



Agreements, non-disclosure agreements (NDA) and intellectual property rights (IPR) if you are going to do a project at a company

If you are going to carry out part of your studies as a project course in collaboration with a company, a public authority or an organization, there are certain legal matters that you need to be aware of:

You, DTU, and the company with whom you will be doing the project course are three different independent parties. On the one hand, this means that as a student you are not obliged to meet the requirements and rules that apply to DTU's employees, for example in relation to confidentiality or the transfer of rights to inventions and software. On the other hand, it means that DTU cannot negotiate any agreements with the company on your behalf.

The project course itself can be described in a [project proposal](#), which is signed by you, your supervisor and the company. Apart from the project proposal, it is not necessary for DTU and the company to enter into an agreement.

DTU's role in the project course is limited to the tasks associated with contributing to your education, in particular supervision and holding your exam.

The company will often ask that you enter into an agreement with the company, such as a non-disclosure agreement (NDA) on confidentiality, or an agreement that also specifies the rights to the results of your project.

In this connection, it is important to make sure that the agreement does not prevent you from sharing information about the project course with your supervisor, from submitting your project report to DTU, or from being examined. DTU supervisors and external examiners have a duty of confidentiality according to the laws that apply to public employees, and are therefore obliged to keep confidential information secret. The company is therefore guaranteed confidentiality, including with regard to the information that you pass on to your DTU supervisor and external examiner. If your project report contains confidential information, it is a good idea to indicate it clearly on the project report.

If the company wants more information about DTU's role and duties, information for companies can be found at www.dtu.dk.

DTU cannot advise you on the content of an NDA or other agreement between you and the company. If you are unsure about whether the agreement between you and the company is adequate, and especially whether it gives you sufficient opportunity to share the company's information with your DTU supervisor, or to conclude the project with an exam, you can seek legal advice. There are several avenues open to you for obtaining free legal advice:

- Polyteknisk Forening (PF)
- Your trade union, e.g. IDA
- Copenhagen Legal Aid, <http://www.retshjaelpen.dk>

- Legal aid via Advokatvagten, Municipality of Lyngby-Taarbæk, www.lyngbybib.dk/advokatvagten

Should the project report be public or confidential, and should the exam be held behind closed doors?

Generally speaking, the exam is public and the final project reports are published.

You should find out whether the company requires that the project report be kept confidential and that the exam must be held behind closed doors.

If you have committed not to publish your final report, it is your responsibility to ensure that this is stated when you submit your report. You can find more information on how to do this on the [DTU Library website](#).

Exams may be held behind closed doors if so required by confidential information in the exam report or if the company requires it. If your exam needs to be held behind closed doors, it is important that you contact your supervisor about this in advance.