



# LEARNING CONTRACT for

## BI Internship Bachelor

COURSE CODE: ELE 3637/ELE 3647/ELE 3657

between

Student, Company and BI Norwegian Business School (BI)

### 1. Background and Purpose

The BI Internship course give students the opportunity to enrich their academic learning through complementary experiential education. BI promotes internships with both public and private employers. The BI Internship aims to offer students unique insight into business life and give them the opportunity to apply their academic skills in practice in the organisation. Organisations offering internship through the course gain the exclusive opportunity to learn from the useful insight into BI students' competences and knowledge. This is also an opportunity for organisations to meet potential employees, increase their employer branding at BI and strengthen their relationship with BI as an academic institution. The expected learning outcomes at the end of the internship are defined in BI's course description.

The purpose of this Contract is to clarify the terms and conditions of the parties involved in BI's internship course. This Contract is binding. In the event of any conflict between this Contract and additional contracts, this Contract will take precedence over the additional contracts.



## 2. Parties

This is a contract between three parties; The Student, The Company and BI.

### **Student**

Full name:

Student ID (7 digits):

Study programme:

E-mail:

Phone:

### **Company**

Name of company:

Contact person (full name):

Title:

E-mail:

Phone:

### **BI**

Contact person: **Internship Coordinator/Advisor**

E-mail: [experiential.learning@bi.no](mailto:experiential.learning@bi.no)



### 3. Timing and duration

The term of this internship begins on (dd-mm-yyyy) \_\_\_\_\_ and ends (dd-mm-yyyy) \_\_\_\_\_. Student is required to complete this part-time internship period (240 hours over 15 weeks) in the Company.

Please check off for the study programme relevant for this Contract.

- ☐ Bachelor of Business Administration
- ☐ Business Analytics
- ☐ Creative Industries Management
- ☐ Digital kommunikasjon og markedsføring
- ☐ Eiendomsmegling, jus og økonomi
- ☐ Entreprenørskap
- ☐ Finans
- ☐ Forretningsjus og økonomi
- ☐ Markedsføringsledelse
- ☐ Organisasjonspsykologi, HR og ledelse
- ☐ Retail Management
- ☐ Siviløkonom
- ☐ Økonomi og administrasjon

### 4. Terms and conditions

The following terms and conditions apply for this BI Internship:

- Internships have a maximum duration and are conceived as training periods aimed at facilitating career choices through a deeper knowledge of the market and field-testing in a working environment.
- This internship is not to be considered professional employment.
- It is preferred that the Student does not have an employment in the Company. If the Student is already employed in the Company, the internship must be significantly different from these duties and must be pre-approved by BI.
- Student is not allowed to receive payment for this internship.

### 5. Roles and responsibility

The list of responsibilities is by no means complete, but may serve as a guideline.

#### **Student Responsibility**

- During the defined internship period, the Student will solve specific/real tasks as defined in the internship work description, as agreed with the Company.
- Students have to adhere to the rules and regulations of the Company. Any non-compliance with such rules shall be dealt with by the Company in the first instance and if necessary be reported to BI.
- The Student is expected to take responsibility, be proactive and request meetings with their company contact when needed.



- If the student experiences any challenges related to the BI Internship in the Company, it is the Student's responsibility to address the issues and help in resolving them, either through direct contact with the Company, or through the Internship Coordinator/Advisor at BI.
- During the BI Internship the students must write a term paper aligned with academic standard identified in the course description. The student is responsible for selecting a topic for the term paper. The company may assist with material, facts and figures. It is the student's own responsibility to take the initiative and clarify the term paper topic with their supervisor at BI.
- The Student is responsible to inform BI if the internship takes place in a family business or if the Student will work closely with a family member.
- Upon request and appointment, the Student may hold lectures/presentations on internship at BI.
- The Student is responsible for representing BI in a positive and ethical way.
- If the internship takes place abroad, in a European country, and the Student wish to apply for an ERASMUS scholarship, the Student is responsible for completing **Attachment 3**.
- If the Student gets sick during the internship, the Student is responsible to inform the company contact person and the Internship Coordinator/Advisor at BI immediately. In cases where a doctor's statement is required, this must be provided.

