

## EDUCATIONAL COOPERATION AGREEMENT ON THE COMPLETION OF CURRICULARS EXTERNAL ACADEMIC WORK PLACEMENTS

Terrassa, xxxxxx xth, 2023

This agreement is made by and between:

Of the one-part Carles Bonet Revés, director of Euncet Business School, acting for and on behalf of the Euncet Formació S.L., which is the holder of tax identification number (NIF) B65701542, and whose registered address is at Camí del Mas Rubial, 1, 08225 Terrassa (Barcelona).

And of the other part, xxx xxxx xxxx, acting as the legal representative of the collaborating entity xxxxxxxxxxxx, which is the holder of tax identification number xxxxxxxx, whose registered address is xxxxxxxx, telephone number is xxxxxxxx, and whose e-mail address is xxxxxx@xxxx.

And of the other part, xxxxxx, holder of Spanish national identity card (DNI) No xxxxxxxx, whose address is xxxxxxxx, whose telephone number is xxxxxxxx, and whose e-mail address is xxxxxx@euncet.es.

The parties mutually acknowledge that they have sufficient legal capacity to enter into this agreement and state that, within the framework of Royal Decree 592/2014 of 11 July (Official Gazette of the Spanish Government No 184 of 30 July), regulating external academic work placements for university students, they have signed this document and agree as follows:

1. The purpose of this agreement is to establish the framework that will govern the relationship between the student, the collaborating entity where the extracurriculars academic work placement is to be completed, and the University. The student shall complete the work placement in accordance with the training plan specified in Annex 1 of this agreement, which indicates the educational objectives and the activities that must be carried out.

2. The student participating in the placement covered by this agreement has been selected in accordance with, and meets, the requirements established in Royal Decree 592/2014, especially article 8.

3. The total time spent on the work placement shall be **XXX hours**, as provided in Article 5(2) of Royal Decree 592/2014. The work placement shall be completed between **XX/XX/2023 and XX/XX/2024**. Working hours shall be **between XX:00-XX:00**, and the placement shall be carried out at xxxxxxxx.

The calendar and schedule established for the work placement shall be compatible with the student's academic, training, representative and participatory activities at the University.

The student is entitled to leave in the following cases: 1) For mid-semester and final examinations. The student is entitled to leave for the entire day on which the examination is held. 2) For tutorials. The student is entitled to leave for the minimum time required to attend the tutorial. 3) For submitting academic assignments. The student is entitled to leave for the minimum time required to submit academic assignments. 4) For activities related to representation and participation in the University's representative and governing bodies. The student is entitled leave for the minimum time required to attend meetings of such bodies and participate in related electoral processes. 5) For medical appointments. The student is entitled leave for the minimum time required to attend medical appointments. The student shall provide the collaborating entity with sufficient advance notice of foreseeable absences and must present supporting documentation.

4. The rights and obligations of the student are those laid down in Article 9 of Royal Decree 592/2014.

The student undertakes to start work at the facilities of the collaborating entity on the agreed start date, to follow any rules set by the collaborating entity, and to maintain a good working relationship with his/her tutor in order to successfully complete the work placement. The student also agrees to treat the internal information of the collaborating entity where the work placement is carried out as strictly confidential and to observe professional secrecy with respect to the activities of the collaborating entity, both during the work placement and after it has ended (for 5 years).

The student is entitled to intellectual and industrial property rights deriving from the tasks and research carried out or the results obtained, on the terms set out in legislation governing this matter. He/she also has the right to be provided with information on occupational health and safety by the collaborating entity. The collaborating entity undertakes to provide the student with information on the organisation and functioning of the entity and on pertinent rules and regulations, particularly those concerning occupational health and safety, being authorized Euncet in case of inclusion of this one requires to the automatic resolution of the present agreement without needing to grant the term of amendment that will be established to the pact eleven.

After completing the work placement, the student must write a final report, which shall be submitted in accordance with the procedures and timetables established by his/her school. As provided in Article 9(1) of Royal Decree 592/2014, the student is entitled to receive from the collaborating entity where he/she completes the work placement a report specifying the activities carried out, the duration of the work placement, and an assessment of his/her performance.

5. The student shall be paid an educational grant of £XX/hour. **Monthly payments of £XXX**, amounting to a total of £XXX, shall be made directly to the student by the collaborating entity.

