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

Date: 01.09.23

[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

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

The internship must have a duration of 4 months and must be full time.



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The internship will last from February through May. In June the student participates in a two week mandatory teaching course and an oral exam.

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 Internship Host

Before offering an internship, the internship host must have a professional architectural work environment and be able to offer architectural projects as well as architectural feedback to the student.

The internship host must provide an internship supervisor within the organization who continuously provides relevant sparring as well as evaluates the stay and ensures that the student participates in the agreement tasks and has relevant tasks during the whole stay. At the same time, the internship host must be aware that there has to be a balance in the ratio between the number of employees and the number of interns. **Smaller companies with a total of 5 partnere/employees or less must therefore not have more than one intern in total.**

The internship host must have a company registration number.

Prior to the internship, the internship host and the student agree on the content of the internship and complete the internship contract. Here the internship host has to make sure that they have relevant tasks so that the intern is capable of meeting the learning outcomes of the internship.

The internship host must, during the internship, make sure that the student is included in the daily routines, participates in the professional and practical projects, and becomes acquainted with other professional groups. At the same time, the internship host must make the student aware of the inhouse rules, e.g. safety, security, access, IT policy and the like.

Before the end of the internship, the internship host must confirm that the student has completed the internship within the agreed frame. It is the responsibility of the Study Administration at the Royal Danish 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.



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During internships in Denmark the student must be covered by 'Arbejdsskadeforsikringsloven' 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.

Internship outside the Nordic countries:

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 in an architectural business context and gives the student experience with the methods, tools and strategies of the profession and the internship host.

The student learns about the culture and the values in a workplace as well as the overall framework and structures that organize the profession as well as the internship host.

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 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:

- of the terms, frameworks, roles and collaborations of the architectural profession
- of the organization of the internship host and about professional ways of working, including the processes and methods used in a given business context
- of digital detailing and insight into the exchange of information in the processes of the build environment

Skills:

- in using the internship host's preferred tools, technologies and methods
- in written presentation and in oral and written dissemination of architectural projects and theoretical works



Competences:

- in translating knowledge from the programme into specific tasks in the internship
- in planning and completing an academic assignment based on a self-chosen theme from the internship
- in being able to reflect on the importance of the internship for one's own specialization and career focus

Assessment and Documentation of the Internship

In June the student must participate in a mandatory course and participate in an exam.

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 students even though they do 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 internship host is allowed to give the student a financial 'appreciation'. [You can read more here \(in Danish\)](#)

In addition, the student is allowed to make a separate contract with the internship host 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:

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 internship country.



Termination

Both the student and the internship host may at any time terminate the internship without notice.

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

For long-term illness during the internship, the student must contact the Study Administration at the Royal Danish Academy and the internship host.

Legal Matters in Connection with Internships

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.

It is expected that the student in the internship assignment 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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