



**EDUCATIONAL COOPERATION AGREEMENT REGARDING EXTERNAL  
INTERNSHIP PROGRAMMES BETWEEN THE UNIVERSITAT ROVIRA I VIRGILI  
AND «NOM\_ENTITAT»**

**BY AND BETWEEN**

Mr Miguel Ángel García Briongos, head of the Student Office of the Universitat Rovira i Virgili (hereafter, URV), as authorised in the rector's resolution on 13 July 2022. The URV's address is C/Escorxador, s/n, post code 43003 Tarragona, and its tax identification number is Q9350003A.

And on the other, Mr/Ms «Nom\_Cognoms\_Rep», «Càrrec\_Rep» from «Nom\_Entitat» (hereafter, collaborating organisation), address «Adreça\_Ent», post code «CP\_Ent» in «Població\_Ent» and its tax identification number is «NIF\_NIE\_Ent»

Both parties declare under their own responsibility that they have the necessary legal capacity to sign the present agreement and that, in compliance with the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council, of 18 July 2018, there is no conflict of interest.

**ANTECEDENTS**

ONE. The University Student Statute, approved by Royal Decree 1791/2010, of 30 December, states that bachelor's and master's degree students have the specific right to carry out external, curricular or extracurricular internships. It also states that doctoral degree students have the specific right to learn about a professional research career and that research programme opportunities should be promoted both within and outside the academic ambit. The Statute also recognises the student's right to effective academic and professional tuition during the final bachelor's or master's degree project and during any external internships that may be envisaged in the course curriculum. Furthermore, article 24 establishes that all students on university courses that lead to an official qualification can undertake external academic internships.

TWO. Article 2.1 of Royal Decree 592/2014, of 11 July, which regulates external academic internships by university students, states that internships are a training activity undertaken by university students and supervised by universities.

THREE. The URV's External Internship Regulations, approved by the Governing Council on 20 December 2012 and modified by the Governing Council on 7 March 2013, 27 April 2017 and 27 July 2020, states in its preamble that an internship in companies and other organisations enables students to integrate and apply the learning outcomes that they have acquired during their academic training in a real professional environment and to acquire new ones. Furthermore, an internship enables students to learn about institutions and other organisations active in their ambit of study and to acquire experience, which in turn helps them to find employment.

FOUR. The collaborating entity wishes to support the academic training of university students and as such wishes to provide temporary internship opportunities for URV students under the conditions established in the corresponding specific internship agreements.

FIVE. According to Statute of the URV, a person is also considered to be a URV student if they are registered with the URV Foundation on a postgraduate course that leads to a URV specific qualification and that has a duration equal to or greater than an academic semester.

SIX. In accordance with article 3 of the Statute of the Universitat Rovira i Virgili, the University is an institution that provides the public service of higher education and research through teaching, research and study. Therefore it needs to provide students, organisations and society in general with the skills, the ideas and the necessary scientific knowledge to live and work in a satisfactory and caring way in a world that is continuously changing socially and technically.

Consequently, in compliance with the aforementioned regulations, both parties sign the present agreement in accordance with the following clauses:

## **CLAUSES**

1. Object. External internships undertaken by students of the URV at the collaborating entity are intended to enable students to apply and expand upon the knowledge that they have acquired during their academic training and to acquire learning outcomes that will prepare them for their chosen professional careers, increase their employment prospects and foster their entrepreneurial skills. The purpose of the internship may also be to allow students to write their bachelor's, master's or doctoral degree thesis.

2. Nature of internships. The internships discussed in the present agreement are strictly academic in nature. This means that there is no contractual employment relationship between the student and the collaborating entity. All activities must be appropriate and relevant to the students' knowledge, abilities and competencies, and the activities may not be used under any circumstances to substitute the work carried out by contracted employees.

