

Instructions for the Contract Generator

Company Collaboration Project
Project

1

Project definitions

- Company collaboration project: A project that is done in collaboration with a company is a company collaboration project when a company (1) is involved in the design of all or parts of the project's problem statement, (2) offers the student guidance and (3) receives all or parts of the project results, either in writing or orally
 - The number of company collaboration projects is included as a significant factor in AU's development contract with the ministry, and it is very important that all these projects are registered via a contract.
- Company collaboration projects are called Project-oriented courses at other faculties
- Project work: A project that is not done in collaboration with a company is called project work

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How to create a contract

- The following is a guide for students on how to create either an company collaboration contract or a project contract
- It is recommended that the main supervisor and students fill in the contract together, thus avoiding misunderstandings and the contract can be approved immediately by the main supervisor
- The main supervisor receives a link to the contract via E-mail where the contract can either be approved or rejected. It is important that the main supervisor justifies the rejection in the comments field
- After approval, the contract may be sent on for approval by the Head of programme. The contract is then stored in the Contract Generator

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Company collaboration project contract

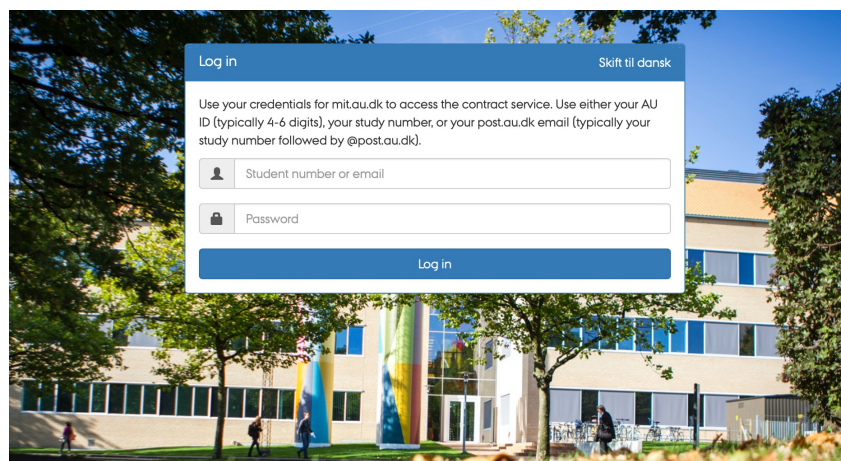
- The contract must contain information about the company and project supervisor in the company
- If possible, include the current CVR number of the company
- The contract is not sent for approval by the project supervisor, but just for information - therefore it is important that all agreements with the company are in place - so misunderstandings between AU, the student and the company are avoided.
- As mentioned, Company collaborations are part of AU's development contracts with the ministry and the number is closely monitored.

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Company Collaboration Project

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Login at <https://kontrakt.scitech.au.dk/login>
Use your usual username and password



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After login, find: Project contracts

Click on: Create project contract

The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar contains links for 'Study contracts', 'Thesis contracts', 'Project contracts', and 'Bachelor project contracts'. The 'Project contracts' link is highlighted. The main content area shows a 'Project contracts' section with a description: 'A project contract is a contract made at the beginning of your project containing, among other things, name of supervisor and the submission date.' Below this description are two buttons: 'Create project contract' and 'Show or update existing project contracts'.

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SELECT: Create project contract

The screenshot shows a 'Create project contract' form. The form has a dropdown menu labeled 'Choose project type' with a downward arrow. Below the dropdown are two buttons: 'Cancel' and 'Next page'.

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SELECT: Company collaboration project (Science)

Study contracts Thesis contracts Project contracts Bachelor project contracts Skift til dansk Nicolaj (22)

Create project contract

Choose project type

- Company collaboration project (Science)
- Project (Science)
- R&D-project (Civil engineer)

9

SELECT: Bachelor or Master SELECT: Education

Study contracts Thesis contracts Project contracts Bachelor project contracts Skift til dansk Nicolaj (22)

Create project contract

Bachelor Select education

A project is performed in collaboration with a company/is a company collaboration project when a company (1) is involved in the design of all or parts of the project's problem statement, (2) offers the student guidance and (3) receives all or part of the project's results, either orally or in writing.

Previous page Create

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SELECT: Education



Create project contract

Bachelor | Select education

A project is performed in co...
when a company (1) is invo...
statement, (2) offers the stud...
either orally or in writing.

Previous page

- Physics
- Geoscience
- IT
- Chemistry
- Mathematics-economics
- Medicinal Chemistry
- Molecular Medicine
- Molecular Biology

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CLICK: Create



Create project contract


Bachelor | Physics

Previous page

Create

12

COMPLETE: Information about the main supervisor at AU


[Study contracts](#)
[Thesis contracts](#)
[Project contracts](#)
[Bachelor project contracts](#)
Skift til dansk
Nicolaj (22)

Company collaboration project contract

Metadata

Student

Education	Name	Student number	Telephone number
Physics	Nicolaj	22	(Edit)

E-mail

au3@au.dk

Main supervisor at AU

Name	E-mail	Telephone number	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This field is required!	This field is required!	This field is required!	

