



## Between

Valencia, dd mm aaaa

The Universitat Politècnica de València, hereinafter UPV, with Id.Nr. Q4618002B, created with university rank under Decree 495/1971, of March 11 (BOE of March 26, 1971), located in the Camino de Vera, s/n of Valencia (Spain), and in his name and representation Mrs. María Dolores Salvador Moya, Vice-Rector for Employment and Lifelong Learning, acting in the name and representation of this body, with sufficient powers for the celebration of this act, under the Agreement of the 27th of April 2023, of the Governing Council of the Polytechnic University of Valencia, by which certain competences in terms of agreements are delegated to different unipersonal bodies of the Polytechnic University of Valencia (DOGV núm. 9589 de 05.05.2023), in accordance with the provisions of Articles 9 and 10 of Law 40/2015, of 1 October, Legal System of the Public Sector.

## Cooperating Entity

Name: Name of the company  
Id. Nr.: 00000000T Economic sector: Economic sector  
Address: Address of the company Type: Type of company  
City: Location Region: Region Post Code: 46000 Country: Country  
Telephone: 000000000 E-mail: mail@example.es  
As representative, on its behalf: Mr./Mrs: Legal representative  
NIF/NIE: 200000000 Position: Position

## Student

Mr./Mrs.: Student name Id. nº: 10000000  
Faculty: Degree that the student is enrolled  
Degree: School or Faculty where the student is enrolled

## Tutors

UPV Tutor: Name of the tutor at the UPV NIF/NIE: 20000000  
UPV Department: Department of the UPV tutor

Cooperating Entity Tutor: Name of the tutor in the company NIF/NIE: 40000000  
E-mail: mail@example.es Position: Position

## Particular Conditions. Training Programme

Type: Extracurricular/Curr. Start Date: dd/mm/yyyy End Date: dd/mm/yyyy Total Hours: hours

The student will receive the quantity of 0000€ gross/month, paid by by the cooperating entity as studies grant. With co-financing of 0000€ gross/month contributed by the cooperating entity **Entity or program**. Both the collaborating entity and the cofinancier will be subject to the provisions in matters of Social Security by the current standard

Educational objectives and activities to be carried out. The content of the traineeship should be directly related to the student's studies:


Description of the objectives and activities to be carried out during the traineeship

The traineeship will mainly be carried out in the country: Country Region: Region  
Place(full address): Complete address of the place or places where the practice will take place

Expected procedure of follow-up and monitoring of the student by the cooperating entity (If necessary, attach documentation):

Description of the monitoring, training and mentoring of the practice by the company

1. The "RD 592/2014, de 11 de julio", in addition to the current Spanish legislation and that of the country in which the traineeship is carried out, the regulations approved by the Governing Council of the UPV and the specific regulations of the Student's Teaching Center, apply to this educational cooperation agreement.
2. The student will be subject to set procedures and working hours. The cooperating entity will facilitate the participation of the student in any academic activities and of representation whereby his/her attendance is mandatory, as well as any necessary medical visits.
3. The tutors will ensure that the student's training, the fulfillment of his/her training programme and the applicable regulations on traineeships are fulfilled and followed.
4. The academic recognition of the practice will be carried out in accordance with the regulations and procedures established by the UPV.
5. This agreement will not generate any employment relationship between the student and the cooperating entity; in the case of being hired by the cooperating entity at the completion of the traineeship, the student cannot claim the duration of the stay for the purpose of seniority, or to exempt themselves from the trial period.
6. The parties undertake to elaborate the certificates and reports that establishes the regulations that governs the present agreement.
7. For traineeships carried out in Spain, the UPV subscribes a policy of work accidents and civil liability for the student. Health care coverage reaches those traineeships that, given their profile, should not be covered by Social Security System. For traineeships abroad, the student must submit, together with this agreement, a document certifying that the student is the insured of a policy with the minimum conditions established by the UPV in terms of traineeships.
8. The student will be responsible for carrying out all the necessary procedures to obtain the visa and the immigration documents that enable him to legally stay in the country where he/she will carry his/her traineeship.
9. The student will request official authorization from the tutor of the cooperating entity for the use of information. Likewise, it is incumbent upon you to keep professional secrecy to both tutors.
10. The student, as intellectual author of the results of activities carried out in traineeships, may transfer them to the cooperating entity under the conditions established in writing between the two parties in accordance with current legislation.
11. In terms of health and safety risks, the cooperating entity will provide the student with adequate information, equipment and means of protection.
12. At any time during the traineeship, if duly justified, this agreement may be cancelled at the initiative of either party, in this regard, Art. 51 of Law 40/2015 of 1 of October will also apply.
13. You are informed that the Universitat Politècnica de València will process your data for administrative and academic management, coordination and evaluation of the traineeships. You can exercise your personal rights of access, rectification, erasure, restriction, objection through electronic or physical means specified in the additional information of the treatment. You can view all the information on the treatment through the following link: <http://www.upv.es/contenidos/SIEPRACT/pdp>
14. This agreement is of legal-administrative nature (art. 47-2. a) of Law 40/2015. The litigious matters that may arise between the parties must be resolved by mutual agreement; if this is not possible, it will be of knowledge and competence to the administrative law courts

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| <p><b>Student</b></p><br><br><br><br><br><br><br><p>Student name</p>                   | <p><b>Universitat Politècnica de València</b><br/>Vice-Rector for Employment and Lifelong Learning</p>  <p>Ms. M<sup>a</sup> Dolores Salvador Moya<br/>(By deleg. Governing Council of 27/04/2023)</p>  | <p><b>Cooperating Entity</b><br/>Legal representative</p><br><br><br><br><br><br><br><p><b>Co-financier Entity</b><br/>Entity or program</p> |
| <p><b>UPV Tutor</b></p><br><br><br><br><br><br><br><p>Name of the tutor at the UPV</p> | <p>The PhD of the UPV, positively values the training plan proposed for the student, which is in accordance with the studies he/she studies and undertakes to follow up and evaluate the practice according to current traineeships regulations.<br/>The tutor of the cooperating entity undertakes to carry out the follow-up and later assessment of the traineeship, according to the proposed training programme and current traineeships regulations.</p> | <p><b>Cooperating Entity Tutor</b></p><br><br><br><br><br><br><br><p>Name of the tutor in the company</p>                                    |



## INSTRUCTIONS FOR PROCESSING THE AGREEMENT

-ALL THE PARTIES MUST SIGN THE AGREEMENT, WITH **ELECTRONIC SIGNATURES**.

-SEND THE AGREEMENT (XXXXXX) **VIA E-MAIL** TO THE UNIVERSITY:

-**DEADLINE:** Last day of delivery **XX/a a /mmm**(If the traineeship is abroad, it must be delivered 30 days before). In the case of a holiday or weekend, deliver the previous business day. (August is non-working period).

**-PLACE:**

- For University Degrees or Masters corresponding to a school or faculty: **@ to the traineeship office of the corresponding school / faculty.**
- For University Master's degrees not corresponding to a school or faculty: **@ to practicas.master@sie.upv.es**
- For Non-Official Postgraduates Courses of the CFP: **@ to practicas.cfp@sie.upv.es**

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The cooperating entity (company/institution) is reminded that it is necessary to take into account the **current regulations** for the inclusion of students in the social security system, for more information

[www.upv.es/contenidos/SIEPRACT](http://www.upv.es/contenidos/SIEPRACT)

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Important: Once the traineeship is finished, it **should** be evaluated.