Information to the Internship host on general terms for the internship.

Bachelor of Crafts in Glass and Ceramics, 4th semester **at the Royal Danish Academy.**

Date: 20.10.26,
updated with dates for the
study year 2026/27

Royal Danish Academy

Architecture
Design
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Table of Contents

General Terms for the Internship
- Timing and Duration of the Internship
- The Obligations of the Internship Host
- Insurance
- The Purpose of the Internship
- Learning Outcomes for the Internship
- Assessment and Documentation of the Internship
- Financing and Financial Support
- Conflict of Interest
- Complaints
- Termination
- Illness

Legal Matters in Connection with the Internship
- Liability
- Confidentiality

Intellectual Property
- Inventions and Creations
- Copyright and Design Rights
- Trademark

General Terms for the Internship

Timing and Duration of the internship
The programme includes two mandatory internships. One in the 4th semester and one in the 7th semester.

The internship on the 4th semester must take place from 15th of March to 30th of June, and must have a duration of minimum three months (full time)

The internship has to take place at only one internship host.

If the internship host wishes to continue the collaboration with the student after the internship, they have to make a separate employment contract.

The Obligations of the Internship Host
Before offering an internship, the internship host must have a professional environment that is either craft based or craft related. This means that the internship host must be able to offer assignments and feedback relevant to the Crafts in Glass and Ceramics programme.

The internship host must provide an internship supervisor who continuously provides relevant craft related feedback as well as evaluates the stay and ensures that the student participates in the agreement tasks.

Prior to the internship, the internship host and the student agree on the expected tasks in the internship and thereby align their expectations for the internship. After the alignment, they are able to fill in the internship contract.

The student is affiliated with the host organisation as an integral part of his or her educational programme, and the student will therefore not be an actual employee of the host organisation. **The internship host must be aware though, that the student has to be covered by the safety regulations and insurances applying for employees in the host organisation.**

During the internship, the internship host must make sure that the student is included in the daily routines, participates in the professional and practical projects, becomes acquainted with other professional groups, and gets business strategy insight, to a possible extend. At the same time, the internship host must make the student aware of the in-house rules, e.g. safety, security, access, IT policy and the like.

Before 10th of June, the internship host must confirm that the student has completed the internship within the agreed frame. It is the responsibility of the Study Administration at the Royal Danish Academy to obtain a digital confirmation from the internship host. The confirmation forms the basis for the student's assessment.

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

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. 937/2003 om arbejdsskadesikring af uddannelsessøgende' also applies.

Internship abroad:
Students must always examine all matters relating to insurance in the selected internship country and take out adequate insurance cover.

Company registration number
In order to get an intern, the internship host must have a company registration number. In Denmark called CVR number.

The Purpose of the Internship
The internship tests and develops the student´s acquired methodological, academic and artistic skills in a business context. The student gets knowledge about the culture and the values in a workplace as well as procedures, value creation and organizational structures.

The internship must also give the student an understanding of how craft is a part of a business- and marked context and an insight into the many diverse professional areas, including how a craft person works in an organizational context.

In addition, the internship gives the student the opportunity to reflect on his/her own competences, specialization, and career opportunities during the programme.

Learning Outcomes for Internships

The learning outcomes are separated into `Knowledge and Understanding`, `Skills` and `Competences`.

Knowledge and Understanding:

- of how the labor market for a craft person is organized.
- of professional ways of working, including the processes and methods used in a given business context.
- of the importance of a professional network in relation to future employment possibilities.

Skills:

- in working methodically in a process and to contribute from the initial stages to completion and production
- in using the internship host's preferred materials, technologies and methods

Competences:

- in transforming knowledge from the education into specific tasks in the internship
- in communicating observations and reflections on the internship to peers.
- in a beginning reflecting on the importance of the internship for the student´s own professional specialization

Assessment and Documentation of Internships
On June 15th, the student must submit an internship report.

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

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

The student may receive financial support for documented expenses or a fixed monthly payment covering for example transportation, rent or phone. Furthermore the host company is allowed to give the student a financial `appreciation`.

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.

Conflict of Interest
The student cannot choose an internship host that is owned by the responsible internship teacher at the Royal Danish Academy or the student, or a host company where the responsible internship teacher the Royal Danish Academy is employed, or an internship host, that 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 traineeship 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.

Illness
For long-term illness during the internship, the student must contact the Study Administration at the Royal Danish Academy and the internship host.

In case of illness at the time of the submission of documentation for assessment, the guidelines for re-examination due to illness apply.

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 period.

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 should 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 evaluation of the internship.

The internship host may, at the conclusion of 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. In order to make this requirement, the internship host must write the Study Administration at the Royal Danish Academy.

Intellectual Property

Internship in Denmark:
Inventions and Creations
Legal regulations concerning the law on employee inventions or any applicable law applicable between the parties to the internship relationship.

Copyright and Design Rights
The internship host has the right to use copyright works and designs that the students have contributed to during the internship.

Trademark
The student does not receive any share of the internship host`s trademark rights.

Internship abroad:
Students must always examine all regulations on intellectual property rights in the selected internship country and take out adequate insurance cover.

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