3. Types of internship. External internships may be curricular or extracurricular depending on the nature of the agreement between the collaborating entity and the URV faculty or school, the URV's Postgraduate and Doctoral School or the URV Foundation at which the student is studying (hereafter, URV centre). Curricular internships consist of regulated and tutored activities that form part of the course curriculum. Extracurricular internships consist of voluntary activities undertaken by students during their training and have the same objectives as curricular activities. However, they do not form part of the course curriculum as a specific internship subject, which in turn means that students do not receive an academic grade.

4. The specific agreement. The student assigned to a particular internship project and the specific nature of the project must be laid out in a specific internship agreement that will be attached as an annex to the present agreement. This specific agreement must be drafted using the template established for this purpose. The specific internship agreement must be signed by the parties to the present agreement. After being informed of his/her rights and obligations, the student must also sign the specific internship agreement and in doing so accepts the conditions and commitments specified in the internship project, in the present agreement, in the URV's Internship Regulations and in all other general regulations that govern internships undertaken by university students.

In the exceptional case of curricular internships for faculties, schools or degrees that involve multiple internships during an academic year, a specific agreement can be signed that is different from the established model and which specifies the number of students and tutors, and the other general features of the internships. This specific agreement must be attached to this agreement as an appendix, in compliance with the

stipulated model, and will substitute the standard model. This specific agreement must be signed by the organisations.

5. Assignment and selection of students. Students must be selected and assigned to an internship at the collaborating entity in accordance with the procedure established by each URV centre.

The student's requirements and all other conditions relating to the internship programme may not contravene under any circumstances the current regulations, which must also be applied in all circumstances not covered by the present agreement.

6. The training project. The training project agreed between the URV centre and the collaborating entity must specify the exact nature of the internship for each student and set the educational objectives, the activities that the students must undertake and the learning outcomes that they are expected to acquire. It must also describe how the internship will be coordinated, monitored and evaluated.

7. Funding and compensation for expenses. In compliance with the URV's Regulations governing internships, any financial remuneration students may receive from the collaborating entity will always be in the form of a study grant and/or travel/subsistence expenses. If necessary, the quantity and manner of payment will be specified in the specific agreement for each internship.

8. Affiliation of students to the Social Security. The social protection of the internship students is covered by the obligatory affiliation to the Social Security system, in compliance with the prevailing legal system. Despite the academic nature of the internships, according to additional provision 52 of legislative Royal Decree 8/2015, of 30 October, which approves the revised text of the General Social Security Law, students shall be regarded as employees for the purpose of affiliation to the Social Security system. They will enjoy the full protection of this system, with the exception of unemployment benefit and the Salary Guarantee Fund and Vocational Training. For non-remunerated internships, the benefit for temporary incapacity due to common contingencies is also excluded.

It is agreed that, in non-remunerated internships, the URV is responsible for complying with all the Social Security obligations considered in the paragraph above. To this end, the collaborating entity agrees to inform the teaching centre every month of the number of days worked by every internship student.

In remunerated internships, the entity or organisation that finances the internship programme must act as the employer and, as a result, be responsible for the rights and obligations established in the General Social Security System. In particular, the entity must register the student with the Social Security before the start of the internship and pay the corresponding contributions in accordance with the regulations.

9. Occupational risk and civil liability insurance. For its part, the collaborating entity states that it will comply with the current regulations governing health and safety in the workplace, and agrees to provide the student with the necessary means of protection for preventing accidents.

In all circumstances, however, student internship activities are expressly covered by the URV's collective civil liability insurance policy.

10. Duties of the collaborating entity. Every time an internship project is agreed on by the parties, the collaborating entity agrees to:

- a) Receive the student in an appropriate manner and provide him/her with all necessary information relating to the internship programme.

- b) Provide the students with all the resources needed to carry out the tasks that have been assigned to them.
- c) Inform the student, in writing, of the internal regulations in force at the place of work.
- d) Execute the training project and comply with the conditions established in the specific internship agreements and, if necessary, communicate any changes.
- e) Pay any agreed study grants directly to the student in the manner established by the specific internship agreements and comply with the applicable fiscal and social security regulations.
- f) In the event that the internship is not remunerated, inform the teaching centre on a monthly basis of the number of days worked by the student.
- g) Appoint a professional internship tutor from among the members of staff who work at the centre, unit or department of the collaborating entity where each student is engaged in internships. This tutor will supervise and evaluate the student's activities and training.
- h) Inform the professional internship tutor of the specific conditions and characteristics of the student's internship and of the tutor's rights and obligations regarding the supervision, training and evaluation of the student.
- i) Inform the academic tutor at the URV if the internship is prematurely terminated due to unforeseen circumstances.
- j) Issue, at the request of the student, a certificate that accredits the nature of the student's internship and the student's level of achievement.

