



## Contract: Project in Practice

Please read the enclosed guidelines before filling in the contract. (Version July 2014)

### 1. Personal information

Name: \_\_\_\_\_

KU username: \_\_\_\_\_ Phone: \_\_\_\_\_

Programme: \_\_\_\_\_

Level: \_\_\_\_\_ Specialisation: \_\_\_\_\_

### 2. Information about main supervisor

Name: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail: \_\_\_\_\_

### 3. Information about contact person in the company

The Project in Practice is carried out in cooperation with the following company/organisation:

Name: \_\_\_\_\_

Information about the contact person in the company:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Place of employment: \_\_\_\_\_

### 4. Information about the project period (mark only one)

Full time in one block: Block 1: \_\_\_\_ Block 2: \_\_\_\_ Block 3: \_\_\_\_ Block 4: \_\_\_\_ Block 5: \_\_\_\_

Part-time in two blocks: Block 1+2: \_\_\_\_ Block 3+4: \_\_\_\_ Block 4+5: \_\_\_\_ Block 5+1: \_\_\_\_

If the project is carried out part-time in two blocks, please indicate in the table below which subject elements are taken concurrently with the Project in Practice.

Course code	Course title	ECTS credit

If the student wishes to complete the project outside the block structure due to academic reasons, an application must be submitted to the study board before the project is begun.

Date of submission for project report: \_\_\_\_\_

## 5. Compulsory course

Does the programme require that a Project in Practice includes a compulsory course or an event during the project period?


Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, how? \_\_\_\_\_

## 6. The focus of the Project in Practice

Title/topic of the Project in Practice: \_\_\_\_\_

Description:



Estimated extent of the Project in Practice:

## 7. Workload

The workload of the student makes 412 hours and is distributed as following:

Supervision: \_\_\_\_\_ hours

Preparation: \_\_\_\_\_ hours (including compulsory attendance in special courses or events)

At the company: \_\_\_\_\_ hours

Report writing: \_\_\_\_\_ hours

## 8. Information about language

Please state in which language the Project in Practice is prepared:

Danish: \_\_\_\_ English: \_\_\_\_ Swedish: \_\_\_\_ Norwegian: \_\_\_\_

## 9. Project in Practice as group project (to be filled in only if relevant)

*Information about group members*

Name: \_\_\_\_\_ KU username: \_\_\_\_\_

Name: \_\_\_\_\_ KU username: \_\_\_\_\_

Name: \_\_\_\_\_ KU username: \_\_\_\_\_

*Information about Project in Practice and exam*

The Project in Practice is prepared as a:

Joint report \_\_\_\_ Report with individual contributions \_\_\_\_

The exam is held as a:

Group exam \_\_\_\_ Individual exam \_\_\_\_

## 10. Information about supervision

The main supervisor and the student(s) must align their expectations for the project process with each other by providing the following information:

State the expected number of hours of supervision: \_\_\_\_\_

State how often you need to meet (prepare meeting schedule if needed):

State what is expected of the supervisor at the meetings:

State what is expected of the student(s) at the meetings:

Other:

## 11. Matching of expectations with the company

### *Expectations of UCPH for the company*

- During the stay at the company, it is expected that the student will be treated as any other new colleague.
- The contact person of the company is expected to make the student feel comfortable and help with the practical aspects during the startup and throughout the project period.
- The contact person of the company is expected to help the student academically concerning the specific tasks in the company to the extent of the contact person's knowledge.
- The contact person of the company is expected to make a short evaluation of the student's effort during the project period in the handed out evaluation scheme.

Other expectations for the company:

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### *Expectations of UCPH for the student*

- The student is expected to be punctual regarding meetings and meeting time.
- The student must be well prepared and eligible at the company.
- The student must, by guidance of the contact person, find out about a possible dress code at the company.
- The student must show initiative at the company and inform the contact person of the company, if the student needs more work or needs help with its tasks.
- The student is expected to show its academic knowledge and initiative in the tasks that are agreed by the company, the supervisor and the student to handle.

Other expectations for the student:

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## 12. Signatures

_____ <b>Date</b>	_____ <b>Student</b>
_____ <b>Date</b>	_____ <b>Main supervisor</b>
_____ <b>Date</b>	_____ <b>Head of studies or the project coordinator of your programme</b>
_____ <b>Date</b>	_____ <b>Head of department or deputy head of department</b>
_____ <b>Date</b>	_____ <b>Contact person of the company</b>

The Project in Practice contract is administered and must be submitted at the responsible department.

The Project in Practice must also be submitted at the department.

The student must see to that the evaluation scheme is handed to the contact person of the company, and it is to be filled at the end of the project period. The student must then submit the evaluation scheme to the supervisor.

## **Guidelines for filling in project contract**

### **1. Personal information**

To be filled in by the student.

### **2. Information about main supervisor**

To be filled in by the student.

### **3. Information about contact person in the company**

To be filled in by the student.

### **4. Information about the project period (mark only one)**

The Project in Practice follows the faculty's block structure, which means that the project is begun at block start like other courses and must be submitted and assessed within either one or two blocks depending on whether the project is carried out concurrently with other subject elements.

### **5. Compulsory course**

To be filled in by the supervisor, who needs to inform the student about the details regarding the compulsory course or event.

### **6. The focus of the Project in Practice**

To be filled in by the student following initial talks with the project's main supervisor.

### **7. Workload**

To be filled in by the student(s) following initial talks with the project's main supervisor and the contact person in the company.

### **8. Information about language**

To be filled in by the student following initial talks with the project's main supervisor.

### **9. Project in Practice as group project (to be filled only if relevant)**

To be filled in by the student(s) following initial talks with the project's main supervisor.

### **10. Information about supervision**

To be filled in by the student(s) following initial talks with the project's main supervisor.

### **11. Matching of expectations with the company**

The first part is to be filled in by the student following initial talks with the project's main supervisor.  
The second part is to be filled in by the company following initial talks with the student.

### **12. Signatures**

The Project in Practice contract must be signed by the persons mentioned in part 12.