

Checklist for cooperative agreements between students and businesses

The present checklist is intended for the student's personal use and should be regarded in combination with the CBS "Rules for entering into agreements of confidentiality and rights in connection with cooperation between students, businesses and Copenhagen Business School on theses, dissertations, semester papers, projects etc" of 8 May 2006.

Project start

- The problem statement must be approved by the tutor before contact to the business is made, and the student(s) and the business discuss whether there is a basis for cooperation.
- Who is the contact inside the business?
- How many hours can the student(s) expect that the business is prepared to invest in the cooperation?
- How many hours can the business expect that the student(s) is/are prepared to invest in the cooperation?
- What is the time frame (beginning and completion)?
- To what extent can the student(s) expect to be allowed to use business resources, such as Internet access, IT equipment, databases, copying facilities etc?
- If the business wants to remunerate the students for their efforts, details of conditions, extent etc. must be agreed upon in advance.
- Will the student be covered by the business' insurance during the visit, or will the student need to take out their own insurance?

Access to and administration of information and rights

- To what extent does the business make information available? Is the information publicly accessible (eg via the website, annual reports etc) and/or confidential?
- How is any confidential information to be treated? It is important to make sure that the required basic data can be incorporated in the written paper that the student submits for assessment. It may thus be necessary to delimit the paper to avoid having to use confidential information. – Students should bear in mind that the teacher/tutor and the external examiner in their capacity as civil servants have a duty of silence and are not allowed to pass on any information that has been labelled as confidential. If the business is expected to disclose confidential information, a confidentiality agreement must be made before the cooperation is initiated (a paradigm agreement form is attached as an appendix to the guidelines).
- Who may get a copy of the thesis? The teacher/tutor, the external examiner and CBS need one copy each, but are other businesses, fellow students or others allowed to receive copies? Should the business have one or more copies? If they want multiple copies, who will pay for them?
- If the project is confidential, will there be any time limits (this is important in connection with library lending)? – In many cases the information will be irrelevant to eg competitors already after one year.
- If the project involves developing a specific product (eg a software program), who will own the rights? And will the student(s) receive any compensation in this connection?

Communication of results

- What can be published afterwards – and by whom? It should be noted that students basically hold the copyright to the contents of their written papers. Will the results be communicated in a journal or newspaper article? If so, who will write it – and who will be the sender? Does the article need to be approved by the business?
- Is the business prepared to get the final reporting on the project in the form of a thesis (the main content of which is theories and methodology), or does the business want a separate document? It should be noted that this implies a significant amount of extra work! Also make sure to stress the difference between a CBS assignment and a consultant's report. Does the business want an oral presentation of the results?