

ANNEX II: RIGHTS AND DUTIES OF THE TUTORS AND TRAINEES

TUTOR OF THE COLLABORATING ENTITY

Rights and duties of the tutor of the collaborating entity (according to art. 11 from RD 1707/2011)

Rights:

- a) To the recognition of its collaborating activity, by the university, under the terms of the educational cooperation agreement.
- b) To be informed about the regulations governing external internships as well as the Training Project and the conditions for its deployment.
- c) To have access to the university to obtain the information and support necessary for the fulfillment of the purposes of its function.
- d) In such other specific considerations as the university may establish.

Duties:

- a) Welcoming the student and organizing the activity to be developed according to what is established in the Training Project.
- b) Supervise the student's activities, guide and control the development of the practice with a relationship based on mutual respect and commitment to learning.
- c) To inform the student of the organization and operation of the entity and of the regulations of interest, especially those related to safety and occupational risks.
- d) Coordinate with the academic tutor of the university the development of the activities established in the Educational Cooperation Agreement, including the modifications of the training plan that may be necessary for the normal development of the internship, as well as the communication and resolution of possible incidents that may arise in its development and the control of permissions for the realization of exams.
- e) Issue intermediate (if applicable) and final reports.
- f) To provide the complementary training needed by the student to carry out the internship.
- g) To provide the student with the essential material means for the development of the practice.
- h) Facilitate and stimulate the contribution of proposals for innovation, improvement and entrepreneurship by the student.
- i) To provide the academic tutor of the university with access to the entity for the fulfillment of the purposes of its function.
- j) To maintain confidentiality regarding any information about the student as a result of their activity as a tutor.
- k) Provide help and assistance to the student, during his stay in the entity, for the resolution of professional issues that he or she may need in the development of the activities he or she performs.

TRAINEES

Rights and duties of trainees (according to art. 9 from RD 1707/2011)

Rights:

- a) To be supervised, for the duration of the corresponding internship, by a university professor and by a professional who provides services in the company, institution or entity where the internship is carried out.
- b) In the evaluation in accordance with the criteria established at the university and its educational institutions.
- c) To obtain a report from the collaborating entity where the internship has been carried out, expressly mentioning the activity that has been carried out, its duration and, if applicable, its performance.
- d) To receive, in the cases in which it is stipulated, the economic contribution of the collaborating entity, as a scholarship or study aid.
- e) To intellectual and industrial property under the terms established in the legislation regulating the matter.
- f) To receive, from the collaborating entity, information on safety regulations and occupational risk prevention.
- g) To carry out their academic, training, representation and participation activities, with sufficient prior notice to the collaborating entity.
- h) To have the necessary resources for the access of students with disabilities to tutoring, information, evaluation and the development of the internship under equal conditions.
- i) To balance, in the case of students with disabilities, the realization of the internship with the activities and personal situations derived from or connected to the situation of disability.
- j) Any other rights provided for in current regulations and/or in the corresponding educational cooperation agreements signed by the university and, if applicable, the internship management entity that is linked to the collaborating entity.

Duties:

- a) Comply with current regulations regarding external internships established by the university.
- b) Know and comply with the internship training project following the instructions of the tutor assigned by the collaborating entity under the supervision of the academic tutor of the university.
- c) Maintain contact with the academic tutor of the university during the internship and inform him/her of any incident that may arise during the internship, as well as deliver the required documents and reports of intermediate follow-up and the final report.
- d) To join the collaborating entity in question on the agreed date, comply with the schedule set forth in the educational project and respect the operating, safety and occupational risk prevention rules of the same.
- e) To develop the training project and diligently carry out the activities agreed with the collaborating entity in accordance with the established guidelines.
- f) Preparation of the final internship report and, if applicable, the intermediate report.
- g) Keep confidentiality in relation to the internal information of the collaborating entity and maintain professional secrecy about their activities during and after the stay.
- h) Show, at all times, a respectful attitude with the policy of the collaborating entity, safeguarding the good name of the university to which he or she belongs.
- i) The student must be covered by insurance under the terms established in the educational cooperation agreement.
- j) The agreements signed for the formalization of the internship shall include a clause exonerating the UPC from any type of liability arising from the student's failure to comply with the duties set forth in the applicable regulations and the agreement.
- k) Any other duties provided for by current regulations and/or the corresponding educational cooperation agreements signed by the university and, if applicable, the internship management entity linked to the university, with the collaborating entity.

ACADEMIC TUTORS OF THE UNIVERSITY

Rights and duties of academic tutors (according to art. 12 from RD 1707/2011)

Rights

- a) To the effective recognition of their academic activity under the terms established by the university, in accordance with its internal regulations.
- b) To be informed about the regulations governing external internships as well as the training project and the conditions under which the student to be supervised must carry out the internship.
- c) To have access to the entity for the fulfillment of the purposes of its function.

Duties

- a) Ensure the normal development of the training project, guaranteeing the compatibility of the internship schedule with the student's academic, training, representation and participation obligations.
- b) Effectively monitor the internship and, to this end, coordinate with the tutor of the collaborating entity and, where appropriate, view the monitoring reports.
- c) To authorize any modifications to the Training Project.
- d) To carry out the evaluation process of the tutored student's internships.
- e) Keep confidentiality in relation to any information known to him/her as a result of his/her activity as a tutor.
- f) Inform the body responsible for external internships of the center of any possible incidents that may arise.
- g) Supervise, and if necessary, request, the adequate provision of the necessary support resources to ensure that students with disabilities carry out their internships under conditions of equal opportunity, non-discrimination and universal accessibility.