



Guidelines for Internships for Bachelors of Engineering

During their studies, all engineering students must complete an internship corresponding to 30 ECTS.

The internship is scheduled during the final part of the sixth semester and the first part of the seventh semester.

The specific time for the commencement of the internship will be communicated separately.

The student intern

Students are responsible for finding their own internship places and for ensuring continuous contact with their external supervisor.

The students will complete an internship report, cf. the learning objectives. The report must include:

- information about the relevance of the internship to the study programme in general
- information about the relevance of the study programme to the internship
- an analysis of any new scientific needs within the profession which should/might be undertaken by the study programme.

Internship coordinator

The study board appoints an internship coordinator (may be identical with the semester coordinator of the sixth semester) who is responsible for completing the [internship agreement](#) and will act as contact person between the study board and the external supervisor in the internship organization. Once the agreement has been signed, the internship coordinator may choose to transfer the responsibility of the internship and project supervision to an AAU project supervisor. During the fifth semester, the internship coordinator invites the students to a meeting where they are informed of the requirements etc. of the internship. Moreover, this meeting will include discussions on possible topics of the final project for the bachelor's degree in engineering; students are usually required to choose a topic related to their internship.

AAU project supervisor

The AAU project supervisor (may be identical with the internship coordinator) acts as supervisor and sparring partner to the student. The AAU project supervisor will arrange for both a midterm evaluation and the final evaluation.

External supervisor

The internship organization will appoint an external supervisor to whom the student intern will refer. It is essential that this person is a specialised and experienced engineer within the student's field of study. The external supervisor must ensure that the goals of the internship are met by assuring that the student intern:

- is assigned to relevant tasks within the field of engineering; these tasks should progress in level of difficulty throughout the course of the internship
- is given the opportunity to gain an insight into the organization and business areas of the organization
- is offered support and supervision (the supervisor is expected to supervise the student at least two hours a week).



The external supervisor will prepare an internship declaration including an evaluation/assessment of the student intern. The internship declaration must be sent to the AAU project supervisor (may be identical with the internship coordinator) and the student intern.

Schedule

February – April (15 ECTS)

During these months, the students will participate in teaching activities at Aalborg University. These might consist of courses, mini projects, etc. Prior to the students commencing their internship, they must attend the examinations completing the courses.

May – June (10 ECTS)

The students will start their internship while continuously working on their internship report.

July

Summer holiday.

August – October (20 ECTS)

By the end of August, the students will complete their internships and any re-examinations. The students must submit their internship report no later than two days after the completion of their internship. The internship evaluation will be completed at the end of October or the beginning of November. NOTE: The external examiner must have the report for a minimum of two weekends.

The end of October – January (15 ECTS)

The topic of the final project for the bachelor's degree in engineering will usually be related to the internship. Students will submit their final project in mid-January (by agreement) and attend a project examination at the end of January. The external examiner must have the report for a minimum of two weekends ahead of the examination. **NOTE:** As a general rule, the topic of the final project must be related to the internship. Thus, the final project must reflect the students' experiences from the internship.

The duration of the internship must be at least 20 weeks, and the internship report must be completed during the course of the internship.

Internships are organized individually in compliance with the general regulations stipulated in the curriculum (such as the 20-week minimum duration of the internship).

The internship

In addition to the student, an internship coordinator/AAU project supervisor from the study programme and an external supervisor from the internship organization will be involved in the actual internship.

Under the supervision of and upon agreement with the internship coordinator, the student must contact an organization. The internship coordinator must ensure that an internship agreement is prepared which is approvable by all parties involved. If the external organization requests a non-disclosure or IPR (Intellectual Property Rights) agreement the university's [Non-disclosure Agreement for Student Project](#) or the university's [Non-disclosure and Rights Agreement for Student Project](#) must be completed. The agreements must be approved and signed by the student, the internship coordinator, the external supervisor and the chairman of the study board. Any other agreement than the university's standard agreements must be approved by the chairman of the study board¹ before the internship can start.

¹ The chairman of the study board secures the signature of Grants & Contracts.