### **Responsibilities of the Company**

- Give the Student the necessary guidance to carry out the tasks as defined in this learning contract/internship work description (ref. section 7).
- The Company is encouraged to treat the Student as a new employee (e.g. employer card, PC, phone, desk, etc.), and to include the Student in the existing work environment.
- The workplace and working conditions are in accordance with The Working Environment Act, other laws and agreements.
- The Company is required to follow up the Student throughout the internship, and it is recommended to agree on format and timing for continuous communication, for instance through regular meetings, early on in the internship period.
- Provide a contact person who can supervise the Student on the working tasks, as well as other issues that may come up.
- If the Company experiences any challenges or inconsistencies with the Student, the Company is responsible for addressing the issue, either directly to the Student or to the Internship Coordinator/Advisor at BI.
- For the courses ELE 3637 and ELE 3647, the Student should get time off from the Company for the four reflection seminars held at BI.
- If the internship takes place abroad, in a European country, and the Student wish to apply for an ERASMUS scholarship, the Company is responsible for completing **Attachment 3**.
- At the end of the internship, the company contact person fills out the evaluation form of the performance of the Student (**Attachment 1**) and answer an online evaluation from BI.
- Ensure that the Student receive a confirmation letter after the internship period, and a letter of recommendation/or endorsement on the Student's LinkedIn profile, if possible.

### **Responsibilities of BI**

- Organise a kick-off for all participating companies and their internship student(s).
- Provide advice, support and information to the Student when needed and contribute to good cooperation between all parties.
- Send out an electronic survey to evaluate the internship.



## 6. Insurance

BI is not responsible for insuring the Student during the internship period in the Company.

Students conducting their internship in Norway are covered by the company's occupational injury insurance while at work.

Students abroad are responsible for arranging their own cover for workplace accident and liability during their internship. This insurance should cover extra costs related to sickness or accidents, theft, personal travel, and transportation home in case of serious illness or injuries. There are separate rules regarding insurance in different countries that must be considered by the Student.

Regarding health insurance, all Norwegian students and permanent residents of Norway are covered under the National Insurance Act (Folketrygden). There are separate rules in different countries that must be considered by the Student.

## 7. Internship work description

**Short work description:**

**Main responsibilities/tasks to be solved:**

**Please list the expected learning outcomes for the Student:**

**Please list the expected outcomes for the Company:**



If the BI Internship takes place in a company where the Student will work closely with a family member or in a family business, please specify below:

#### 8. Confidentiality

Student sign a confidentiality statement (**Attachment 2**) about any confidential information that the Student may be privy to or work with during the internship. BI cannot be held legally responsible for any breach of confidentiality from the Student.

#### 9. Contract termination

If the Student terminates this Contract before the internships starts, the Student lose the opportunity to do the BI Internship course for the next 6 months.

If the Student terminates the contract after the internship has started, the Student is obliged to cover the Company's loss if there is any documentation of this.

If the Student breaks this Contract because of unforeseen critical factors that makes further attendance/completion of the ongoing internship extremely problematic or impossible (Personal Force Majeure), then the Student is not obliged to cover Company loss and will not lose the opportunity to do BI Internship.

Both the Company and BI can withdraw from the internship if this Contract is breached. A breach of contract should be notified to the breaching party as soon as possible. If circumstances that are unacceptable in the labor law sense are revealed the BI Internship is determined immediately.



## 10. Signatures

By signing this Contract, the parties are made aware of and agree on the expectations and the terms and conditions related to the BI Internship course.

**Date:**

**Student signature:**

**Date:**

**Company signature:**

**BI Signature:**

Once the Company and Student receives a confirmation from BI that the BI Internship is approved this is considered a signature by BI.

*Attachment 1 – Company Evaluation*

*Attachment 2 – Confidentiality statement*

*Attachment 3 - Erasmus+ Student Mobility for BI Internship*



## Attachment 1

### Company Evaluation

This evaluation is to be filled out and sent to the Student at the end of the internship. The evaluation will both serve as proof that the internship is completed, but also as input for the Student for further development.

PERSONAL INFORMATION OF INTERN			
Name:			
Student number:			
Email address:		Tel:	

THE COMPANY			
Company's Name:			
Industry:			
Intern's Function/Department:			
Name & Title of Intern's Supervisor:			
Email of Intern's Supervisor:			
Human Resources Contact:			
Address:		Tel:	

INTERNSHIP			
Starting date (dd/mm/yyyy):		Ending date (dd/mm/yyyy):	
Place of internship (if different from company's address above):		Typical work schedule:	
Languages used:		Total hours:	
Job Description / Tasks / Project description:			
Date:	Signature <sup>1</sup>		

<sup>1</sup> Original signature required

<sup>2</sup> Alternatively, an official letter on company's letterhead or an email with the company signature from the company's representative will be accepted.