Notwithstanding the aforementioned commitments, professional internship tutors have the rights and obligations stipulated in article 11 of Royal Decree 592/2014, of 11 July, which regulates external academic activities undertaken by university students.

11. Commitments of the faculty/school. The faculty/school agrees to:

- a) Specify and define, with the support of the collaborating entity, the nature of the internship project that the student is to undertake.
- b) Appoint an academic internship tutor from among the members of its teaching staff. The academic internship tutor will, in conjunction with the professional internship tutor, supervise the internship project to determine the student's level of achievement. In the case of curricular internships, the academic internship tutor will also evaluate the student's performance and award him/her an academic grade.
- c) Inform the student of his/her rights and obligations while undertaking the internship project at the collaborating entity.
- d) Issue, at the request of the professional internship tutor, a certificate accrediting the professional tutor's role in providing tuition and supervision during the student's internship programme.

Notwithstanding the aforementioned commitments, academic internship tutors have the rights and obligations stipulated in article 12 of Royal Decree 592/2014, of 11 July, which regulates external academic activities undertaken by university students.

12. Student rights. Students engaged in internships have the rights stipulated in article 9.1 of Royal Decree 592/2014, of 11 July, which regulates external academic activities undertaken by university students. Specifically, they have the right to engage in the activities relating to their academic and professional training and in activities concerning representation and participation, provided that they give sufficient notice to the collaborating entity. In particular, students have the right to be absent from the place where they are engaged in their internship if they need to:

- a) Attend tutorials or examinations.
- b) Attend activities organised by URV entities in which the student is required to participate or to act as a representative.
- c) Attend a medical appointment.
- d) Attend to personal situations or attend any other academic activities required by their URV tutors.

In the case of curricular internships, the academic tutor and the professional tutor must agree on the manner in which the student will make up for or compensate any hours that he/she has missed as a result of formal leaves of absence or absences due to illness or accident. When making this decision, the academic tutor and the professional tutor must take into account specific circumstances that led to the absence and the extent to which the student has achieved or will achieve the objectives of the internship project.

13. Student obligations. Students must also comply with the obligations stipulated in article 9.2 of Royal Decree 592/2014, of 11 July. In particular, they must:

- a) Start the internship on the agreed day and comply with the timetable established in the agreement.
- b) Immediately inform the academic internship tutor of any incident that affects the execution of the internship (e.g. withdrawal by the student, unsuitability of the internships, lack of a tutor, etc.).
- c) Carry out their internship in accordance with the instructions of the professional tutor and the pre-agreed training programme.
- d) Respect the internal rules and regulations of the collaborating entity and in particular maintain professional secrecy and under no circumstances use or disclose to third parties any information relating to the company or entity or its activities to which the student has had access during the internships, without authorization from the company or entity.
- e) Present any reports required regarding the execution of the internship and complete any satisfaction questionnaires that may be required of him/her.

14. Protocol for prevention and action in the field of gender-based and anti-LGBTI violence. The URV has a protocol that must be respected by the collaborating entity that can be consulted [on the URV's website](#). The collaborating entity agrees to notify the URV at once if there is any conflict or violence of this type so that the appropriate measures can be taken.

15. Incident management and early termination of the agreement. Any dispute that may arise during an internship programme should be resolved by mutual agreement between the parties. If this is not possible, either of these parties may make a written request for the premature termination of the internship programme. This written

request must state the party's reasons for wishing to terminate the programme and must be sent to the other party and to the student. The student may also submit a written request for the premature termination of the internship programme to both parties.

