

## **ADDENDUM 1: EXTERNAL ACADEMIC WORK PLACEMENTS BETWEEN FUDGIF STUDENTS AND**

### **1. Fundació Universitat de Girona Information**

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Name of the study center

Name of tutor

Tutor's email address

### **2. Placement Provider Information**

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Name of entity or institution

Location of work placement

Name of tutor

Tutor's email address

### **3. Student Information**

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Name and surname(s)

Identification document (DNI, NIE, Passport)

Address

Contact email address

### **4. Academic information**

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Code of course

Name of course

Type of placement (curricular or extracurricular)

Start date

End date

Total number of placement hours

Timetable<sup>1</sup>

Paid internships

Total gross amount in euros<sup>2</sup>

Social security number (if applicable)

Aim, content, and skills of training project:

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<sup>1</sup> Taking into account that the student is entitled to the corresponding permission

<sup>2</sup> \*The amount will be subject to the corresponding withholding of personal income tax in accordance with Royal Decree 0439/2007, of 30 March, to the provisions of Royal Decree 1493/2011, of 24 October, regulating the conditions for inclusion in the General Social Security System for people who participate in training programmes and at their disposal additional twenty-fifth of Royal Decree 8/2014, of 4 July, approving urgent measures for growth, competitiveness and efficiency.

## 5. Observations

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This training project is verified and signed by those responsible for the student internships of each signatory part of the educational cooperation agreement.

Those responsible for the internship, in addition to the contents of this training project, can add others after an agreement between both parties. The modifications will be formalized in an addendum.

## 6. Data protection

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The personal data that appear in this document are transferred to the collaborating entity for the relevant communications between the parts.

The person responsible for the data processing contained in this form is the Fundació Universitat de Girona: Innovació i formació (FUdGIF). The objective is to formalize cooperative education agreements. The persons to whom the data correspond can exercise their rights of access, rectification, deletion, opposition to the treatment and request for limitation address to the FUdGIF. You can search the additional information of data protection in: <https://www.fundacioudg.org/ca/p/proteccio-de-dades.html>

## 7. Confidentiality

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The student declares that he undertakes to maintain the confidentiality of all the information to which he has access as a result of his collaboration, as well as not revealing, disseminating or transferring the information referred to third parties, and comply with the rest of the obligations that correspond to it, in accordance with current legislation on data protection.

## 8. Internationals internships and coverage

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All FUdGIF students in the national work placements object of this agreement will be covered by the FUdGIF accident insurance. Persons not covered by the FUdGIF insurance must take out adequate private insurance to cover relevant eventualities, which must be in effect at the start of the placement. The FUdGIF collective liability insurance covers students for any liability which may occur during a work placement.

You can consult the additional information in: <https://www.fundacioudg.org/ca/p/asseguranca.html>

Students with international work placements must take out adequate travel insurance to cover travel assistance, accidents, medical assistance, and civil liability.

If the placement provider requires another type of insurance, this will be the responsibility of the student and included in the supplementary document laid down in article three of this agreement. The student reveal that knows and responsible the risk in the case of carrying out external internships in a country other than that recommended by the relevant authorities.

You can consult the additional information in: <https://www.exteriores.gob.es/es/ServiciosAlCiudadano/Paginas/Recomendaciones-de-viaje.aspx>

## 9. Rights and obligations

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The student revealed that know and accept the rights and obligations of RD 592/2014, the rules of FUdGIF and other regulations applicable. The student know that the practice doesn't constitute a Laboral relationship with the institution.

**Rights:**

- To be tutored during the work placement period by a lecturer of the FUDGIF and by a professional of the partner organisation.
- To be covered by an insurance policy throughout the work placement period.
- To receive, in cases where applicable, a monetary contribution from the partner organisation, payable as agreed by the two parties.
- To receive the work placement documentation sufficiently in advance.
- To receive information from the partner organisation on its occupational health and safety regulations.
- To attend assessment tests and other obligatory activities related to his/her studies, providing the partner organisation with sufficient notice.
- To receive a report from the partner organisation where the work placement has been carried out listing the completed activity, its duration and, if applicable, the student's performance.
- Intellectual and industrial property rights deriving from the completion of the work placement, under the terms of the legislation governing this matter.
- In the case of disabled students, to be provided with the necessary resources to ensure equal access to tutoring, information, assessment and work placement activities.
- In the case of disabled students, to have special arrangements in place to ensure the compatibility of the work placement with personal circumstances derived from or related to the disability.
- Any other rights listed in the rules and regulations of the FUDGIF.

**Obligations:**

- To know and complete the scheduled training programme in accordance with the instructions of the tutor of the partner organisation, under the supervision of the tutor of the FUDGIF.
- To comply with the regulations in force concerning external academic work placements of the FUDGIF.
- To maintain contact with the academic tutor throughout the work placement period, notifying him/her of any incident that may arise during the placement period.
- Provide the FUDGIF with all the documents and reports that it requests for monitoring and assessment purposes, depending on the type of work placement.
- To begin the placement with the partner organisation on the agreed date.
- To comply with and respect the functioning and policies of the partner organisation.
- To carry out the training project and diligently complete the activities agreed on with the partner organisation, in accordance with the established terms of collaboration.
- To treat with absolute confidentiality the internal information of the partner organisation and not use any of the data obtained during the work placement without the express authorisation of the partner organisation and that of the FUDGIF.
- To show, at all times, a respectful attitude towards the policies of the partner organisation, upholding the good name of the FUDGIF.
- In compliance with the Royal Decree 26/2015, of 28th July, modifying the systems for the protection of minors; the person, in this case, the student who will have contact with minors, must provide a clean (negative) Certificate of Sexual Offences issued by the Ministry of Justice. Without this certificate, the student will not be allowed to start the placement. The date of issue of the aforementioned certificate must be within the previous year. Or, the student will declare that they are aware of the above law, that they have not committed or been convicted of, any offences of a sexual nature and sign this document to that effect. It is the responsibility of the placement provider to check that the student holds this certificate before the placement starts. In the case of the student not being able to provide a copy of this certificate, the placement provider will not allow this person to proceed with the placement.
- In the case of international work placements, the student should recognise that, independently of the level of risk of the placement country, the quality of public services, of medical care and the benefits provided by insurance companies, levels of data protection may not be at the same level and standard of Spanish ones.

The student will be entitled to leave for the following circumstances:

- a. For exams, whether mid-term or final. The student is granted leave for the entire day on which the exam takes place.

- b. For tutorials. The student is granted the leave necessary to attend the tutorial.
- c. For the presentation of academic assignments. The student is granted the leave necessary for the presentation of academic assignments.
- d. For medical appointments. The student is granted the leave necessary to attend the medical appointment.
- e. For other circumstances agreed jointly by the partner organisation and the FUDGIF.

The student must inform to the institution with enough time the absence. This absence should justify with documents.

The validity date of this document will be the one that appears in the last electronic signature.

Fundació Universitat de Girona: Innovació I Formació	Company Name	Student
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FUDGIF surname	Tutor Student Tutor in the FUDGIF	Name and	Agreement Company and surname Student Tutor in the organisation	Tutor Name	Student Name and surname
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