

Agreement on Diploma Engineering Internship

between Aalborg University (AAU), the intern, and the internship host

Bachelor of engineering: Artificial Intelligence Engineering

Intern:

Student ID no.:

Internship period¹ (*min. 20 weeks, specify dates*):

Internship host and address:

Internship coordinator at AAU:

Internship supervisor from the host (*name and email*):

Weekly working hours:

According to the executive order on Diploma Engineering education §6, internships are normally paid.

Paid internship: **Yes:** ☐ **No:** ☐ (Tick a box)

Students in the Artificial Intelligence Engineering programme must complete an internship in a company, institution, or administration – possibly abroad. The scope is 30 ECTS, equivalent to half a year of full-time study. The intern must have time during the internship to prepare an internship report.

The purpose of the internship is to provide the student with work experience in solving engineering tasks. The internship must be relevant to the Artificial Intelligence Engineering programme, and the tasks performed must be at an engineering level.

The intern will have an internship coordinator at AAU. Once the agreement is signed, the coordinator may delegate further coordination and evaluation to another AAU staff member. Additionally, the host appoints a contact person with relevant engineering background who will act as supervisor and sparring partner.

Within the agreed academic framework, the host and intern will determine the specific terms of the internship, including work arrangements.

1. During the internship, the intern must have time to prepare an internship report.

Learning objectives *[Below are the learning objectives from the curriculum, which must be met by the student. The student may supplement with additional goals in collaboration with the coordinator and the supervisor]*

After the internship, the student should have acquired:

Knowledge

Students completing the module will gain:

- Knowledge of a company's organization and work from an engineering perspective
- Knowledge of relevant topics worked on during the internship, including theories, methods used, and results achieved
- Understanding of the connection between academic theory and practical application

Skills

Students completing the module will be able to:

- Evaluate the theories and methods used in relation to those taught in previous courses and projects
- Analyze whether the profession has new academic needs that should/could be addressed by the programme

Competencies

Students completing the module will be able to:

- Document the internship in a report so that the achievement of learning objectives can be evaluated
- Analyze and reflect on the academic, professional, and social outcomes of the internship
- Handle development-oriented situations in academic and professional contexts

Internship tasks [To be completed by the student in collaboration with the coordinator and supervisor]

Example: The main task at XX will be XXX. During the internship, the intern will be affiliated with the XX department, participating in daily work, including project meetings, etc. By engaging in one or more major projects throughout the period, the intern can delve into several academically relevant topics.

Intern

The student is responsible for finding an internship and maintaining contact with the supervisor. The student prepares an internship report according to the learning objectives and current curriculum.

Internship supervisor

The supervisor is expected to spend at least 2 hours per week with the student.

The supervisor prepares a statement including an assessment of the intern. At the end of the internship, the supervisor writes a statement on the student's work performance, which is sent to the coordinator and the intern.

Internship coordinator

The internship coordinator acts as the liaison between the Study Board and the supervisor.

Conducts mid-term and final evaluations, possibly in collaboration with another AAU staff member.

Mid-term evaluation

Midway through the internship, the coordinator/AAU staff member, the student, and if possible, the supervisor meet to evaluate the internship and make any necessary adjustments. The meeting is held either at the company or at AAU. If the internship is abroad, the meeting is held online.

Evaluation

The evaluation is conducted by the student's coordinator or another AAU staff member and is based solely on the internship report and the supervisor's statement.

Insurance

Students are covered by the Worker's Compensation Act during internships, and the host/employer is the liable party – see [Ministry of Higher Education and Science](#). This applies regardless of whether the internship is paid or unpaid. Additionally, AAU has a collective accident insurance for students injured during lab work, which also covers internships – [see AAU handbook](#). Students are advised to take out personal liability and leisure/accident insurance for adequate coverage.

Intern, date and signature:

Name:

Supervisor, date and signature:

Name:

Coordinator, date and signature:

Name:

Chair of Study Board, date and signature:

Name:

The Study Board sends information about the internship and the signed agreement to the SU office.

If the company requires a project agreement, AAU provides a template approved for student projects.

AAU recommends using this template for student projects. Links to “Confidentiality Agreement for Student Project” and “Confidentiality and Timeliness Agreement for Student Project” are available at [AAU Match](#).

Note: If the AAU template is used, it must be signed before the internship begins. The agreement is between the student and the company and is not AAU’s responsibility.

If another agreement is used, it must be approved by Chair² of the Study Board before the internship can begin.

Email the Study Board at: mtstudyboard@create.aau.dk

This agreement was prepared and approved on 31.10.2025.

2. The Chair of the Study Board obtains approval from the Contract Unit.