LUNDS UNIVERSITET
Department of Sociology

Agreement regarding student internship within a research project

1. Lund University, Department of Sociology, ("the Department")

and

2 [*name of student*], ("the Student")

have on this day reached the following agreement.

Background

Students attending first- and second-cycle programmes at the Department of Sociology, or study programmes in which the Department participates, and who are admitted to an internship course arranged by the Department or another department at Lund University, are eligible for an internship within the context of an ongoing research project at the department. For the Student, the internship is to result in a written analysis report, which is to be presented at a final seminar. The Student shall have an academic supervisor for their internship employed at the Department. The internship course shall have a course director who is also an academic staff member and examiner employed at the Department/Lund University.

1. Internship

1.1. The Student undertakes to complete the internship as described in the project plan for the internship, see Appendix 1. This appendix specifies the project description, implementation, time frame, expected results, time and form of follow-up and reporting, the necessary resources and which party is responsible for each of the components. In particular, it must be stated whether the internship is expected to entail costs for the Student in the form of travel, living expenses, material or otherwise, and how these are to be reimbursed.

1.2. A supervisor shall be appointed for the Student within the research project in which the internship takes place. The course director for the internship course shall assess, based on the submitted internship plan, that the learning outcomes

can be achieved through the internship and that it is possible for the Student to satisfy the course requirements set out in the syllabus.

2. Confidentiality

2.1. The Student undertakes not to disclose confidential information obtained through the research project to third parties. If the project has undergone ethical review, the Student undertakes to comply with the ethical guidelines determined by the Ethical Review Board.

2.2. Documents received by, or drawn up within, the Department may constitute official documents. Official documents are public, unless they are bound by confidentiality under the Swedish Public Access to Information and Secrecy Act (2009:400).

3. Rights/obligations

3.1. The Supervisor is aware that the Student is taking a course that concludes with a written analysis report to be presented at a seminar at the Department. The course also includes certain compulsory elements, which the Student must have the opportunity to complete. The Supervisor certifies that he or she is aware of the learning outcomes for the course and has made the assessment that the Student is able to achieve these within the scope of the research internship. The Supervisor assists the Student with drawing up an internship plan.

3.2. The Supervisor is responsible for introducing the Student to the research project and for making sure that the Student understands the content and scope of the internship as well as the ethical guidelines that must be followed within the research project.

3.3. The Student is to be given a coherent task that they are able to solve independently under supervision. The Supervisor is to be available to support the Student in their work and help solve various types of problems that the Student may face during the internship period. The Supervisor shall provide guidance and instructions on various tasks to enable the Student to solve them independently, after which the Supervisor is also to follow up the work.

3.4. The Student shall be given the opportunity to spend 8 full hours/week on course-related assignments.

4. Intellectual property rights

4.1. The Student holds the intellectual property rights for the analysis report.

4.2. The Supervisor has the right to use the parts of the analysis report that consider analyses and data from the research project. However, the Supervisor is not

entitled to transfer or otherwise make available the analysis report to third parties without prior consent from the Student.

4.3. If the Student generates other intellectual property-protected material within the scope of the internship (e.g. data collection guide or similar), the Student holds the intellectual property rights for that material. The intellectual property rights for collected interview data are shared by the Student and the Supervisor, and each party is free to use the data.

4.4. The Student has the right to use data collected by the Student during their internship for publication in a research article or other scholarly work.

5. Responsibilities

5.1. The Department provides the Student with a workspace (to the extent possible), a computer and other material necessary for the internship.

5.2. The Department does not have employer responsibilities towards the Student, but is responsible for enabling the Student to complete their internship course and write their analysis report within the scope of the internship.

6. Insurance

6.1. The Student is insured against personal injury from accidents that occur during the time of the internship at the Department.

6.2. The Student undertakes to comply with applicable safety regulations at the Department.

7. Term

The agreement is valid from [*date*] to [*date*].

8. Revisions and amendments

8.1. The parties shall regularly monitor, evaluate and report any deviations from the appended project description. Revisions of or amendments to the project description must be made in writing and approved by the Department, the Student and the Supervisor.

8.2. Revisions of and amendments to the present agreement and appendices must be made in writing and approved by all parties.

The present agreement has been produced in three (3) identical copies, one for each party.

For the Department

City:

Date:

[*Name*]
Head of Department

For the research project [the Supervisor]

City:

Date:

[*Name*]
[*Title*]

For the Student

City:

Date:

[*Name*]

Appendix 1 Internship description