**Specific Agreement for UIB Students to Undertake External Academic Curricular Placements on the** (specify degree) programme at (state name of the other party)

### Between

On the one hand, the Pro-Vice-Chancellor for Student Affairs at the University of the Balearic Islands (hereinafter, the UIB), the lecturer Carmen Touza Garma, as delegated by the President and Vice Chancellor of the UIB, via Executive Council Agreement of 20th June 2017, by virtue of what is set out in Article 38.2 of the Statutes, approved by Decree 64/2010 of 14th May (BOIB no. 76 of 22nd May).

##### And, on the other, Mr/Ms «insert representative name», holding ID number «insert number», on behalf of the institution «insert institution name» (hereinafter the collaborating institution), with tax ID number «insert number» and registered address at «insert address» postcode «insert postcode», in «insert town».

Both parties mutually acknowledge their sufficient authority to sign this agreement and

### Whereas

**I.** The Student Statute approved by Royal Decree 1791/2010 of 30th December respectively acknowledge in Articles 8 and 9 the specific right of undergraduate students to ‘have the possibility of undertaking curricular or extracurricular placements that may take place at external institutions and centres, structures or services at the university, as per the planned method and ensuring they serve their training purpose’ (letter f) and to ‘have effective, academic and professional tutoring […] on external placements as set out in the curriculum’ (letter g). In turn, Article 24 in the Statute governs external academic placements, the type and general features, as well as the duration of placements for all students enrolled in any programme taught by universities or affiliated centres.

**II.**The UIB External Placement Management Regulations for students at companies or institutions (Appendix to Regulatory Agreement 11124/2014 of 19th September—FOU no. 405 of 17th October) (hereinafter, the UIB Placement Regulations) set out in Article 1 that external academic placements comprise a training activity undertaken by university students and supervised by the UIB whose purpose is to enable students to apply and supplement the knowledge acquired in their academic training, helping them to acquire skills that better prepare them for professional practice and facilitate employability.

**III**.The University Statutes state in Article 147.1 that the UIB shall promote an appropriate policy of agreements with institutions and companies.

**IV**.(Insert a description of the institution: features).

**V.** Both parties are interested in developing this specific collaboration agreement with regard to running external academic curricular placements by students on official UIB undergraduate and/or postgraduate degree programmes.

Therefore, in light of the above, the parties

###### Hereby agree

**One. Purpose of the Agreement**

The purpose of this agreement is to establish the framework governing the collaboration between the UIB and the collaborating institution to enable external placements to be undertaken as per the specific terms and conditions set out in Appendix 1 to this agreement:

Method: Curricular Placements. Those undertaken by students as integral academic activities on their curriculum.

**Two. Purpose of the Placements**

In accordance with what is set out in the UIB Placement Regulations, the purpose of external placements is to:

a) Contribute to and supplement students’ comprehensive learning by combining theory and practice

b) Help gain knowledge of the proper working methodology for real-life work where students have to participate, contrast and apply their acquired knowledge and skills

c) Boost the development of technical, methodological, personal and participatory skills

d) Obtain practical experience that helps when students join the job market and improves their future employability

e) Favour the values of innovation, creativity and entrepreneurship.

**Three. Student External Academic Curricular Placement Framework**

1. The characteristics of UIB external placements are governed by the UIB Placement Regulations.

2. Students taking part in external placements shall comply with the requirements set out in Article 3 of the UIB Placement Regulations.

In accordance with the training project and features of the corresponding study programmes, participants shall undertake the inherent duties of the professional profile relating to the programme they are taking, as per the placement plan that each student must produce, within the context of the general placement institution and with guidance from UIB placement tutors and placement centre supervisors

3. Students on placements shall have two tutors: an academic tutor at the UIB and a tutor at the collaborating institution.

a) The academic tutor shall be a UIB lecturer who will have the rights and duties set out in Articles 13 and 15 in the UIB Placement Regulations

b) The tutor from the collaborating institution shall be an individual linked to it, with professional experience and the necessary knowledge to undertake effective tutoring, and will have the rights and duties set out in Articles 9 and 16 in the UIB Placement Regulations.

The tutor from the collaborating institution shall have the right to be awarded an accreditation certificate for the work performed

4. After the external placements are completed, the UIB shall, upon request by students, issue a document that accredits—and must at least contain—the aspects set out in Article 14.4 in the UIB Placement Regulations

5. Students have the right to sit the corresponding examinations on their enrolled study programme and the collaborating institution has the obligation to grant them the necessary permission to sit the aforementioned examinations

6. The corresponding appendix (2A) shall be signed before the placements begin, according to the placement type students must undertake, and state: the placement type and specific conditions of each placement plan. This appendix shall be signed by the institution tutor, the UIB tutor and the student. Notwithstanding this, for those degree curricular placements where the curriculum sets out curricular placements in more than one academic year, or which have a group nature, the faculties or centres responsible for these degree courses shall determine the appendix template stating the placement type and the specific conditions for each placement plan.

