

RETNINGSLINJER FOR PRAKTIKKEN

AFLØNNING

Det er fastsat af Uddannelses- og Forskningsministeriet, at praktikken skal være ulønnet.

KEA har pligt til at påse, at den studerende ikke modtager løn under praktikken.

ERKENDTLIGHED

Virksomheden har mulighed for at påskønne den studerendes indsats under praktikken med en såkaldt erkendtlighed. Det tilladte beløb opdateres årligt.

Da erkendtligheden er en påskønnelse af den studerendes indsats og ikke en løn, kan den ikke aftales på forhånd og derfor heller ikke indskrives i praktikkontrakten.

Læs om retningslinjer, beløb og beskatning i [afsnittet "Løn og erkendtlighed"](#)

REFUSION AF DOKUMENTEREDE EKSTRAUDGIFTER

Virksomheden har mulighed for at dække dokumenterede ekstraudgifter, som den studerende har i forbindelse med praktikken. Det kan f.eks. være rejseforsikringer, flybilletter, husleje i udlandet og transportudgifter mellem hjemmet og virksomheden.

Læs om refusion af udgifter til studerendes kørsel i egen bil mellem hjem og praktikvirksomhed i [afsnittet "Refusion af dokumenterede ekstraudgifter"](#)

ARBEJDSSTID

Arbejdstiden er 37 timer/uge inklusiv frokost. Det kan dog aftales, at de 37 timer er eksklusiv frokost, hvis den studerende ønsker at have samme mødetider som de ansatte.

Timerne skal som udgangspunkt placeres i dagtimerne på hverdage. Virksomheden og den studerende kan dog aftale, at nogle af timerne placeres om aftenen eller i weekenden.

FERIE OG HELLIGDAGE

Den studerende har ikke ret til ferie under praktikken.

Det kan aftales direkte mellem den studerende og virksomheden, at den studerende holder fri fra praktikken en periode, man så til gengæld placerer de manglende timer på andre tidspunkter i løbet af praktikperioden, så den gennemsnitlige ugentlige arbejdstid bliver 37 timer.

Den studerende har ret til fri på helligdage.

FRAVÆR

Den studerende skal informere virksomheden direkte om fravær på grund af sygdom eller andre gyldige grunde.

Aktiv deltagelse er en forudsætning for at bestå praktikken. Den studerende skal derfor være mødt i praktik mindst 80% af tiden.

Nærmer fraværet sig 20%, skal KEAs praktikkoordinator kontaktes på praktik@kea.dk

FYSISK TILSTEDEVÆRELSE

Der er tale om en arbejdspladspraktik, hvor den studerende skal have en fysisk arbejdsplads i virksomheden gennem hele praktikperioden. Rammerne skal være acceptable såvel fysisk som psykisk

Har virksomheden en politik om, at ansatte har mulighed for at arbejde hjemmefra, vil den studerende også kunne gøre det – dog maksimalt to dage om ugen.

GUIDELINES FOR INTERNSHIP

REMUNERATION

The Danish Ministry of Higher Education and Science has stipulated that the internship must be unpaid.

KEA has a duty to ensure that the student does not receive a salary during the internship.

GRATUITY

The company has the option of giving the student a so-called gratuity to appreciate the student's efforts during internship. The allowed amount is updated annually.

Since the gratuity is an appreciation of the student's effort and not a salary, it cannot be agreed in advance and can therefore not be written into the internship contract.

Read more about guidelines and amount in the ["Pay and gratuity" section](#)

REIMBURSEMENT OF DOCUMENTED EXPENSES

The company is at liberty to cover documented additional expenses that the student has in connection with the unpaid internship. Such additional expenses could be costs for travel insurance, airline tickets, rent abroad and transportation between the student's home and the internship company.

WORKING HOURS

The weekly number of working hours is 37 including lunch break. It may be 37 hours excluding lunch break if the student wishes to have same meeting times as the employees.

As a rule, the hours must be placed during daytime hours on weekdays. However, the company and the student can agree that some hours are placed in the evening or at the weekend.

VACATION AND PUBLIC HOLIDAYS

The student is not entitled to vacation during the internship.

It can be agreed directly between the student and the company that the student takes time off from the internship for a period, in return the missing hours are placed at other times during the internship period, so that the average weekly working time is 37 hours.

The student is entitled to time off on public holidays.