EVALUATION OF THE INTERN						
	Very poor				Excellent	
<b>1. Problem-solving skills</b>						
	1	2	3	4	5	N/A
Summarizes information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suggests possible solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Puts solutions into practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Analytical and quantitative skills</b>						
	1	2	3	4	5	N/A
Possesses relevant theoretical knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyses complex data or information with accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is familiar with relevant and efficient quantitative and analytical tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translates analysis outputs to grounds for decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Social skills and ability to adapt</b>						
	1	2	3	4	5	N/A
Initiates contacts and networks in the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts to company culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in team well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is open-minded towards other cultures/backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is at ease in an international environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can perform under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Project Management skills</b>						
	1	2	3	4	5	N/A
Is organized, sets priorities, respects deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes initiative and works autonomously	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows when and where to ask for help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts and seeks responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts feedback and learns from mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>



## GENERAL EVALUATION OF THE INTERN

	Very poor	Excellent
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	Very poor	Excellent
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	1	2	3	4	5
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	1	2	3	4	5
--	---	---	---	---	---

	1	2	3	4	5
--	---	---	---	---	---

	1	2	3	4	5
--	---	---	---	---	---

	1	2	3	4	5
--	---	---	---	---	---

Overall ratings (relative to your expectations and set objectives) ☐ ☐ ☐ ☐

Overall ratings (relative to your expectations and past objectives) ☐ ☐ ☐ ☐

Overall ratings (relative to your expectations and past objectives) ☐ ☐ ☐ ☐

Overall ratings (relative to your expectations and past objectives) ☐ ☐ ☐ ☐

Overall ratings (relative to your expectations and past objectives) ☐ ☐ ☐ ☐

**Three most important contributing factors to this overall rating:  
(the factors should be related to one of the evaluation elements above)**

1.
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2.

3.

Any additional comment(s):

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## Attachment 2

### Confidentiality statement

By signing the internship contract, I agree to treat all personal data regarding the company and its employees with confidentiality. Likewise, I commit to treat internal procedures and conditions at the company with confidentiality. Furthermore, I declare that I will strive to prevent others unauthorized external parties from gaining information of the aforementioned conditions.

These undertakings are absolute and shall not be limited in time. I am also aware that any breach of this confidentiality statement, both during my internship and thereafter, may lead to punishment and/or liability for damages.

**Student Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

### Attachment 3

#### Erasmus+ Student Mobility for BI Internships

To be filled out if the Student conduct an internship abroad (not in Norway) in an EU country and wish to apply for ERASMUS funding. The duration of the internship needs to be a minimum of 2 months and a maximum of 6 months.

##### **Student**

Last name:

First name:

Date of birth (dd-mm-yyyy):

Nationality:

Sex (M/F):

**Field of education: 0410**

**Study cycle: Bachelor**

The main language at work/the organisation is \_\_\_\_\_ and the student's level of competence<sup>3</sup> in this language is (or agrees to acquire by the start of the mobility period is):

☐ A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ NATIVE SPEAKER

##### **Sending Institution**

**Name: BI Norwegian Business School (BI)**

**Faculty/department: N/A**

**Address: Nydalsveien 37, 0442**

**Country: Norway**

**Erasmus code: N SANDVIK02**

**BI expects the student to sign insurance covering living and working abroad.** BI will not provide an accident or liability insurance to the trainee.

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<sup>3</sup> **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

The internship is embedded in the curriculum and upon satisfactory completion of the internship, the institution undertakes to:

- Award the amount of ECTS-credits that corresponds with the internship course.
- Give a grade (pass/fail) based on the final report and/or oral presentation.
- Record the internship in the student's Europass Mobility Document

### **Receiving Organisation/Enterprise**

Name:

Department:

Website:

Country:

Size: < 250 employees ☐ > 250 employees ☐

- The Receiving Organisation/Enterprise will provide financial support to the student for the internship: Yes ☐ No ☐
  - If yes, amount (EUR/month):
- The Receiving Organisation/Enterprise will provide a contribution in kind to the student for the internship: Yes ☐ No ☐
  - If yes, please specify:
- The Receiving Organisation/Enterprise will provide an accident insurance to the student (if not provided by the Sending Institution): Yes ☐ No ☐
  - The accident insurance covers:
    - accidents during travels made for work purposes: Yes ☐ No ☐
    - accidents on the way to work and back from work: Yes ☐ No ☐
- The Receiving Organisation/Enterprise will provide a liability insurance to the student (if not provided by the Sending Institution): Yes ☐ No ☐

**Signatures**

The Student, The Sending Institution and The Receiving Organisation/Enterprise commit to what is set out in the Erasmus+ grant agreement. The Sending Institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to internships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

**Date:**

**Student signature:**

**Date:**

**Responsible person at the Sending Institution:**

**Date:**

**Contact Person at the Receiving Organisation:**