

MODEL OF AGREEMENT FOR UNDERTAKING THE MA DEGREE DISSERTATION IN COLLABORATING ORGANISATIONS

Ms Margarita Arboix Arzo, Rector of the Universitat Autònoma de Barcelona (UAB), with Tax Identification Number Q0818002H, at the address campus universitari, s/n, 08193 Bellaterra (Cerdanyola del Vallès), in virtue of the powers attributed by article 75 (m) of the UAB statutes, exercised through his appointment as rector of this university by Catalan Government Decree 260/2016, of 31 May 2016; and in his name and representation, Mr/Ms (.....), Director of the Engineering School at the Universitat Autònoma de Barcelona, in accordance with the resolution of June 6 2016, authorising the signing of education cooperation agreements with companies and other institutions for external work-placement practicals and the calculation of their associated academic credits.

AND

Mr/Ms (.....), as (.....), on behalf of the collaborating organisation (.....), at the address (.....) in (.....) (.....), with Tax Identification Number (NIF) (.....).

AND

Mr/Ms (.....), with national identity number or passport number (.....), a student of (.....) at the Faculty/School of (.....).

All parties mutually recognize sufficient legal capacity with which to execute this agreement and hereby

DECLARE

That, within the framework of Spanish Royal Decree 1393/2007, of 29 October 2007, which establishes the regulation of official university teaching, modified by Spanish Royal Decree 861/2010, of 02 July 2010, the parties subscribe to this document, and hereby

AGREE

First. The object of this agreement is to establish the conditions in which the student is to undertake the MA dissertation required to complete the studies in which he/she is enrolled. The period of placement with the collaborating organisation must be directed towards facilitating the completion of this dissertation.

The student shall undertake this MA dissertation in accordance with the training project described in the annex to this agreement, which includes the educational objectives and the activities to be carried out. The dissertation may be considered for publication.

Second. The conditions for the placement to carry out the dissertation will be as follows:

1. The placement period will be from (.....) until (.....), the timetable will be from (.....) to (.....), from (.....) to (.....). This is compatible with the student's academic, representative and participatory activity at the University.
2. The total number of hours for the external placement is.
3. The placement will take place at (.....).

Third. The number of academic credits that the student will obtain for completing the MA dissertation within the collaborating organisation is that established by the corresponding study programme.

Fourth. The student's rights and duties are stipulated in the *Estatut de l'Estudiant Universitari* (university student statutes). The student shall have the following rights regarding leaves of absence:

- a. For examinations, either partial or final. The student will be given leave for the whole day on which the exam takes place.
- b. For tutorials. The student will be given leave for the hours needed for the tutorial.
- c. To present academic assignments. The student will be given leave for the hours needed to present the assignments.

- d. For participation on University governing and representative bodies. The student will be given leave for the hours needed to attend sessions and to take part in electoral processes.
- e. For medical attention. The student will be given leave for the hours needed for this.
- f. For other purposes agreed by the collaborating organisation and the *Universitat Autònoma de Barcelona*.

The student shall give the collaborating organisation sufficient warning of any foreseeable absences and shall present the relevant documents.

Non-completion of placement hours due to a leave of absence may lead to an extension of the placement's closing date equivalent to the hours of absence, provided that the extension is reported before the end of the period that was agreed initially with the *Universitat Autònoma de Barcelona*.

The student is entitled to receive information about workplace safety regulations from the collaborating organisation.

The student expressly agrees to strictly maintain the confidentiality of all data pertaining to the collaborating organisation in which he or she carries out the MA dissertation and to maintain professional secrecy regarding the said organisation's activities, both during and after the placement period, without prejudice to the stipulations of the first item of agreement within this current document.

On the date of subscription to this agreement, the student will provide documentary proof of possessing an insurance policy covering accidents and civil liability.

Fifth. (Optional clause) The student shall receive from the collaborating organisation the amount of € (....)/hour (subject to the deduction of a minimum of 2% income tax [IRPF], as stipulated by Royal Decree 0439/2007, of 30 March 2007), in respect of support for study, payable as agreed between both parties. In addition, the collaborating organisation must make the legal deductions in compliance with the Social Security scheme applicable at all times, in accordance with current legislation.