ABSENCE

The student must inform the company directly about absence due to illness or other valid reasons

Active participation is a prerequisite for passing the internship. The student must therefore be present at least 80% of the time.

If the absence approaches 20%, KEA's internship coordinator must be contacted at praktik@kea.dk

PHYSICAL PRESENCE

The internship is a work placement and the student must have a physical workplace in the company throughout the internship period. The framework must be acceptable both physically and psychologically.

If the company has a policy that employees have the opportunity to work from home, the student will also be able to do so – but a maximum of two days a week.

FORTROLIGHED

En studerende, der får kendskab til erhvervshemmeligheder under sit praktikophold, må ikke uden tilladelse viderebringe eller benytte sådanne hemmeligheder i henhold til reglerne i § 4 i Lov om forretningshemmeligheder.

KEAs ansatte og censorer er omfattet af forvaltningslovens regler om tavshedspligt. Det betyder, at praktikrapporter, som er udarbejdet af de studerende, kun må bruges i forbindelse med vejledning og evaluering af de studerende, samt deraf afledte administrative procedurer.

OPHAVSRET

Den studerende opnår ingen ophavsret i forbindelse med udførelsen af opgaverne i praktikperioden, medmindre dette aftales mellem den studerende og praktikvirksomheden.

SOFTWARELICENSER

Virksomheden skal stille den nødvendige software til rådighed for den studerende.

Software på uddannelseslicens, som den studerende benytter under uddannelsen, må ikke benyttes i kommerciel sammenhæng.

BESØG PÅ PRAKTIKSTEDET

Underviserbesøg i udvalgte praktikvirksomheder i løbet af praktikperioden er en del af kvalitetssikringen af praktikken.

OPSIGELSE AF KONTRAKTEN

Praktikkontrakten kan opsiges uden varsel af både den studerende og virksomheden.

Opstår der problemer under praktikken, forventer KEA dog, at der først indledes en dialog med den anden part med henblik på at løse problemerne.

Både studerende og virksomhed opfordres til hurtigst muligt at tage kontakt til KEA, hvis der opstår tvivl eller problemer undervejs i praktikken.

VED PROBLEMER

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AFSLUTTENDE EVALUERING

To dage inden praktikken slutter, vil kontaktpersonen i virksomheden modtage en mail med link til et evalueringsskema.

Besvarelsen er værdifuld for KEAs arbejde med løbende at forbedre praktikken og udvikle uddannelserne.

SÆRLIGT VED PRAKTIK UDENFOR EU

Praktikaftaler i lande udenfor EU, der kræver særlig forudgående tilladelse ifm. ulønnede praktikophold (praktikvisum, arbejdstilladelse eller lignende), godkendes på betingelse af, at den studerende inden afrejse opnår den krævede tilladelse.

TRADE SECRETS

During internship in Denmark, the Danish Act on Trade Secrets (§4) applies.

During internship outside Denmark, local legislation regarding trade secrets applies.

KEAs employees and co-examiners are covered by the rules set out in the Danish Public Administration Act on the duty of confidentiality. It means that internship reports and the like, that are produced by the students, can only be used by KEAs employees and co-examiners in relation to guidance and evaluation of the students as well as administrative procedures derived therefrom.

COPYRIGHT

The student does not obtain any copyright in connection with the performance of the tasks during the internship period, unless this is agreed between the student and the internship company.

SOFTWARE LICENSES

The internship company must make the necessary software available to the student.

Software on an education license that the student uses during the education may not be used in a commercial context.

COMPANY VISITS

Teacher visits in selected companies during the internship period are a part of the quality assurance of the internship.

TERMINATION OF THE CONTRACT

The internship contract can be terminated without notice by both the student and the company.

However, if problems arise during the internship, KEA expects that a dialogue with the other party will first be initiated with a view to solving the problems.

Both student and company are encouraged to contact KEA as soon as possible if doubts or problems arise during the internship.

IN CASE OF PROBLEMS

Both student and company are encouraged to contact KEA as soon as possible if doubts or problems arise during the internship.

FINAL EVALUATION

Two days before the internship ends, the contact person in the company will receive an email with a link to an evaluation form.

The answer is valuable to KEA's work to continually improve the internship and develop the study programmes.

SPECIAL PROVISION FOR INTERNSHIP OUTSIDE EU

Internship agreements in non EU countries, that require prior permission (internship visa, work permit or the like) for unpaid internships, are approved under condition that the student obtains the required permit before departure.