



Bachelor in Financial Management and Services

To ensure the quality of the internship, different aspects have to be taken into consideration before, during and after the internship.

What do we require from an internship company?

Resource capacity

An internship company must have sufficient resources in order to offer a student an internship. Generally, Business Academy Aarhus has experienced that a company with only one employee, in which the student accounts for the owner's entire production capacity, does not fit the internship concept, just as it is not optimal that a company bases its operation solely on interns each semester.

Number of employees

The size of an internship company determines the number of interns the company may have. A company with 5 employees or less is allowed to have one intern. The number of interns should not make up more than half of the employees.*

However, when the quality of the internship is assessed, the following aspects are taken into consideration as well:

1. Do the tasks have professional relevance and do they provide the student with a good foundation for learning during the internship period?
2. Is there a professional with competencies within the intern's field who will be an adviser committed to the individual intern?
3. Are the work assignments specific and varying?

The internship coordinator is always willing to discuss the above with the company.

Insurance

If the internship takes place in a company in Denmark, the internship is covered by the act on worker's compensation (lov om arbejdsskadesikring), cf. ministerial order no. 185 from 23 February 2017, and by the act on liability for damages (lov om erstatningsansvar). This means that if the internship takes place in a company in Denmark, the student is covered by the company's worker's compensation insurance and liability insurance. The duty to insure also applies to associations and sole proprietorships that do not already have employees.

If the internship takes place in a company outside Denmark, then it is the student's responsibility to examine and assess whether he or she can be covered by the company's insurance. In cases where the student is not covered by the company's insurance, the student must ensure that they have the necessary insurance.

Language

If the internship takes place outside Denmark, at least one contact person in the company must speak English.

*This is an exception in e.g. start-ups where a company with few employees may have a sufficient number of development projects or ongoing innovation processes for the learning objectives of an intern to be fulfilled.



Work facilities

The internship company must have a physical place of work, and must set aside a physical working space with what is needed to ensure that the intern can perform the practical tasks for the company.

Resources and tasks during the internship period

The internship company is expected to devote resources for status talks with interns as needed. This is to ensure that both the company as well as the intern get the full benefit from an internship, and ensure that expectations are continuously met.

Nice to know

The financial obligations of an internship

The internship is unpaid and the company has therefore no financial obligations towards the student. However, the company may give the student a 'token' payment of up to 3000 DKK per month.

In addition, the company has the possibility to contribute to the intern's documented costs related to the internship, such as telephone, transport, travel insurance, flights, etc. These contributions do not affect the student's SU.

Read the applicable rules for 'Internships and SU' on www.su.dk (this is only available in Danish).

This is valid for internships in both Denmark and abroad.

The internship period

The internship period is 5 months with a 37 hour working week.

During the internship, the student must prepare an internship report and a logbook, which the company is expected to support:

- The internship report, where the student deals with an appropriate academic issue, usually based on their actual internship.
- A logbook, which is included in the internship report. In the logbook, the student reflects on whether the various learning objectives have been met through the work that has been done in the internship.

The student is expected to work on this task simultaneously with their internship. The internship report must be handed in according to the deadline which is laid down in the semester plan for the fifth semester.

The final exam project

We would also like the students to collaborate with the internship company for their main exam project. This, however, is only prepared in the 7th semester and handed in according to the deadline which is laid down in the semester plan for the seventh semester.



In this case, it is the company's and the student's responsibility to draw up an agreement for cooperation in this period. In the agreement, the company and the student must be aware of the insurance practicalities.

- In their main exam project, the student must, through relevant analysis and theory, come up with solutions for a relevant and practical problem statement.
- The problem statement can be agreed on between the company and the student with help from the Academy's supervisor.

Additional information

The students have a supervisor, appointed by the Academy, during their whole internship. Should any questions arise concerning the process, cooperation or the tasks the student performs, it will always be possible for a student to contact their supervisor.

Our supervisors will try to visit as many companies as possible in the internship period, and the supervisor is of course also available for a telephone conversation during the internship period.

Evaluation of the internship

After the internship, both the company and the student are asked to evaluate the internship, this is very important for the continuous improvement of the programme and internship period.