

**APPENDIX I : TRAINEESHIP PROGRAMME**

Mr./Ms. ...., appointed by the company ....., which is the holder of tax identification number (NIF) ....., to carry out the functions of Mentor of an Educational Cooperation Agreement between the University and the Company, declares that, the training programme to be undertaken by the student ....., holder of national identification number (NIF)..... will be as follows:

1. Description of the work the student will carry out:

2. Workplace location:

3. Internship period (\*):

4. Total number of hour within this period:

5. Working timetable:

6. **Generic competences** the student must have do carry out their work:

*(tick only those necessary for the tasks to be performed)*

<b>English language:</b> Communicating in English with an appropriate oral and written production level, according to the professional area of participation.	
<b>Communication:</b> Communicating orally and in written form with accuracy and fluency in the language of their professional environment.	
<b>Teamwork:</b> Teamworking at different levels and with different professionals and institutions related with the business context.	
<b>People management:</b> Managing people and professional teams.	
<b>Information research and management:</b> Search and manage business information and critically assess the results obtained.	
<b>Self-learning:</b> Learning in an autonomous way	
<b>Self-awareness:</b> Detect limitations and shortcomings in their own knowledge and skills related with the profession and be able to overcome them.	
<b>Planning and Organization:</b> Planning and organizing tasks to achieve aims within the established periods.	
<b>Orientation to Achievement:</b> Identifying problems, obstacles and opportunities and be able to propose improvements and find new strategies or solutions.	
<b>Empathy and social abilities:</b> Perceiving and understanding social situations of people around them.	
<b>Flexibility:</b> Adapt to situations and people in learning and professional contexts.	
<b>Analytical thinking:</b> Identifying and assessing situations and problems, sorting out and organizing its components and reflecting about them in a systematic and logical way.	

7. **Specific competences** the student must have to carry out their work:

*(Examples of specific competences:*

- *“Be able to use the .....computing tool ”*
- *“Have the knowledge, skills and attitudes to develop tasks in the Commercial/Accounting/.....department”*
- *“Knowledge in the area of ....”*

8. Training the student will acquire with this work (educational objectives) :

*(Examples of educational objectives*

- *“learn to manage/develop tasks related with (studies /department /area / business sector) and know how..... works”*

- *“Know and develop tasks from ..... department”*

9. Student monitoring and orientation during traineeship period by appointed mentor at the collaborating organisation:

**Health and safety during traineeship**

1. The health and safety considerations that the company must follow in the course of the internship have been explained to the trainee.
2. The compulsory individual protection equipment for the activities that will be carried out in the company, if applicable (give details of the individual protection equipment delivered)

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3. The following health and safety documentation of the company has been provided:

- Welcome manual
- Document for risks identification and preventive measures
- Other Health and safety documentation:

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Place and date ....., ..... / ..... / .....

Signed:

Student	Company Mentor	Euncet Mentor

#### Student traineeship follow up

- **Coordination between mentors**
  - Both the company mentor and the academic mentor may contact each other in order to inform about relevant aspects of the development of the traineeship, make inquiries or clarify doubts.
- **Final report**
  - The company mentor must submit to the university's academic mentor a Final Report form that will be provided by Euncet, in order to assess the different aspects indicated in the present traineeship programme.

#### REPORT FROM EUNCET'S INTERNSHIP COMMITTEE *(to be completed by Euncet)*

Mr. CARLES BONET REVES, representing Euncet's internship committee, on behalf of this Committee, declares that this proposal is positively evaluated for the student's education and the traineeship programme is compatible with the studies he/she is undertaking.

Signed:

Representative of Euncet's internship committee

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(\*)The period must be comprised between September 16 and September 15 of the following year (according to the agreement of the School Insurance Report, in session held on 04-25-04, at the proposal of the representative of the Ministry of Education and Science, from the academic year 1995/96)