When the internship period is completed, the student must prepare an internship report and submit a copy to the organization. The guidelines for preparing the internship report may be found elsewhere in this document. The internship coordinator or the AAU project supervisor will visit the student at least once during the course of the internship (except if the internship organization is located abroad). This visit will include a meeting with the external supervisor from the organization (if the final project is linked to the internship, this meeting may be conducted by the AAU project supervisor upon agreement). Upon completion of the internship, the external supervisor is responsible for the completion of an internship declaration including an evaluation of the student's performance. The internship declaration is not included in the evaluation. When the internship is completed, the AAU project supervisor will evaluate the internship.

Contacting the internship organization

The internship coordinator and the study programme have established corporate contacts which may be used when searching for an internship; however, as a general rule, the students are responsible for establishing contact with the internship organization themselves. However, this must not be done without prior agreement with the internship coordinator; if an internship coordinator has not yet been assigned, agreement must be made with the chair of the study board.

Internship agreement

In cooperation with the student the internship coordinator is responsible for preparing an [internship agreement](#). The agreement must be approved and signed by the student, the internship coordinator, the external supervisor and the chair of the study board.

Midterm evaluation

Halfway through the internship, the AAU project supervisor, the student and the external supervisor will meet to evaluate the process and make any necessary adjustments. The meeting will take place at the internship organization or at Aalborg University. If the internship organization is located abroad, an online meeting will be held.

Final internship evaluation

The internship is evaluated through an individual oral examination assessed as pass/fail.

The examination will be attended by the student, the AAU project supervisor (examiner), an external examiner and, if possible, the external supervisor. However, the assessment will only be conducted by the examiner and the external examiner.

The evaluation is based on the internship report, the student's log (see below) and the oral presentation and subsequent discussion. The evaluation is an overall assessment of all elements of the examination, measured against the objectives of the curriculum.

Internship report

During the internship, students must keep a log; this must include a daily report of their day-to-day work. Thus, the log will constitute the essential background material for the preparation of the internship report. The records must be entered directly to the log. Students must complete their internship report in accordance with the general guidelines for preparing project reports during previous semesters. However, the internship report must also include:

- a description of the organization – including the way in which it is organized
- a description of the organization's areas of work
- an overview of the work areas in which the student has been involved
- a description of at least one of the academic issues which the student has addressed during the internship. This issue must be relevant to the student's study programme. If relevant, the de-



scription must include theories on problem analysis, methodology, models, possible solutions, implementation of tests, conclusion, etc.

- log
- an analysis of how the student has benefited from the internship - academically, professionally and socially
- the student's experience with the internship, including any possible suggestions for changing the curriculum, procedures, etc.
- a reflection on the knowledge exchange conducted between the organization and the study programme.

The scientific issue(s) must be discussed at a level that reflects the level of the sixth semester.

The students must submit their report no later than two days after the completion of their internship.

Internship declaration prepared by the organization

The external supervisor must complete an evaluation on the student's internship. The evaluation may include the following elements:

- formalities (organization name and department, the name of the student intern, period of internship, external supervisor, etc.)
- a brief description of the tasks performed by the student intern
- an assessment of the student's work
- an assessment of the student's overall performance (cooperation, approach to their work, work performance, etc.).

The above points are intended as a guide. The evaluation may comprise 1-1.5 pages; however, there are no specific requirements as regards length.

The internship declaration must be submitted with the internship report (no later than two days after the completion of the internship).

Further information

The overall requirements to the internship may be found in the curricula of the relevant study programmes. In addition, reference is made to the [Joint Programme Regulations](#) (only available in Danish: Fællesbestemmelser).

The State Education Grant and Loan Scheme (SU)

Paid student interns are not entitled to SU during the five months of their internship (May, June, August, September and October).

If the internship is unpaid, students are entitled to receive SU during the entire internship period.

Contact the SU Office for further information or read more here: www.sukontor.aau.dk/english.

Insurance

During the internship period, student interns are not automatically covered by the insurances of AAU or the internship organization. Thus, student interns are advised to take out their own liability and accident insurance in order to be fully covered. In case student interns were to inflict any damage, taking out liability insurance is essential.

Internship remuneration

In most cases, the organization will offer to pay their student intern. Any remuneration should be negotiated between the student and the organization and is basically irrelevant to the University. How-



ever, please refer to IDA's information on internships for inspiration (in Danish): ida.dk/maalgrupper/studerende/praktikperioden.

PC and software

In order to limit the spread of viruses or other undesirable consequences from using the network of the internship organization, the internship organization is expected to make PC and software available to the student intern during the internship.