As far as possible, both parties agree to resolve amicably any dispute, discrepancy or complaint that may arise between the two parties that is the result of the execution or interpretation of the present agreement. If this is not possible, the matter will be resolved by the courts and tribunals of Tarragona.

16. Confidentiality and personal data protection. The signatory parties declare and guarantee that the personal data related to the signing of this agreement and the subsequent management of the activities derived from it, will be processed in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April, 2016, relating to the protection of natural persons with regard to the processing of personal data and the free movement of such data and the other regulations that are applicable.

Both parties agree not to use these data for any purpose other than for carrying this agreement into effect, not to pass the data onto third parties without the consent of the interested parties, and to comply with the security measures and other obligations deriving from the legislation regarding the protection of personal data.

Additionally, in the event that the agreement requires the personal data for which one party is responsible to be processed by the other, the corresponding data controller appendix needs to be signed to determine the conditions under which this processing must be carried out.

With regard to the personal data processed by the URV for the purposes of entering into this agreement, in accordance with the provisions of the current legislation on the protection of personal data applicable to the URV, it is reported here that only those data were processed that were required to comply with and carry out the obligations derived from it.

Data subjects have the rights of access, rectification, erasure, portability, limitation and opposition to processing and can exercise these rights by writing to the General Registry of the URV at the address of its registered headquarters or submitting the request to the University's General Registry in person or online as described at <https://seuelectronica.urv.cat/registre.html.urv>.

Data subjects can consult additional information about the processing of their personal data known as *Institutional Agreements* and their rights at the URV's Record of Processing Activities published at <https://seuelectronica.urv.cat/rgpd> where they can also consult the URV's Privacy Policy. They can also ask our data protection officers any questions they may have about personal data protection at the email [dpd@urv](mailto:dpd@urv).

17. Intellectual and industrial property. The student, as author, has the intellectual property that derives from the results of his internship report, an academic activity that can be the subject of evaluation, for the purposes of grading the subject of which the internship is a part. The collaborating entity can make no use of them (reproduce them, transform them, etc.) without the express consent of the student.

If the student's internship gives rise to a new product, which depends on knowledge acquired within the collaborating entity or the use of resources provided by it, the intellectual property rights will be owned or jointly owned by the student and the collaborating entity. If this new product is to be marketed, the student and the collaborating entity must agree beforehand, in a separate document, on the conditions for doing so.

18. Validity, monitoring and termination of the agreement. This agreement will come into force from the moment in which it is signed, it will have a duration of four years and it may be extended by addenda. The extensions may not exceed a total period of four years.

The entities must appoint the most appropriate person or persons to ensure that the agreement is monitored, supervised and complied with. These people will also be responsible for ensuring that the agreement is correctly executed.

This agreement may be terminated if the activities that are the object of the agreement are completed or if there is cause for the agreement to be rescinded. Causes of rescission are:

- a) The expiry of the agreement without any extension being agreed upon.
- b) The unanimous agreement of all signatories.
- c) The non-compliance with the obligations and commitments assumed under the agreement by one of the parties.

In this last instance, any of the parties may notify the non-compliant party that it has a certain period to comply with the obligations and commitments. This requirement must be communicated to the individual responsible for the mechanism regarding the monitoring and control of the execution of the agreement and to the other parties.

If this period expires without the necessary compliance, the party that made the original notification must inform that other signatories that the agreement has been rescinded. If the agreement is terminated in this manner, any parties that consider themselves to have suffered damages as a result may seek compensation from the other non-compliant parties.

- d) A legal declaration that the agreement has been annulled.
- e) A unilateral decision by either of the parties notified in writing three months before the date of rescission.
- f) Any cause other than those listed above envisaged in the present agreement or in other laws.

In all cases, all the tasks and commitments agreed on in the specific agreements and which are in progress at the time of termination of the present agreement must be completed.

19. Publication of the agreement. This document will be published on the Transparency Portal of the URV in accordance with article 8 of Law 19/2014, of 29 December, regarding transparency, access to public information and good government.

