#### ANNEX IV

**AGREEMENT TO UNDERTAKE AN EDUCATIONAL COOPERATION PROGRAMME BETWEEN THE …………………………………… CENTRE OF THE UPV/EHU AND THE PARTNER ORGANIZATION …………………………………**

Mr/s ………………………………………………………………………………… (member of the Management team or the Dean’s Office)…………………………………………………………………………………………………………………………………………………

And Mr/s ………………………… (position) ………………………… of the organization)…………………………………………………

Hereby sign this Educational Cooperation Agreement in accordance with the provisions of Royal Decree 592/2014, of 11 July 2014, regulating the external academic internships of students at the university, and the UPV/EHU Regulation governing External Academic Internships for Students.

1. Details of the student participating in the programme:

Mr/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID document number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Internship mentor at the organization, Mr/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Tutor at the university, Mr/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Person responsible for the Internship Programme, Mr/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Educational Project:

1. Educational objectives:

|  |
| --- |
| **BASIC, GENERIC AND/OR KEY SKILLS TO BE ACQUIRED BY THE STUDENT** |
| 1-  2-  (…) |
| **SPECIFIC SKILLS TO BE ACQUIRED BY THE STUDENT** |
| 1-  2-  (…) |
| **LEARNING OUTCOMES:** |
| 1-  2-  (…) |

1. Activities or tasks to be undertaken:

|  |
| --- |
| **Description of the activities or tasks to be undertaken** |
| 1- |
| 2- |
| (…) |

6. Place where the internship will be undertaken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Duration and timetable of the programme

Total hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start and end dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timetable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. The student may take leave of absence from their internship to sit examinations, duly notifying the internship mentor of this fact at least three days in advance. Any other absence for academic or other reasons must be notified to the mentor and the tutor as soon as possible, and should be authorized, wherever applicable, by the tutor.

9. The student will comply with the security measures and instructions provided on the use of computer resources, access to information and safeguarding of documents, as well as the security of the facilities.

10. The signing of this Agreement implies the authorization by the holders for their personal data to be transferred and processed for the exclusive purposes of the Agreement, and in accordance with the provisions of Organic Law 3/2018, of 5 December 2019, on the Protection of Personal Data and the guarantee of digital rights, and with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation). Under no circumstances may the data be used for any other purpose than those established in this Agreement and, where applicable, the corresponding Annex. Personal data will not be transferred or communicated to third parties except where absolutely necessary for the proper support, development, control and fulfilment of the relevant purposes, or in the cases envisaged by current legislation. The owners of the data may exercise their rights of access, rectification, erasure and portability of their data; to limit or oppose their processing, and the right not to be subject to decisions based solely on the automated processing of their data, where applicable, by writing to the University of the Basque Country (Euskal Herriko Unibertsitatea), for the attention of the Data Protection Officer, Barrio de Sarriena s/n, 48940 Leioa (Bizkaia), or to the email address [dpd@ehu.eus](mailto:dpd@ehu.eus). Likewise, the parties undertake to adopt the necessary technical and organization measures to guarantee the security of personal data and prevent its alteration, loss or unauthorized processing or access, taking into account the state of the technology, the nature of the data stored and the risks to which they are exposed, whether these risks stem from human action or the natural physical environment.

11. The signatory parties undertake to maintain confidentiality and professional secrecy in relation to the internal information of the partner organization, refraining from disclosing, communicating or informing third parties of the information to which they become cognisant during the internship, either before, during or after this period.

12. With regard to the parties’ rights and responsibilities, these should at all times comply with the provisions of the UPV/EHU Regulation governing External Academic Internments for Students.

13. In the event of any incidents during the internship or in relation to compliance with the Agreement, a Monitoring Committee comprising an equal number of members from each party will be established, which will be responsible for resolving them. Once this Committee has been set up, its chair will alternate between the signatory parties.

14. In the event of the early termination of an internship, in cases where there has been a breach of the responsibilities envisaged for the student in Article 10 of the UPV/EHU Regulation governing External Academic Internships for Students, the UPV/EHU or the partner organization must inform the Monitoring Committee, which should issue its decision on the early termination within a maximum of ten days.

15. This Educational Cooperation Agreement will remain in force during the internship period and will be conditional in all cases upon compliance with the minimal requirements regulated by Article 5.3 of the UPV/EHU Regulation governing External Academic Internships for Students.

16. Total financial aid package: \_\_\_\_\_\_\_\_\_\_\_\_\_€.

The partner organization should pay the amount established in the Financial Aid Package directly to the student by whatever means it deems appropriate and should also comply with the relevant tax obligations.

Likewise, the partner organization should comply with the Social Security contribution obligations.

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| The University  (signature and stamp) | The Partner Organization  (signature and stamp) | Student |