



LUNDS TEKNISKA HÖGSKOLA  
Lunds universitet

## CONTRACT

*concerning the on-the-job training of a student of architecture within the framework of the program of architectural studies at LTH*

### § 1. PARTIES

Between

....., henceforth termed  
the Department,

and

....., henceforth termed  
the Firm,

have reached an agreement today concerning the on-the-job training in architecture of  
....., henceforth termed the Student, who is a  
student in the architectural program at Lund Institute of Technology.

### § 2. CONTACT PERSONS/SUPERVISOR

The Department commissions the following persons with tasks and responsibilities concerned with the contract:

Contact person/examiner:.....  
(Postal address, e-mail, tel.).....

Course coordinator: .....  
(Postal address, e-mail, tel.).....

The Firm commissions the following person with tasks and responsibilities concerned with the contract:

Contact person/supervisor:.....  
(Postal address, e-mail, tel.).....

The Student's contact information:

Name:.....  
(Postal address, e-mail, tel.).....

The contact persons in question shall have the right to represent the Department and the Firm, respectively, in matters relating to the contract.

**§ 3. OVERALL TASK**

Every effort should be made to adhere to the plan of the project as detailed in Attachment A and agreed upon by the student, the supervisor and the examiner. The on-the-job training is to correspond to 16 weeks of full-time work, during which the student is to have access to the supervisor and the place of work.

**§ 4. CONFIDENTIAL INFORMATION**

Documents received by Lund University as a public authority that concern its activities represent public documents. The public is allowed access to these documents provided there is no legal support for their being confidential.

All Confidential Information that the one party receives from the other remains the latter party's property. The receiving party must agree to not reveal this information to a third party. Confidential Information is information which has been clearly marked as "Confidential Information" or, if communicated orally, is designated as Confidential Information at the time of being communicated and is recorded in written form within thirty (30) days designated as "Confidential Information".

The receiving party is only permitted to reveal Confidential Information to persons in the employ of that party who need it in order to satisfy the conditions of the contract. The receiving party is to undertake measures in relation to its personnel such that the confidential character of the Confidential Information is not endangered and to take the responsibility for ensuring that those who obtain access to the Confidential Information adhere to that which has been agreed upon in the contract.

The principle of confidentiality does not apply to information that is known or has become known generally or that the one Party to the contract can show to already have been in its possession at the time the contract was signed or that the Party received knowledge of in a proper way independent of the other party. The same applies to information that one is compelled to reveal for legal reasons or because of a decision by a public authority..

The parties to the contract agree to adhere to the principle of confidentiality for a period of two years after the on-the-job training has been completed.

**§ 5. PUBLICATION**

The Firm is cognizant of the fact that the studies in which the Student is engaged require that he/she write a report to be published and presented at the Department.

Before the report is published or is made available in some other way, the Firm is to be given the opportunity for a period of 14 days at most to examine its content in detail. The Firm has the right to deny the Student the right to publish any information defined in terms of § 4 as being confidential.

**§ 6. RESULTS**

The Firm has the right to make use of any of the results which the Student's on-the-job training has led to. That right does not limit in any way the Student's right to make use of these results in his/her project report and continued education.

**§ 7. RULES CONCERNING RESPONSIBILITY FOR DAMAGES AND THE LIKE**

The Firm is cognizant of the fact that the Student has not yet completed the program of education in which he/she is enrolled and can thus not be expected to have the experience or knowledge that a consultant, for example, would be expected to have. Neither the Department nor the Student can assume any economic responsibility towards the Firm for possible failure of the on-the-job training of the Student to lead to results expected by the Firm. The economic responsibility of the Department regarding any further matters is limited to what is stipulated in the ruling (1982:1077) concerning compensation through public funds for damages caused by students at public universities while obtaining practical work experience at places of work that are privately owned. The Firm will hold both the Department and the Student free of any claims for any damages a third party may raise concerning personal injuries, property damages or damages of any other type.

**§ 8. CONTRACTUAL CHANGES**

In order to be valid, any changes made in the contract must come about through written agreement between the parties, signed by the Head of Institution for the LTH, by the Manager of the Firm and by the Head of the architectural training program.

This contract has been prepared in three copies, the two contractual parties having each received a copy and the student having likewise having received a copy.

Lund.....20....

For  
the Department

For  
the Firm

.....  
Head of institution (Prefekt)

.....  
Signer for the firm

I accept all parts of the above contract:

.....  
Student

# Attachment A: Project Plan

*for optional on-the-job training within the framework of the program of architectural studies at LTH*

The on-the-job training is to be carried out at the following place:

Firm/organization:.....  
Postal address, tel.:.....  
Supervisor:.....  
e-mail:.....

The Student who is to take part in the on-the-job training:

Name, person-number:.....  
Postal address, tel.:.....  
e-mail:.....

### Time period

The Student is to take part in the on-the-job training during the following period of time corresponding to 16 weeks of full-time work:

Starting date:.....20....  
Completion date:.....20....

Approximate date for presentation of the written report:.....20....

### Description of the work the student is to carry out

*"The student is to have the opportunity to gain insight into how a professional architect deals with the actual problems and situations with which he/she is faced and the knowledge this requires. The student is to take part actively in the day-to-day tasks of the of the firm/organization in question and be given the opportunity to observe and follow work of different types carried out there."*

In order to satisfy the content requirements just referred to, the following work components are to be included in the on-the-job training involved (can be continued on a separate sheet):

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The project plan above is approved,

Place:.....Date:.....20....

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.....  
Supervisor, place of work      Examiner, LTH      Student