And, in witness whereof, the parties sign the present agreement.

Head of the Student Office  
at the Universitat Rovira i Virgili  
(as authorised by the rector in the  
resolution dated 13 July 2022)  
[signature]

The «Càrrec\_Rep» of the  
«Nom\_Entitat»  
[signature]



**UNIVERSITAT  
ROVIRA i VIRGILI**

*(logo of the collaborating entity)*

**MODEL ANNEX TO THE EDUCATIONAL COOPERATION AGREEMENT REGARDING  
EXTERNAL INTERNSHIP PROGRAMMES**

**SPECIFIC INTERNSHIP AGREEMENT BETWEEN THE UNIVERSITAT ROVIRA I  
VIRGILI AND [name of the collaborating entity]**

**BY AND BETWEEN**

On the one hand, Mr/Ms. [full name of the person responsible for the faculty/school], [position] of [if it is the URV: *faculty/school* of the Universitat Rovira i Virgili (hereafter, URV) / if it is the FURV: Lifelong Learning Centre of the URV Foundation (hereafter, FURV), an institution belonging to the URV, [if it is the URV: as authorised by the rector in the resolution dated [date of the resolution] / if it is the FURV: by the powers granted in public deed on May 29, 2019 before the notary Martín Garrido Melero and according to article 6.2 of the Statutes of the FURV]. The URV's address is C/Escorxador, s/n, post code 43003 Tarragona, and its tax identification number is Q9350003A.

And on the other, Mr/Ms [full name of the representative of the signatory collaborating entity], [position] of [name of the signatory collaborating entity] (hereafter, the collaborating entity). The [acronym of the signatory collaborating entity] is domiciled at [street], no. [...], post code [...], in [town] and its tax identification number is [...].

Both parties declare under their own responsibility that they have the necessary legal capacity to sign the present agreement and that, in compliance with the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council, of 18 July 2018, there is no conflict of interest.

**CLAUSES**

ONE: In the frame of the educational cooperation agreement signed by both entities on [...], both parties agree that the student whose details are provided below will undertake an internship project with the following characteristics:

STUDENT WHO IS TO UNDERTAKE THE INTERNSHIP		
Full name:		Tax identification number:
Date of birth:	Telephone:	Email:
Course:		
Postal address:		

COLLABORATING ENTITY	
<b>Professional tutor:</b>	
Position or role of the professional tutor:	
Telephone:	Email:
<b>Person responsible for administering the internship:</b>	
Telephone:	Email:

<b>FACULTY/SCHOOL</b>	
<b>Academic tutor:</b>	
Department:	
Telephone:	Email:
<b>Person responsible for administering the internship:</b>	
Telephone:	Email:

<b>INTERNSHIP PROGRAMME</b>	
Address of the place where the internship will take place:	
Unit, department or ambit of work (if necessary):	
Type of internship:	
(Only to be completed for curricular internships) Subject: _____ Number of credits:	
Start date of internship:	End date of internship:
Timetable (indicate hours and days of the week): _____. Total duration of the internship programme at the collaborating entity: _____ hours	
[FOR NON-REMUNERATED INTERNSHIPS] This internship programme does not require the collaborating entity to make an economic contribution in the form of a study grant or bursary.	
[FOR REMUNERATED INTERNSHIPS] Contribution of the collaborating entity in the form of a study grant: _____ (state the amount) € _____ (state frequency: monthly, weekly, daily, hourly, single payment, etc.)	

TWO. According to additional provision 52 of Royal Legislative Decree 8/2015, of 30 October, which approves the revised text of the General Social Security Law,...

[FOR NON-REMUNERATED INTERNSHIPS] ...given that the student does not receive a payment in the form of a study grant from the collaborating entity, the parties agree that the University is responsible for paying all Social Security contributions (registered in the same category as an employee in the general system of the Social Security).

[FOR REMUNERATED INTERNSHIPS] ...given that the hosting entity give students financial compensation in the form of a scholarship or a study grant, it shall also be responsible for paying all Social Security contributions (registered in the same category as an employee in the general system of the Social Security).