The undersigned student is covered by the liability insurance policy taken out by the Euncet Business School. In accordance with Article 7(d) of Royal Decree 592/2014, on the signing date of this agreement the student certifies that he/she is covered by a valid accident insurance policy. Euncet Business School student's insurance covers these contingencies under the conditions laid down in the legal provisions which regulate them. If the student is not covered by this policy, he/she shall be obliged to take out a policy that provides the necessary coverage.

6. The collaborating entity shall pay the Euncet the sum of 90 euros to fund the service and cover administrative costs. The total amount of the corresponding invoice shall be 108,90 euros. If the invoice must include any reference or order number for internal use by the collaborating entity, it must be specified here: [order number].

7. The collaborating entity designates XXXXXX, to act as the student's tutor. The tutor's e-mail address is XXXXXX@XXX. His/her role shall be to ensure proper delivery of training and adherence to the work plan, in accordance with the training plan. The rights and obligations of the tutor designated by the collaborating entity shall be those laid down in Article 11 of Royal Decree 592/2014.

The collaborating entity undertakes to provide the student with information on the organisation and functioning of the entity and on pertinent rules and regulations, particularly those concerning occupational health and safety.

Pursuant to Article 13 of Royal Decree 592/2014, when the work placement has been completed, the tutor assigned by the collaborating entity shall prepare a final report and submit it in accordance with the procedures and timetables established by the student's school.

The collaborating entity expressly agrees to process the student's personal data in accordance with regulations governing the processing of personal data, and to provide the student with the information necessary to ensure that he/she is able to exercise his/her right to access or rectify his/her data, to require that it be erased, or to object to its processing.

8. The Euncet Business School designates Marta Roma Rodríguez to act as the student's internal tutor. The tutor's e-mail address is mroma@euncet.com. The tutor's role is to ensure that the training plan is properly executed and carry out the assessment process for the work placement of the student he/she is responsible for, as provided in Article 15 of Royal Decree 592/2014.

The tutor shall coordinate his/her activity with that of the internal tutor assigned by the University in accordance with the established procedure.

9. In recognition of the contribution made by tutors assigned by the collaborating entity, the Euncet Business School shall, upon request by the interested party, and in accordance with the established procedure, issue individual certificates to tutors responsible for students participating in external work placements.

10. The completion of the work placement does not imply the assumption of any obligations by the parties beyond those strictly established herein. Nor does it imply the existence of an employment relationship between the student and the collaborating entity, as laid down in Article 2(3) of Royal Decree 592/2014.

When the work placement has been completed, the school shall issue a certificate of completion in accordance with the terms set out in Article 16 of Royal Decree 592/2014.

11. This agreement may be terminated at any time, at the initiative of any of the parties, provide there are justified grounds. In any event, this agreement shall terminate when the student completes his/her studies.

12. The EUNCET and the Collaborating Entity are jointly responsible for the processing of personal data of the Student within the framework of the internship. The Student is informed that their data will be dealt with in accordance with Regulation (EU) 2016/679 of April 27, 2016 (RGPD) and the regulations that develop it, on the part of both co-owners, with the the sole objective of managing the realization of this internships.

The student, in accordance with article 26.3 of the RGPD, may exercise the rights of access, rectification, cancellation, opposition and, where applicable, portability and limitation, in front of either of the two persons responsible for the Treatment, by means of communication in writing to the address that appears in the heading of this agreement. Likewise, the Student is informed, in accordance with article 26.1 of the RGPD, that for the exercise of the aforementioned rights and for any questions related to the treatment of their personal data, they may also come to the Protection Delegate of EUNCET Data: ADVOCATE OFFICE BADIA SLP (Mr. Andreu Alonso: aalonso@badia-adv.com).

13. This agreement is concluded pursuant to the provisions of Royal Decree 592/2014, to which all of its provisions are subject.

14. This agreement is subject to the regulations (on tax, employment, etc.) corresponding to this type of agreement that are applicable in the country in which the student is taking the external academic work placement.

15. Any dispute arising out of the application, interpretation or performance of this agreement shall be settled by mutual agreement between the parties. If agreement cannot be reached, the parties waive their own jurisdiction and accept that of the courts of Barcelona.

16. In order to ensure their validity, all agreements must be signed by the parties and stamped by the University and the collaborating entity.

For the Euncet BS  
(Signature and stamp)

For the student  
(Signature)

For the collaborating entity  
(Signature and stamp)