13

COMPLETE: Information about the company (preferably with CVR number), as well as the name and contact of the project supervisor in the company

The Company (Business/Institution/Organization)

Name of the company	Address	Department/group	CVR no.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This field is required!	This field is required!		
Name of project supervisor at company	E-mail	Telephone number	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This field is required!	This field is required!	This field is required!	

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COMPLETE: Scope in ECTS, start and end date, and state whether the project is a group project

Project scope

Scope in ECTS

Choose ECTS

This field is required!

Start date

This field is required!

Submission date

This field is required!

Total amount of hours (including the exam, preparation, guidance, and more.)

☐ Group project with other students

15

IF GROUP PROJECT: Specify group members

Project scope

Scope in ECTS

Choose ECTS

This field is required!

Start date

This field is required!

Submission date

This field is required!

Total amount of hours (including the exam, preparation, guidance, and more.)

☒ Group project with other students

If you are doing the project in a group, everyone in the group must make their own project contract.

Group members name

Group members study n°

This field is required!

Add group member

16

COMPLETE: The title of the project in Danish and English

Project title —

Danish title

This field is required!

English title

This field is required!

17

LOAD: Document with problem statement and activity and supervision plan

Problem statement plus activity and supervision plan —

Problem statement plus activity and supervision plan

Choose File | no file selected

This field is required!

Terms —

This agreement formalises the student's collaboration in the company with regards to the internal rules of Aarhus University, the academic regulation, and different declarations.

The main supervisor is responsible for the project guidance. It is the supervisors' obligation to ensure that the project description and the activity schedule are planned such that the project can be completed within the prescribed period of study (cf. 'Project scope'). This time frame also includes exams. With their approval of the agreement, the main supervisor guarantees that project meets the requirements in the academic regulations.

It is expected that the company instructs the student on internal rules on security, control, etc. The student is obligated to comply with these rules as they apply at any time to the other employees of the company. The company is obligated to keep the student insured against work-related accidents and the like in connection with the Company collaboration project, and will pay the expenses, if any.

Students may not receive payment as part of a Company collaboration project in Denmark. However, the company are allowed to pay a gratuity of up to DKK 3000 per month. Read more [here](#).

If the agreement is breached, all parties involved may terminate the agreement with immediate effect. Termination of the agreement must be made in writing to the other parties.

If a confidentiality agreement (NDA) is needed, it is concluded separately from this contract.

Read more about Company collaboration projects on the [Study Portal](#) under the menu item Bachelor's project, Master's thesis and other projects -> Company collaboration project.

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SELECT: Publishing rights

Publication rights

For the publication of data obtained during studies for a project work rules and regulations apply in the "[Bekendtgørelse om eksamen og censur ved universitetsuddannelser \(eksamensbekendtgørelsen\)](#)" (in Danish only). This means that the student has the right to use and further process original and processed data after finishing the project and the student must give written consent to publish the data.

The student is obliged to hand over to the supervisor all original and processed data, including laboratory records, but is entitled to a copy for his or her own use. The supervisor reserves the right to use the data in the best possible way in collaboration with the student. If – at the time of signing the project contract – the student accepts that data may be published, and achieves results that, in the supervisor's opinion, are suitable for publishing after further processing and possibly supplemented with further data, a manuscript must be prepared. This takes place in collaboration between the student, the supervisor and any other co-authors by agreement. The sequence of authors is agreed upon between the student, the supervisor and any co-authors, with reference to the Vancouver Protocol (<http://www.icmje.org/>) If the student's contribution is modest, his or her data can be published in the name of the supervisor.

At the time of signing the project contract, the student can refuse publication of his or her data, in which case the main supervisor/project supervisor can revise the proposed project taking this refusal into consideration.

☐ Yes, data obtained in connection with my project can be included in publications, and I approve the above conditions.
☐ No, data obtained in connection with my project may not be included in publications. I hand over to the supervisor a copy of my original and processed data, including laboratory records, after the completion of the project.
☐ Non-disclosure agreement (NDA)

This field is required!

Plagiarism

Plagiarism is using another person's text as one's own without making precise source references. This also applies to the recycling of texts that you have produced yourself. Plagiarism is regarded as a very serious offence because it involves the theft of another person's work and because you are assessed on work that is not actually yours.

You avoid plagiarism by always making a precise source reference when you use other people's work – this applies to quotations, reproductions, interpretations, translations, figures, illustrations, etc. When you produce a text, there must be a clear distinction between what is the result of your own thoughts and which passages are a result of processing another person's knowledge.

You must be aware that this is your own responsibility. If you plagiarise, the consequences can be quite serious. The regulations at Aarhus University regarding sanctions in connection with plagiarism are available [here](#). You can also read more about plagiarism at <http://en.stopplagiat.nu/>.

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The contract may now be saved for later editing or sent for approval

By approving the contract, I declare that I have read and agree to the above data and terms.

Comments

Previous comments

There are no previous comments.

New comment

Your contract is incomplete.

