



Non-disclosure agreement (NDA) regarding internships and bachelor's projects at Fredericia College of Marine and Technical Engineering (FMS)

For companies wishing a bachelor's project to be confidential, this document contains the confidentiality obligations that Fredericia College of Marine and Technical Engineering willingly accepts.

Any other non-disclosure agreements that the company and the student(s) agree on is an agreement exclusively between the company and the student(s) and with no obligation for the school.

For the school to comply with the following conditions, the student(s) must inform their school supervisor that an NDA is required as early as possible and inform the school when relevant. When handing in their project, it has to be written on the front page that the project is confidential.

For confidential projects, FMS will comply with the following conditions:

- The school supervisor will be subject to professional secrecy according to the Danish Public Administration Act (Forvaltningsloven). The project is only discussed with the student and the external examiner.
- Any material the students shares digitally with the supervisor will not be forwarded to others.
- The school will respect the company's wishes ensuring that the external examiner does not come from a particular industry or business. The school does not provide lists of external examiners.
- Projects will be uploaded to Wiseflow (an IT delivery system) where only the external examiner, the school's supervisor and the school's administrative staff have access. Access requires NemID or personal pin code. The school has a data processing agreement with the Wiseflow administration.
 - The external examiner will only receive data about the project that the student has uploaded to Wiseflow.
 - The school supervisor and the external examiner will be asked to make written comments about the project only within the Wiseflow system.
 - After the examination, the project will no longer be available to the school supervisor and the external examiner. In the event that a student should file a complaint regarding the examination, access will be regranted.



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The school will only be required to comply with the above-mentioned obligations, if the student complies with relevant deadlines, including:

1. That the school is informed of confidentiality before a list of projects are sent to potential external examiners (censorkataloget).
2. That the student(s) hands in a signed version of this document no later than at the time of the submission of the bachelor's project.

Non-disclosure agreements must be handed over or sent to Annette Rungstrøm, aru@fms.dk, no later than the submission date of the bachelor's project.

This document is to be signed by:

The student(s)

The person responsible at the place of internship

The school supervisor