial interests. **The company and the student confirm that it has been agreed to use the following software in the project:** [to be completed by the student in collaboration with the company supervisor] |
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| ***Evaluation criteria (as described in the curriculum)***The project-oriented stay is concluded with an individual oral examination based on the student’s project report. The examination will be internal and assessed according to the 7-point scale. The examination will be attended by the student, the AAU project supervisor (examiner) and the internal co-examiner. The supervisor of the external organisation, or other relevant external representatives, can attend the examination. The examination is conducted by the AAU project supervisor, and during the assessment only the examiner and the internal co-examiner can be present. The student makes a presentation of the project-oriented study period and the technical results, including the major technical tasks in particular. The examination shall include a discussion and assessment of the project-oriented study and the study programme, and ​​a reflection of the consistency of the project-oriented study with the study programme’s activities is made. The assessment is based on the student's:* presentation and discussion of the project report and the project-oriented study
* the project report
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| **Submission date for project report:** |
| **The student, date and signature:**Name: |
| **AAU technical coordinator, date and signature:**Name: |
| **External organisation supervisor/contact person, date and signature:**Name: |
| **Chair of the Study Board, date and signature:**Name: |

It should be noted that students and the AAU technical coordinator should pay attention to whether the collaboration with the external organisation requires a non-disclosure or not. If the external organisation requests a non-disclosure or IPR (Intellectual Property Rights) agreement, the AAU standard agreements are to be used:

* [Non-Disclosure Agreement for Student Project](http://www.kontraktenheden.aau.dk/studerende/), or
* [Non-Disclosure and Rights Agreement for Student Project](http://www.kontraktenheden.aau.dk/studerende/)

The above agreements are available at the [Department’s education website](https://www.energy.aau.dk/education/for-enrolled-students-and-lecturers/regulations-and-forms#non-disclosure-agreements-for-student-projects) where you can also find more information. Any agreement must be completed and signed one week before the project-oriented study starts. If an agreement is made, it is sent to the

* *Study Board of Energy in Aalborg* *or*
* *Study Board of Build, Energy, Electronics and Mechanics in Esbjerg*

Copy: Student

 AAU technical coordinator

 Study secretary and administrative officer

International Office (in case of international organisation): The student shall upload the approved agreement herself/himself.

The student forwards a copy of the agreement to the company.