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# Information to the Internship host on general terms for the internship. Bachelor of Arts in Conservation at the Royal Danish Academy, 4<sup>th</sup> semester

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**Date:** 01.11.2022  
Applies to the study  
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[In the event of conflicting meanings between language versions, the Danish version applies.]

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## General Terms for the Internship

### Timing and Duration of the internship

Conservation students must do an internship in their 4<sup>th</sup> Semester of the bachelor programme (in the spring semester).

The internship has a duration of 2 months, full time, and must take place from 1. May to 30. June.



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## The Purpose of the Internship

An internship at the bachelor programme tests and develops the student's acquired methodological and academic skills and conservation expertise in practice. The student gets knowledge about the culture and the values in a workplace as well as procedures, value creation and organizational structures.

The purpose of the internship is:

- to give the student the opportunity to test and further develop the acquired conservation skills in a professional context
- to give the student the opportunity to acquire practical experience, and thus become able to transform theory into practice
- to be introduced to new facilities, new methods and new knowledge
- to give the student the opportunity to reflect on own competences, specialization and career opportunities, as well as to give ideas for the student's bachelor project
- to give the student a professional network

## Learning outcomes for the internship

Learning outcomes are divided into knowledge, skills and competencies.

### Knowledge:

- basic knowledge of methods, workflows and tools within a chosen field of conservation.
- basic knowledge of professional working methods, including the processes and methods used at the internship host.

### Skills:

- in managing a work task in relation to conservation requirements considering time and resource constraints.
- in applying the company's preferred methods and technologies in conservation and preservation.

### Competences:

- in transforming knowledge, skills and competences from the education to the special circumstances and specific tasks in the host company.
- in applying conservation and academic methods in a complex academic and institutional context.
- in entering into professional collaborations and dialogue
- in reflecting on the importance of the internship in terms of own professional development and career focus

## The Obligations of the Internship Host



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The internship host must offer the student conservation-related tasks as well as conservation-related feedback during the internship. The internship host must provide an internship supervisor who continuously provides relevant feedback as well as evaluates the stay and ensures that the student participates in the agreed tasks.

The internship supervisor must hold an academic education and have basic knowledge about conservation. It is however possible to apply for an exemption if the internship supervisor at the internship host cannot meet this requirement, but is qualified to give the student relevant feedback during the internship.

Prior to the internship, the internship host organizes the content of the internship and completes the internship contract in collaboration with the student and the internship teacher at The Royal Danish Academy.

During the internship, the internship host must ensure that the student participates in the daily routines and participates in the professional and practical projects. At the same time, the internship host must make the student aware of the internal rules and regulations, ex. security, access conditions, IT policy etc.

No later than the 19<sup>th</sup> of June, the internship host must digitally confirm that the student has completed his / her internship within the agreed framework. The internship host will receive an email with a link to the digital confirmation. The confirmation is a part of the assessment of the student's internship. It is the responsibility of the Study Administration to get the digital confirmation from the internship host.

### **Assessment of Internships**

The student must submit an internship report on the 23<sup>th</sup> of June and participate in an oral exam within the last week of June.

The internship host must be aware that the student has to write the internship report during the internship and that the student has to participate in an oral exam within the last week of June.

### **Financing and financial support**

The internship is a credit-awarding part of the education and allows for state education support (SU).

The internship is not to be paid. This applies to the student even though he/she does not receive SU.

The student may receive financial support for [documented expenses](#) for example transportation, rent or phone. Furthermore the host company is

allowed to give the student a financial `appreciation`. Read more about financial support and `appreciation` [here](#) (in Danish)

In addition, the student is allowed to make a separate contract with the internship company to perform paid work related to or following the internship.

### **Insurance**

Internship in Denmark:

During the internship the student is not insured through the Royal Danish Academy and must take out the necessary insurance on his/her own.

During internships in Denmark the student is covered by `Arbejdsskade-forsikringsloven` and the employer's insurance in accordance with the applicable legislation. For an internship in a Nordic country `Bekendtgørelse nr. nr. 937/2003 om arbejdsskadesikring af uddannelsessøgende` also applies.

Internship abroad:

Students must always examine all matters relating to insurance in the internship country and take out adequate insurance.

### **Conflict of Interest**

The student cannot choose an internship host that is owned by the internship teacher or the student, or an internship host where the internship teacher is employed, or an internship host which for other reasons may present a conflict of interest.

### **Complaints**

Internship in Denmark:

A complaint about the internship follows ordinary Danish appeal legislation and is exclusively the responsibility of the student.

Internship abroad:

It is the responsibility of the student to investigate the complaint rules of the host country and take out the necessary insurance.

A complaint about the school's decisions follow the relevant regulations for the education, regardless of the internship country.

### **Termination**

Both the student and the internship host may at any time terminate the internship without notice. Termination shall be notified to the internship host and subsequently communicated in writing to the Study Administration at the Royal Danish Academy describing the reasons for the termination.



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## **Illness**

In case of illness, the student must follow the internship host's guidelines for notification of illness.

## **Legal Matters in Connection with the Internship**

### **Liability**

Internship in Denmark:

The internship host is responsible for possible damaging actions and inactions by the student during the internship in accordance with Danish law concerning compensation for employer/principal responsibility.

Internship abroad:

The student must always examine all matters relating to insurance in the selected internship country and take out adequate insurance cover.

The Royal Danish Academy's responsibility for the students' participation in the internship is, regardless of the internship country, limited to educational factors that may be included as a part of the intern's overall internship.

### **Confidentiality**

The student has a duty of confidentiality in relation to the business secrets and special circumstances that the student acquires knowledge of during the internship period and that the internship host has designated as confidential.

It is expected that the student in the internship report is able to describe the internship exhaustively, even when taking eventual confidentiality issues in account.

The students' knowledge of workflows and methods that are used at the internship host must not be misused by the student. The internship host does however agree that the student may disclose non-confidential information about the internship as part of the reporting and assessment of the internship.

The internship host may, when signing the internship contract, require that any information about the internship host that is not generally available to the public, is subject to the requirement of confidentiality of the educational institution.



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## Intellectual Property

### Copyright and rights

The internship host has the Intellectual Property Rights right to the works that the students have contributed to during the internship.

The Royal Danish Academy will not, regardless of the internship country, receive a share of the intellectual property rights to works that the student has contributed to during the internship.



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