

# Agreement on Internship

Graduate School, Faculty of Social Sciences

30 higher education credits

The internship is offered as part of an academic course within one of Graduate School's Master's programs. This document is an agreement between three parties: the internship provider (supervisor), the intern (student), and the university. When signing the document, you agree to the following:

- The internship course is part of the student intern's academic studies; therefore, the intern should work with *qualified* tasks relevant to their field of study.
- The intern must not replace an employee.
- The internship together with its associated university tasks must amount to full-time work according to Swedish regulations, and this work may not exceed 40 hours per week. Within these hours, the intern must also have time to fulfill the assessments and tasks for the examiner at the university (approximately 20% of a full-time position), e.g., 32 hours with the internship provider and 8 hours for fulfilling assessments and tasks for the examiner at the university.
- The length of the internship is regulated by the course syllabus (18-20 weeks).
- It is the intern's responsibility to cover extra housing and travel costs related to the internship.
- The university insures the student intern at the internship during the length of the course. If the intern is offered the opportunity to collect data or attend conferences/site visits abroad, extra care should be taken in ensuring that the intern is covered by international travel insurance.
- The internship organization must appoint a supervisor for the intern.
- This agreement must be signed by all parties before the start of the internship period.
- The signed agreement should be submitted to Graduate School via email: [counselling@sam.lu.se](mailto:counselling@sam.lu.se).
- Please be advised that Graduate School retains the right to void an approved internship agreement form if, after approval, the Swedish Ministry for Foreign Affairs advises against all travel to the internship destination (country or part of country).

## ***Supplement to agreements for academic internships at Lund University or other academic institutions***

- The intern should work with *qualified* tasks relevant to their field of study, for example be offered the opportunity to collect and analyze data.
- Data ownership and how the work of the intern will be recognized in publications should be openly discussed and agreed upon at the start and end of the internship.
- The intern must not replace a paid research assistant and should be offered adequate working space and a computer.
- The researcher signing this agreement will act as the supervisor for the intern throughout the internship period.
- An internship supervisor with the financial means (e.g. sufficient research grant funding) to pay the intern or cover relevant costs should do so if possible.

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## Student Intern's Information

Name:	
Personal ID number: <i>yymmdd-xxxx</i>	
Programme and major:	
Personal email:	
Contact in case of emergency:	

## Internship Information

Internship organisation /work place: <i>No abbreviations</i>	
Full address:	
Country:	
Internship supervisor:	
Email:	
Webpage:	
Phone:	
Internship duration: <i>Specify dates. Must be between 18 and 20 weeks.</i>	

### Internship Tasks

Main tasks during the internship:  
*The student intern is to complete 640 hours/16 weeks of work duties in the internship organization. Alongside the work duties, 160 hours/4 weeks are to be used to complete the course assignments and examinations.*

### Signatures

*As internship supervisor I hereby certify that the internship will follow the intentions in the internship course syllabus. After the internship is completed a written assessment of the internship will be sent to Graduate School at the Faculty of Social Sciences, Lund University.*

.....  
 City, Date and Signature, Internship Supervisor

*As a student intern I am fully aware of the fact that nobody but I am responsible for all financial matters related to the internship such as costs for extra accommodation and travel costs connected with the internship. After the internship is completed, an independent study report and a written assessment will be handed in to Graduate School at the Faculty of Social Sciences, Lund University.*

.....  
 City, Date and Signature, Student

*As Director of Studies at Graduate School at the Faculty of Social Science, Lund University, I hereby approve of the above-mentioned internship.*

.....  
 City, Date and Signature, Christopher Swader, Director of Studies