
Information to the Internship host on general terms for the internship. Bachelor of Arts in Design at the Royal Danish Academy.

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[In the event of conflicting meanings between language versions, the Danish version applies.]

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General Terms for the Internship

Timing and Duration of the internship

Design students must do an internship in their 6th Semester. (in the spring semester)



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The duration of the internship must be between four and five months, full time (37 hours per week). The internship can start from 6 February and must end 30 June the latest.

If the internship host wishes to continue the collaboration with the student after the internship, they have to make a separate employment contract.

The Obligations of the Host Company

Before offering an internship, the host company must have a professional design environment and be able to offer design projects as well as design related feedback to the student during the internship. The internship host must provide an internship supervisor who continuously provides relevant design related feedback as well as evaluates the stay and ensures that the student participates in the agreement tasks and has relevant tasks during the whole stay.

The host company must have a company registration number.

Prior to the internship, the internship host and the student organize the content of the internship and completes the internship contract.

During the internship, the internship host must make sure that the student is included in the daily routines, participates in the professional and practical projects, becomes acquainted with other professional groups, and gets introduced to the business model of the organization. At the same time, the internship host must make the student aware of the in-house rules of the company, e.g. safety, security, access, IT policy and the like.

Before the end of the internship, the internship host must digitally confirm that the student has completed his/her internship within the agreed frame. It is the responsibility of the Study Administration at the Royal Academy to obtain a digital confirmation from the internship host. The confirmation forms the basis for the student's assessment.

Insurance

Internship in Denmark:

During the internship the student is not insured through the Royal Danish Academy and must on his/her own take out the necessary insurance.

During internships in Denmark the student is covered by 'Arbejdsskade-forsikringsloven' and the employer's insurance in accordance with the applicable legislation. For an internship in a Nordic country 'Bekendtgørelse nr. 937/2003 om arbejdsskadesikring af uddannelsessøgende' also applies.



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Internship abroad:

Students must always examine all matters relating to insurance in the selected internship country and take out adequate insurance cover.

The Purpose of the Internship

The internship tests and develops the student's acquired methodological, academic and artistic skills and design professionalism in a business context. The student gets knowledge about the culture and the values in a workplace as well as procedures, social- and environmental sustainability and organizational structures.

The internship must also give the student an understanding of design in a business and societal context and an insight into the designer's many diverse professional areas, including how designers work in an organizational context.

In addition, the internship gives the student the opportunity to reflect on his/her own competences, specialization, and career opportunities during the programme.

Learning Outcomes for the Internship

An internship is a part of the programme, and the student's tasks during the internship must be relevant to the programme. Through independent participation in the tasks at the internship host, the student has to meet a series of learning outcomes. The learning outcomes are divided into knowledge, skills and competences

Knowledge:

- about the labor market for designers, including a design specific and a broader labor market for the designers
- about and understanding of the business related foundation of the internship host; including terms, market, organization, social- and environmental sustainability, business model, etc.
- about professional working methods, including the processes and methods used in a given business context.

Skills:

- in being able to work methodically in a design process and to contribute from the initial stages to completion and production
- in using the company's preferred technologies and methods
- in being able to analyse an organization's environmental and social footprint

Competences:

- in using professional design methods and tools in a complex professional and business related context.



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- in reflecting on environmental, social and economic sustainability in the host company
- in collaborating with peers and other groups; including understanding of other roles, working methods, tools, tasks and perspectives in the collaboration
- in reflecting on the importance of the internship for one's own specialization and career focus.

Assessment and Documentation of Internships

During the internship, the student must attend a one-day teaching course at the end of March/beginning of April, write an internship report that is to be submitted on June 15th, and participate in an oral exam within the last 10 days of June.

Teaching course, writing of internship report and oral exam take place during the internship and time must therefore be allocated to this during the internship.

Financing and Financial Support

The internship is a credit-awarding part of the programme and allows for state education support (SU).

The internship is not to be paid. This goes for the student even though he/she does not receive SU.

The student may receive financial support for documented expenses or a fixed monthly payment covering for example transportation, rent or phone. Furthermore the host company is allowed to give the student [a financial appreciation](#).

In addition, the student is allowed to make a separate contract with the internship company to perform paid work related to or following the internship.

Conflict of Interest

The student cannot choose an internship host that is owned by the responsible internship teacher at the Royal Danish Academy or the student, or a host company where the responsible internship teacher the Royal Danish Academy is employed, or an internship host, that for other reasons may present a conflict of interest.

Complaints

Internship in Denmark:

A complaint about the internship follows ordinary Danish appeal legislation and is exclusively the responsibility of the student.

Internship abroad:



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It is the responsibility of the student to investigate the complaint rules of the host country and take out the necessary insurance.

A complaint about the school's decisions follow the relevant regulations for the education, regardless of the traineeship country.

Termination

If the internship host wishes to terminate the internship, this should be communicated in writing to the intern and the Study Administration at the Royal Danish Academy describing the reasons for the termination.

If a student is considering terminating the internship, this must always be discussed with and approved by both the lecturer responsible for the internship and the student administration before the termination.

Illness

The student must always follow the instructions of the host company in relation to illness. In case of long-term illness during the internship, the student must also contact the Studyadministration and the host company.

Legal Matters in Connection with Traineeships

Liability

Internship in Denmark:

The internship host is responsible for possible damaging actions and inactions by the student during the internship in accordance with Danish law concerning compensation for employer/principal responsibility.

Internship abroad:

The student must always examine all matters relating to insurance in the selected internship country and take out adequate insurance cover.

The Royal Danish Academy's responsibility for the students' participation in the internship is, regardless of the internship country, limited to educational factors that may be included as a part of the intern's overall internship period.

Confidentiality

The student has a duty of confidentiality in relation to the business secrets and special circumstances that the student acquires knowledge of during the internship period and that the internship host has designated as confidential.



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It is expected that the student in the internship report is able to describe the internship exhaustively, even when taking eventual confidentiality issues in account.

The students' knowledge of workflows and methods that are used at the internship host should not be misused by the student. The internship host does however agree that the student may disclose non-confidential information about the internship as part of the reporting and evaluation of the internship.

The internship host may, at the conclusion of the internship contract, require that any information about the internship host that is not generally available to the public, is subject to the requirement of confidentiality of the educational institution. In order to make this requirement, the internship host must write the Study Administration at the Royal Danish Academy.

Intellectual Property

Internship in Denmark:

Inventions and Creations

Legal regulations concerning the law on employee inventions or any applicable law applicable between the parties to the internship relationship.

Copyright and Design Rights

The host company has the right to use copyright works and designs that the students have contributed to during the internship.

Trademark

The student does not receive any share of the internship host's trademark rights.

Internship abroad:

Students must always examine all regulations on intellectual property rights in the selected internship country and take out adequate insurance cover.

The Royal Danish Academy will not, regardless of the internship country, receive a share of the intellectual property rights to works, designs, etc., that the student has contributed to during the internship.



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