Sixth. The collaborating organisation designates (....) as tutor to the student, who shall oversee the student's training, set his/her work plan in accordance with the training project, and coordinate with the tutor appointed by the University.

The collaborating organisation declares that it will treat the student's personal data in accordance with data protection laws and will provide the student with the means to exercise his/her rights of access, rectification, cancellation and opposition.

The collaborating organisation expressly undertakes to inform the student about the organisation's structure and workings, and any relevant sets of rules, especially those concerning workplace safety. The personal details of the tutor designated by the collaborating organisation will be placed on record at the *Universitat Autònoma de Barcelona* with the aim of managing the implementation of this agreement and monitoring students' progress. In accordance with current laws on the protection of personal data, tutors may exercise their rights of access, rectification, cancellation and opposition through the office of the secretary general of the *Universitat Autònoma de Barcelona*.

Seventh. This placement for undertaking the MA dissertation does not imply the acceptance of obligations by the parties beyond those strictly established in this document, and in no circumstances does it imply the existence of an employment relationship between the student and the collaborating organisation.

Eighth. Intellectual and industrial property rights deriving from the execution of this agreement shall pertain to the student and to the collaborating organisation in proportion with their respective participation in obtaining these rights and in accordance with the provisions of the corresponding legislation.

Ninth. Any breach of the terms of this agreement, of its annexes and/or of applicable legislation shall be reported to the *Universitat Autònoma de Barcelona* with a minimum of one week's notice, with a view to terminating the agreement in advance.

Additionally, the University may unilaterally terminate this agreement if it finds that one of the parties is in breach of the agreed terms and applicable regulations.

Tenth. Any dispute arising from the execution or interpretation of this agreement shall be resolved between the parties. If this is not possible, the parties will waive their own jurisdiction and submit to the courts of Barcelona.

Eleventh. The *Universitat Autònoma de Barcelona* and the collaborating organisation may make public dissemination of their subscription to this agreement, provided that this is done in the spirit of cooperation between the parties.

And in witness whereof, the parties have signed this document in three originals, in the place and on the date given below.

Bellaterra (Cerdanyola del Vallès), (.....) (.....) 20(.....)

For the *Universitat Autònoma de Barcelona*
(Signature and stamp)

For the student
(Signature)

For the collaborating
organisation
(Signature and stamp)

(Name and surnames)
(Position)

(Student's name and surnames)

(Name and surnames)
(Position)

TRAINING PROJECT (ANNEX)

Training project relating to the educational cooperation agreement for external academic placements between the *Universitat Autònoma de Barcelona*, with tax number (NIF) Q0818002H, the collaborating organisation (...), with tax number (NIF) (...), and the student (...), with national ID (DNI) number (...), on (...)(...) 2014.

Details of the training project

Collaborating organisation: (...), with tax number (...).

Student: (...), DNI or passport number (...).

Address of the work placement in which the MA dissertation will be carried out: (...)

Area/Department/Service where the placement is carried out: (...)

Date: (...)(...) 20(...)

Motivation

(...)

Objective of the MA dissertation

(...)

Details of content, MA dissertation (tasks)

(...)

Competencies the student will have acquired on completing the placement**BASIC**

Critical thinking and reasoning skills	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Effective communication	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Strategies for autonomous learning	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Respect for a diversity of ideas, people and situations	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Innovative and competitive proposals in research and professional activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>

GENERAL

(You may describe the competencies in terms of those established by the University for each of its study programmes.)

(...)

SPECIFIC

(You may describe the competencies in terms of those set by the University for each of its study programmes.)

(...)

Procedure for supervision by the tutor designated by the collaborating organisation

(...)

For the Universitat Autònoma
de Barcelona
(Signature and stamp)

For the student
(Signature)

For the Collaborating Organisation
(Signature and stamp)

(Signee's full name)
(Position)

(Student's full name)

(Signee's full name)
(Position)