



Business Economics and Information Technology

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.

* In order to be approved as an internship company, the company must have IT systems that support one or more departments' core functions, work with sales, development and/or adaptation of IT systems for internal users or customers, or in another way work with IT related projects.



Work facilities

The internship company must be able to offer the students a physical place of work and the resources that are required to solve the tasks agreed on for the internship.

Status meetings

The internship company must devote resources for status meetings with the intern during the internship in order to ensure that both the company and the intern get the full benefits of an internship, and to ensure that all expectations match. Depending on the nature of the tasks, the internship period and the daily contact, status meetings must be held every week or every other week.

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 20 weeks and the internship must consist of 37 hours per week.

At the end of the internship, the students hand-in an internship report, which will be marked according to the Danish 7-point scale.

During the internship period, students can cooperate with the intern company and together a basis for the final bachelor project can be drafted. In the final bachelor's project, the student must demonstrate their qualifications in dealing with theoretical, practical and developmental issues in the fields of business, economics and information technology. These issues should emerge from a practical situation and must be clarified according to scientific methodology.

If the final bachelor project is written in cooperation with the company 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.



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 students perform, a supervisor will be available and will also always be available for a follow-up meeting.

The Academy's supervisor will always visit new internship companies. Companies that often have interns will be visited every year or every other year.

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.