**Four. Rights and Duties of Students on Placements**

When undertaking external academic curricular placements on official or UIB-specific undergraduate and/or postgraduate programmes at the UIB, students shall have the rights and duties set out in the UIB Placement Regulations.

**Five. Students on Placements**

The collaborating institution may host a maximum of <<insert number of students>> students. Where applicable, this may be reviewed every year by the monitoring committee for the present agreement and, where necessary, this number may be increased, via an appendix to the present specific agreement.

**Six. Social Security System**

1. The performance of external academic curricular placements on official or UIB-specific undergraduate and postgraduate programmes at the UIB shall align what is set out in additional provision 52 of Royal Decree-Law 2/2023 of 16th March on Urgent Measures to Extend the Rights of Pensioners, Reduce the Gender Gap and Establish a New Sustainability Framework for the Public Pension System

2. The social security obligations for unpaid curricular training placements shall be covered by the ‘UIB/company’. For paid training placements, the social security obligations shall be covered by the institution or organisation funding the training programme

3. Where the Spanish government grants a moratorium for social security obligations, the paragraph above shall not apply for as long as said moratorium remains in force

4. The performance of the placements mentioned in the previous paragraph may not give rise to the replacement of other members of staff in the workplace

5. Where students join the workforce at the collaborating institution at the end of their studies, the placement period may not be used to calculate seniority or to exempt them from a trial period, except where the applicable collective agreement expressly stipulates different terms.

**Seven. Training Project**

In accordance with what is set out in Article 7.2.a of Royal Decree 592/2014 of 11th July, the training project for the placements to be undertaken by students is included in Appendix 2A. This project may be subject to any necessary changes based on the circumstances of students on said project.

**Eight. Monitoring Committee**

1. A monitoring committee shall be formed, comprising two representatives from the UIB and two from the collaborating institution

2. The monitoring committee shall coordinate relations between the UIB and the collaborating institution indicated in the performance of this agreement. In turn, it shall resolve any issues of interpretation and compliance that may arise concerning the current agreement

3. In any event, and where it is relevant to do so, before submitting any disputes to the ordinary jurisdictional authorities, reconciliation shall be attempted by the aforementioned committee.

**Nine. Data Protection**

As supervisors for the performance of the purpose of this agreement, both parties undertake to keep any information obtained absolutely confidential, and not use it for any other purpose than the one established in this agreement.

The signatories undertake to comply with the terms set out in European Regulation (EU) 2016/679 on the Protection of Natural Persons with Regard to the Processing of Personal Data and on the Free Movement of Such Data, and Organic Law 3/2018 of 5th December on Personal Data Protection and Guarantee of Digital Rights (LOPDGDD).

The individuals whose data are subject to processing may exercise their rights by addressing the following bodies:

* UIB Data Protection Officer: Catalina A. Pou Rayas, e-mail: <dpo@uib.cat>
* (Data Controller, or, where applicable, Data Protection Officer of the other party and e-mail).

In turn, the parties undertake to adopt the necessary technical and organisational measures to ensure the security of the personal data and avoid any alteration, loss or unauthorised access.

**Ten. Processing of Student Personal Data by Collaborating Institutions**

For the performance of this specific placement agreement, the University of the Balearic Islands shall provide access to personal data for staff at the collaborating institution. These data may refer both to students and lecturers.

The aforementioned access shall represent a personal data processing activity by the collaborating institution, which shall be governed by the following principles:

1. Data on UIB lecturers shall only be identifying information and solely used to facilitate contact between staff at the collaborating institution and UIB tutors
2. Data on students on external placements may be identifying, contact and academic information, as well as accredit that said students have not received a firm sentence for committing any crime against sexual freedom and integrity
3. The collaborating institution undertakes to use the data provided by the University of the Balearic Islands in accordance with the planned purpose. For this reason, it may not use said data for any other purpose or provide them to third parties
4. The personal data must be deleted after placements end. Nevertheless, the data may be retained due to legal requirements or to comply with an activity in the public interest
5. The University of the Balearic Islands will supply the data to the collaborating institution via e-mail, in a hard copy or in digital format. The collaborating institution undertakes to adopt the necessary technical and organisational measures to ensure the security of the personal data and avoid any alteration, loss or unauthorised access.

With regard to UIB students undertaking their external placements whose tasks include the processing of personal data from the collaborating institution, this access shall represent a data processing activity by the University of the Balearic Islands, performed via students on placements, and be governed in accordance with the following terms:

1. Before joining the collaborating institution, the university shall ensure students on placements commit to processing personal data on lecturers and students solely for the purpose of performing external placements. Students shall not provide said data to third parties by any method and or retain them after the placement finishes
2. Before students join the collaborating placement institution, the university shall also inform them about:
	1. Their personal data processing responsibilities. In general, taking photographs, videos, sound recordings or similar linked to placements is prohibited. This practice may only be allowed where the collaborating institution exceptionally authorises it, provided that the purpose is justified as suitable, in accordance with this agreement and the relevant data protection regulations
	2. The obligatory nature of obtaining authorisation from the collaborating institution to access documents or media containing personal data, such as records, lists, computer applications etc.
	3. The obligation to keep information and personal data they are made aware of during the performance of the external placements confidential.

