

**AGREEMENT FOR UNDERTAKING NON-CURRICULAR STUDENT PLACEMENTS IN COMPANIES AND INSTITUTIONS
AN EDUCATIONAL COOPERATION AGREEMENT FOR UNDERGRADUATE STUDENTS**

PARTIES

Mr Cristóbal Urbano, dean of the Faculty of Library and Information Science of the University of Barcelona, holder of VAT registration code Q0818001J, resident at 140, Melcior de Palau street, 08014 Barcelona, and telephone number +34 93 403 57 70 and having been delegated for this purpose by the rector of this University, of the one part;

AND

Mr/Mrs _____, legal representative of the company or institution _____, holder of VAT registration code _____, resident at _____ street, number _____, with postal code _____ and telephone number _____, of the other,

Both parties hereby sign this educational cooperation agreement regulated by Royal Decree 1497/81, and modified by Royal Decree 1845/94, with the participating student Mr/Mrs _____, holder of National Identity Document number _____, registered in the subject of _____ at the aforementioned Facultat of this University and resident at _____ street, number _____, with postal code _____ and telephone number _____.

BACKGROUND

1. The Universities Act 6/2001 establishes in articles 2.2.d, 33.1 and 34.3 that the universities, in exercising their autonomy, may impart courses of their own design.
2. The Statutes of the University of Barcelona, ratified by Decree 246/8 October 2003, establish in article 99 the possibility of imparting other courses, including specific courses of wider social interest.
3. Royal Decree 1497/19 June 1981, modified by Royal Decree 1845/94, establishes the characteristics of the educational cooperation agreements between universities and companies and institutions for undertaking placement programmes involving students registered at the aforementioned universities.
4. The Regulations governing student placement programmes in companies and institutions ratified by the Governing Board on 16 July 2002.
5. Royal Decree 1497/27 November 1987, modified by Royal Decree 1267/10 June 1994, concerning the general directives common to official degree curricula having validity throughout the national territory. Article 6.3 establishes that the curricula agreed to by the universities must specify the practical training involved.
6. The express will of the University of Barcelona to encourage undergraduate students on any course that is imparted, or on any course that is offered by its affiliated centres, to complete their education by participating on a placement programme.
7. The aforementioned company/institution similarly recognises the need for students to complete part of their education in the work place.
8. Given the circumstances outlined above, we consider mutual cooperation to be of interest to both parties.

TERMS OF AGREEMENT

1. The collaboration will take the specific form of a student placement programme previously agreed to by the Council of Studies of the Faculty party to this agreement.
2. The number of hours to be dedicated by each student to the company or institution is _____ hours (up to a maximum of 500 hours and five hours per day). The work shall be undertaken in the period from _____ to _____ in accordance with the following daily work schedule: from _____ to _____.
3. The Council of Studies has appointed Professor _____ as tutor of the student, party to this agreement.
4. The Regulations governing student placement programmes in companies and institutions ratified by the Governing Board on 6 July 2004.
5. The company or institution shall pay directly to the student, signatory to this agreement, the sum of zero € (euros) by way of a grant to support his or her studies, the necessary deductions for income tax for payments of this kind having already been made, at the time intervals it considers suitable but, in all circumstance, at the latest by the end of the agreement.
6. In addition, the firm or institution will pay zero € (euros) to the University of Barcelona by way of collaborating in the support of student placement programmes, in accordance with article 5, section 2, of the Regulations. The company or institution will be billed by the University of Barcelona for this sum on the signing of this agreement and the bill shall include the necessary provisions for VAT according to current legislation.
7. All matters relating to the evaluation or strictly academic repercussions of the student placement programmes shall be the exclusive concern of the University.
8. The undertaking of the student placement programme shall not give rise to any obligations other than those agreed to hereunder and under no circumstances will it give rise to any obligations characteristic of a work contract between the students and the company or institution.
9. In the event of accident, the latter shall be dealt with under the terms of the compulsory educational insurance policy, which must be signed by the student should he or she not have done so at the time of signing this present agreement. The insurance regulations provided for by labour law shall not apply given that this is not a work contract.
10. On termination of the programme, the student can request a certificate from the company or institution attesting to the placement programme undertaken with them.
11. This agreement shall terminate on completion of the student's placement activities.
12. Prior to this date, the agreement may be rescinded by written notification of termination by either party to this agreement.

In pursuance thereof we hereby sign this agreement at the place and date stated below

Barcelona, _____ of _____,
The University
Dean
(Stamp)

Company / Institution
(Stamp and signature)

Student

GUIDELINES FOR EVALUATING THE PLACEMENT TASKS PROPOSED BY THE COMPANIES OR INSTITUTIONS HOSTING STUDENTS FROM THE UNIVERSITY OF BARCELONA

Please read these instructions carefully

This form must be filled out in full by the company or institution that wishes to host students registered on any course imparted by the University of Barcelona onto their placement programme, and independently of the specific co-operation agreement they might have signed. A separate form must be completed for each type of agreement that the firm or institution wishes to apply for, as different criteria govern their application procedures. Please bear in mind that:

- A curricular placement agreement with undergraduate or postgraduate students means that the activity will receive the academic recognition of the University of Barcelona and is included within the curricular structure of the course to which the agreement makes reference, be it an undergraduate, postgraduate, doctorate or masters programme. In the case of undergraduate students, they must have successfully completed, at least, 20% of the credits in their degree programme.
- An educational co-operation agreement is a non-curricular placement agreement intended solely for undergraduate students registered on any of the degree courses at the University of Barcelona. Consequently, the activities undertaken are not included on the student's curriculum, given that they are considered as forming part of their degree programme. In accordance with the University of Barcelona's criteria and regulations, the activities undertaken by the student may be recognised for free choice credits. Agreements of this type may require the participating company or institution to pay a certain sum, part of which represents a grant to support the student's studies, while the other represents their collaboration with the University of Barcelona in promoting placement programmes for its students, or any other activity that might promote active policies for the students in which the University of Barcelona might intervene. In this case, the students must have successfully completed, at least, 20% of the credits in their degree programme.

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| Name of the firm or institution | Fiscal Identity Number |
| Address | |
| Telephone | |
| E-mail | |
| Tutor's name | |
| Telephone | |
| E-mail | |
| Person legally authorised to sign the agreement | |
| Is this a curricular placement programme for an undergraduate student? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Is this a curricular placement programme for a postgraduate student (doctorate or masters)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Is this an educational co-operation agreement (unrelated to the curriculum)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Period during which the placement programme is set to run | |
| Total number of hours | |
| Daily work schedule for undertaking the placement programme | |
| Place (full address) where the placement programme is to be undertaken | |
| Course of study | |
| Faculty / School | |
| Number of places offered | |
| Brief description of the tasks to be undertaken | |
| In those cases where the tasks to be carried out by the student might be dangerous, are all the necessary safety measures in place? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

By signing this form, the company or institution wishes procedures to commence examining the possibility of entering into a placement agreement with the University of Barcelona. Furthermore, the company or institution hereby undertakes not to subject the students it accepts on to any eventual programme to any type of criminal or abusive activity, or any other activity that might contravene a person's fundamental rights. It also agrees to ensure the good management of the proposed activities, the successful completion of which is the sole aim of the placement programmes organised for the students of the University of Barcelona, conducted outside the setting itself of the University of Barcelona and its affiliated centres.

Date:

Approval of the Council of Studies of the course imparted:

The Company
(Stamp and signature)