Your contract has some errors, which need to be fixed before it can be sent to approval. You can save your contract and continue later. The following sections contains errors:

[Metadata](#)
[Project title](#)
[Project scope](#)
[Problem statement plus activity and supervision plan](#)
[Publication rights](#)

Cancel

Save

Send to approval

20

Process after: Send for approval

- The main supervisor receives a link to the contract in his email and can approve or reject the contract
- If the contract is rejected, it is sent back to the student with a comment explaining the rejection
- The contract can then be corrected and resubmitted for approval
- When the Supervisor approves the contract, it may be forwarded to the Head of programme.
- The contract is sent to the supervisor in the company for information

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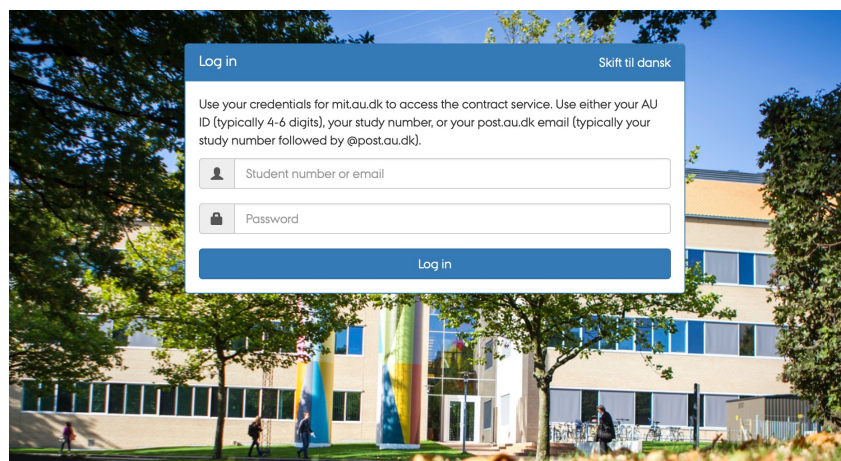
Procesdiagram

22

PROJECT

23

Login at <https://kontrakt.scitech.au.dk/login>
Use your usual username and password



24

After login, find: Project contracts

Click on: Create project contract

The screenshot shows a web interface with a top navigation bar containing links for 'Study contracts', 'Thesis contracts', 'Project contracts', and 'Bachelor project contracts'. The 'Project contracts' link is highlighted. Below the navigation bar, there are three main sections: 'Study contracts', 'Thesis contracts', and 'Project contracts'. Each section has a brief description and a button to 'Add contract' or 'Show or update existing contracts'. A blue arrow points from the 'Project contracts' section to a larger, detailed callout box on the right.

Project contracts

A project contract is a contract made at the beginning of your project containing, among other things, name of supervisor and the submission date.

[Create project contract](#)

If you want to change something in your existing project contract, follow the link below and send it to approval when done.

[Show or update existing project contracts](#)

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SELECT: Create project contract

The screenshot shows a modal form titled 'Create project contract' overlaid on a web page. The modal has a dropdown menu labeled 'Choose project type' with a downward arrow. Below the dropdown are two buttons: 'Cancel' and 'Next page'. The background page shows the same navigation bar as the previous slide, with 'Project contracts' highlighted.

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SELECT: Project (Science)



Create project contract

Choose project type ▼

- Company collaboration project (Science)
- Project (Science)**
- R&D-project (Civil engineer)

27

SELECT: Bachelor or Master SELECT: Education



Create project contract

Bachelor ▼ Select education ▼

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Previous page Create

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SELECT: Education




29

CLICK: Create



30

COMPLETE: Information about the main supervisor at AU


[Study contracts](#)
[Thesis contracts](#)
[Project contracts](#)
[Bachelor project contracts](#)
Skift til dansk
Nicolaj (22)

Company collaboration project contract

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Student

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E-mail

au3@au.dk

Main supervisor at AU ⓘ

Name	E-mail	Telephone number	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
This field is required!	This field is required!	This field is required!	

31

COMPLETE: Scope in ECTS, start and end date, and state whether the project is a group project

Project scope

Scope in ECTS

Choose ECTS

This field is required!

Start date

This field is required!

Submission date

This field is required!

Total amount of hours (including the exam, preparation, guidance, and more.)

☐ Group project with other students

32

IF GROUP PROJECT: Specify group members

Project scope

Scope in ECTS

Choose ECTS

This field is required!

Start date

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Submission date

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Total amount of hours (including the exam, preparation, guidance, and more.)

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If you are doing the project in a group, everyone in the group must make their own project contract.

Group members name

Group members study n

This field is required!

Add group memeber

33

COMPLETE: The title of the project in Danish and English

Project title

Danish title

This field is required!

English title

This field is required!

34

LOAD: Document with problem statement and activity and supervision plan

Problem statement plus activity and supervision plan

Problem statement plus activity and supervision plan

no file selected

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Metadata
Project title
Project scope
Problem statement plus activity and supervision plan
Publication rights

Cancel
Save Send to approval

37

Process after: Send for approval

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- The contract is sent to the supervisor in the company for information

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Procesdiagram