



Guidelines for NDA/ Cooperation Agreements under the Department of Energy

Background

The Department is increasingly experiencing that students and supervisors encounter difficulties in relation to demands of cooperation agreements and non-disclosure agreements (NDA). Often, these are demanded after a project group has already chosen the project, which puts both the students and supervisor(s) in a strenuous situation which may delay the project work.

Aalborg University is of the belief that students represent a free labour force to the company and therefore the students need transparency regarding the cooperation, and they must not be delayed or restricted in their work because of these NDAs.

Guidelines

- First and foremost, we want to encourage companies to send in project proposals which do not require a cooperation agreement or NDA. It is often possible to use publicly available data in the student projects.
- The semester coordinator must pay attention to and clarify with the company, whether a cooperation agreement / NDA is required before the project is shared with the students.
- Furthermore, it must be clarified whether relevant data is provided by the company for the project.
- Attention must be paid towards software licenses of the university. The academic licenses of the university must not be used for commercial purposes / analysis such as for media purposes or in relation to a project-oriented study in a company or internship. In case the software is necessary, it must be provided by the company.
- For students and supervisors, it is important to be aware that a cooperation with a company sometimes requires an NDA/cooperation agreement. If this is required, then it is advised to make use of the following standard agreements of the university
 - Non-disclosure agreement for student project
 - Non-disclosure and rights agreement for student project

These agreements can be downloaded at the bottom of the AAU Education and Students' [homepage](#).

- If a company wishes to use an NDA / cooperation agreement for a project on second semester of the master's study programme, the Study Board requires that the students insert a passage in the agreement permitting the students to attend the Conference for Energy Students (CES), cf. the study curriculum. This passage may be found on the [Department education website](#) under 'Especially for students in the second semester of the master's programme'.

Also, see the rules and procedures of the Study Boards regarding [Project-oriented study in an external organisation](#) and [Non-Disclosure Agreements for student projects](#).