

Praktikaftale / Internship Agreement - Forhåndstilsagn

Den studerende fra IBA Erhvervsakademi Kolding gennemfører et praktikophold, som en obligatorisk del af sin uddannelse.

The student, enrolled at International Business Academy Kolding, will complete an internship in the host company as a mandatory part of the education.

Vi gør opmærksom på at optages du på uddannelsen vil du skulle udfylde en egentlig praktik kontrakt som vil blive tilsendt via et link til din oplyste mail efter studiestart.

If you are admitted to the programme, you will have to fill out an actual internship Agreement, which will be sent as a link to your email after study start.

Studerende / Student

| | |
|---------------------------------------|--|
| Navn / Name: | |
| Adresse / Address: | |
| Postnr. og by / Postal code and city: | |
| Land / Country: | |
| Telefon / Phone: | |
| E-mail / E-mail: | |
| Uddannelse / Education: | |

Virksomhed / Company

| | |
|---------------------------------------|--|
| Navn / Name: | |
| Adresse / Address: | |
| Postnr. og by / Postal code and city: | |
| Land / Country: | |
| Telefon / Phone: | |
| Website: | |
| CVR / VAT: | |

Virksomhedskontakt / Company Contact

Følgende repræsentant for virksomheden er ansvarlig for den IBA studerendes praktiske uddannelse og fungerer som kontaktperson til IBA.

The following representative from the company is responsible for the IBA student's practical education and tasks, and is furthermore the company's contact person to IBA:

| | |
|------------------|--|
| Navn / Name: | |
| Titel / Title: | |
| E-mail / E-mail: | |

Praktikperiode / Internship Period

| | |
|-------------|--|
| Fra / From: | |
| Til / To: | |

Arbejdstid / Working Hours

| | |
|---|--|
| Arbejdstimer pr. uge / Working hours per week | |
|---|--|

Generelle betingelser / General Terms and Conditions:

Forsikring / Insurance

Praktikophold i Danmark er omfattet af lov om erstatningsansvar og af lov om arbejdsskadeforsikring. **Forsikringen påhviler virksomheden. Studerende der tager på praktikophold uden for Danmark, er selv ansvarlig for at tegne de nødvendige forsikringer.**

The internship in Denmark is subject to liability law and the law on industrial injury. The company is responsible for the insurance. **Students who undertake an internship outside Denmark are responsible for necessary insurance during the internship period.**

Aflønning / Remuneration

Virksomheder i Danmark har ingen økonomiske forpligtelser over for de studerende, da praktikopholdet er SU berettiget. Læs mere om praktik/SU/løn og vederlag under praktik på:

<http://www.su.dk/su/om-su-til-videregaende-uddannelser-universitet-journalist-laerer-mv/praktikophold-og-su/>.

Companies in Denmark have no economic obligations towards the students. Students going for an internship outside Denmark can receive remuneration/salary from the company. Read more about internships, SU and salary here: <http://www.su.dk/su/om-su-til-videregaende-uddannelser-universitet-journalist-laerer-mv/praktikophold-og-su/>.

Fortrolighed / Privacy

Den studerende og vejlederen på studiet forpligter sig til at opretholde fuld diskretion vedrørende alle forretningsmæssige forhold omkring virksomhedens virke, produkter, ansatte, konkurrenter o.a., som han/hun måtte komme i besiddelse af i forbindelse med praktikopholdet og praktikrapporten. Dette gælder også, efter at praktikopholdet er afsluttet.

The student and supervisor from International Business Academy Kolding are required to maintain complete confidentiality regarding all business conditions around its operations, products, employees, competitors, and anything that he/she may come into possession with during the internship and internship report, including after the internship is completed.

Sygdom / Illness

I tilfælde af sygdom skal virksomheden øjeblikkelig underrettes herom. Ved længerevarende sygdom (længere end 1 uges varighed) skal uddannelsesinstitutionen underrettes med henblik på en vurdering af, om praktikperioden skal forlænges.

In case of illness, the student must inform the company immediately. With long-term illness (for more than 1 week) International Business Academy Kolding must be notified for an assessment whether the internship period must be extended.

Ferie / Holidays

Der kan som udgangspunkt ikke holdes ferie i praktikperioden.

It is generally not possible to take time off during the internship.

Aftalens gyldighed / Validity of the Agreement

Praktikaftalen er først gyldig, når læringsmål og praktikopgaverne er godkendt af IBA

Erhvervsakademi Kolding. Praktikaftalen skal godkendes af alle parter før praktikperioden starter.

The internship contract is valid only when the learning objectives and internship tasks have been approved by International Business Academy Kolding. The internship agreement must be approved by all parts before the internship begins.

Kontakt IBA / Contact International Business Academy Kolding

Den studerendes vejleder varetager spørgsmål af faglig karakter og vejleder den studerende i forbindelse med gennemførelse af praktik og hovedopgave. Kontakten sker på den studerendes opfordring. IBA's praktikkoordinator skal kontaktes såfremt der opstår problemer i praktikopholdet.

The IBA supervisor answers all questions of academic character and supervises the student regarding the internship and the main thesis. The student is responsible for contacting the supervisor. The Internship Coordinator of International Business Academy Kolding must be contacted in case of any problems related to the internship.

IBA Erhvervsakademi Kolding / International Business Academy Kolding

Adresse / Address: Havneparken 1, DK 6000 Kolding

Telefon / Phone: +45 72 11 82 00

Website: www.iba.dk