THREE. The internship programme agreed by the URV centre and the collaborating entity has the following characteristics:

<b>EDUCATIONAL OBJECTIVES OF THE INTERNSHIP PROGRAMME</b>
<i>Indicate the overall objective of the internship programme.</i>
<b>COMPETENCES TO BE ACQUIRED BY THE STUDENT</b>
<b>Specific, transversal and core competencies:</b> <i>Indicate the competencies according to type.</i>
<b>INTERNSHIP ACTIVITIES TO BE UNDERTAKEN BY THE STUDENT</b>
<i>Describe the specific tasks that the student will undertake.</i>
<b>COORDINATION AND SUPERVISION OF THE INTERNSHIP</b>
During the internship programme the student must be regularly supervised by the professional tutor and the academic tutor. To supervise the internships, the tutors must work together to determine and agree on the nature of the training project, to monitor both the student's progress and any possible issues that may arise and, finally, to assess the internship and collate the reports on which the student's final

evaluation will be based, if appropriate.

### EVALUATION OF THE INTERNSHIP

The academic tutor will evaluate the internship academically in accordance with the procedures established by the [University or the Lifelong Learning Centre of the URV Foundation]. The grade awarded for curricular internship will be based on, among other elements, the final reports written by both the professional tutor and the student. Doctoral degrees will be graded on the bases of the Doctoral Student Activities Document (DAD). The University may also conduct quality surveys to determine levels of satisfaction with the internships.

FOUR. The internship project to be undertaken by the student has been agreed on by the URV faculty/school and the collaborating entity.

The student signs this agreement in full knowledge of his/her rights and obligations and agrees to:

1. Undertake the internship under the conditions stipulated in the training project.
2. Carry out the activities stipulated in the project and to comply with the obligations specified in the educational cooperation agreement between the URV and the collaborating entity.
3. Follow the instructions of the professional tutor at the collaborating entity and comply with the internal regulations of the entity.
4. Maintain professional secrecy and confidentiality regarding all information that he/she receives during the internship programme at the collaborating entity, and not to reveal this information or reproduce in any way outside the collaborating entity or outside his/her meetings with the academic tutor.
5. Authorise the processing of his/her personal information solely for the purposes of administering the agreement and the subsequent internship programme.

<b>Information on personal data protection</b>	
<b>Data Controller</b>	The controller of all personal data is the Universitat Rovira i Virgili, tax number Q9350003A, with its registered headquarters at Carrer de l'Escorxador, s/n, 43003 Tarragona.
<b>Purpose</b>	To manage the external academic internships of Universitat Rovira i Virgili students in collaborating institutions.
<b>Rights</b>	Data subjects have the rights of access, rectification, erasure, portability, limitation and opposition to processing and can exercise these rights by writing to the General Registry of the URV at the address of its registered headquarters or submitting the request to the University's General Registry in person or online in accordance with the procedure described at <a href="https://seuelectronica.urv.cat/registre.html.urv">https://seuelectronica.urv.cat/registre.html.urv</a> .
<b>Further information</b>	Data subjects can find additional information about the processing of personal data in the document entitled <i>Management of external internships</i> and about their rights at the URV's Processing Activities Registry, which is published at <a href="https://seuelectronica.urv.cat/rgpd">https://seuelectronica.urv.cat/rgpd</a> , where they will also find the Privacy Policy of the URV. They can also ask our data protection officers any questions they may have about personal data protection at the email <a href="mailto:dpd@urv">dpd@urv</a> .

And, in witness whereof, the parties sign three identical versions of this agreement in the place and on the date specified below, with one version for the University, one version for the collaborating entity and one version for the student.

Tarragona, \_\_\_\_\_ (day) \_\_\_\_\_ (month) 20\_\_\_\_\_

[*position*] of the  
[Universitat Rovira i Virgili /  
Universitat Rovira i Virgili  
Foundation]  
[signature]

The [position] of the  
[*name of the collaborating  
entity*]  
[signature]

The Student  
[signature]

**V20240223**