Staff at the collaborating institution who supervise students on placements in accordance with this agreement shall, as far as possible, limit the access of said students to personal data that are not required to undertake their duties.

UIB tutors are not authorised to process personal data on staff at the collaborating institution in accordance with this agreement. Any use of personal data for academic or research purposes, taking advantage of students undertaking placements (research, undergraduate, master’s assignments, etc), must have the corresponding legal authorisation and obtain, where necessary, consent from the individuals concerned.

The collaborating institution is responsible for processing personal data arising from this specific agreement. For this reason, it must comply with the legal obligations arising from the General Data Protection Regulation and, specifically, the duty to inform as set out in articles 13 and 14. For this purpose, it shall inform students via the form attached as Appendix 3.

**Eleven. Occupational Hazard Prevention**

The institution undertakes to comply with current legislation regarding occupational hazard prevention, inform students about the hazards to which they are exposed during the placement and provide them with the same means of protection as those required for any other worker at the institution. In turn, students undertake to respect the operating, security and hazard prevention regulations at the institution.

**Twelve. Term**

The present agreement shall come into effect on the date it is signed and be valid for four (4) years.

At any time before the end of the term set out above, the signatories to the agreement may agree to extend it for a further four (4) years. This agreement must be formalised in writing prior to the end date of the initially agreed term.

This notwithstanding, any of the signatories may terminate this agreement by duly notifying the other party one (1) month in advance of the proposed termination date. In any event, both parties undertake to respect the validity of the agreement until any ongoing placement comes to an end.

**Thirteen. Applicable Regulations**

Royal Degree 592/2014 of 11th July and Royal Decree 1493/2011 of 24th October, as well as UIB Placement Regulation (FOU no. 405 of 17th October 2014) governing the management of external placements for university students shall apply to whatever is not within the scope of this agreement.

**Fourteen. Dispute Resolution, Legal Framework and Applicable Jurisdiction**

This collaboration agreement is administrative in nature and shall be governed by the provisions herein and Preliminary Title, Chapter VI of Act 40/2015 of 1st October on the Legal Framework of the Public Sector, as well as other applicable administrative regulations, and the general principles of law.

This agreement does not fall under the scope of application of Article 6.1 of Act 9/2017 of 8th November on Public Sector Contracts since its content is not deemed a contract as per public sector contract legislation.

Disputes regarding the interpretation, amendment, performance and effects that may arise from enforcing the present agreement shall be resolved by the monitoring committee mentioned in clause eight. Where the parties fail to reach an accord, disputes shall be submitted to the jurisdiction of the administrative courts in Palma, the parties expressly waiving their right to any other corresponding jurisdiction.

**Fifteen.** **Agreement Termination and Dissolution Framework**

In accordance with Article 51 of Act 40/2015 of 1st October on the Legal Framework of the Public Sector, this specific agreement shall be terminated where the activities comprising its purpose are not fulfilled or are deemed to be a reason for dissolution.

The following are causes for dissolution:

1. The agreement term has reached its end without a renewal thereof being agreed
2. Both parties agree to terminate the agreement, which they must state in writing
3. Failure to comply with the obligations and commitments taken on by either of the signatories, which shall grant the other party the right to unilaterally terminate this agreement. The termination shall be effective within thirty (30) days following notification thereof
4. A legal ruling that invalidates the agreement
5. Any other cause not included in the above and set out in the agreement or other applicable laws
6. A statement by either party stating their wish to dissolve this agreement sent two (2) months in advance, without this affecting activities that have already started and are pending finalisation, or the settlement of the obligations taken on by each of the parties up to the time of dissolution
7. A sudden legal or material inability to comply with the clauses or content in this agreement.

Where this specific agreement is terminated for any cause set out herein, the monitoring committee shall set the deadline to finalise ongoing activities arising from it. This deadline shall not be extended.

**Sixteen. Amendment of the Agreement**

Amending the content of the present agreement shall require unanimous agreement of the signatories, in accordance with what is set out in Article 49.g) of Act 40/2015 of 1st October on the Legal Framework of the Public Sector, proposed by any of the parties and signed in the relevant amendment addendum, formalised before the end of the agreement.

Where any amendment accords are adopted, they shall be subject to ordinary processing by each of the parties.

**Seventeen. Accountability**

The University of the Balearic Islands shall make the agreement available to the public on the corresponding Transparency Portal, in accordance with active publicity obligations established in Article 8.1 b) of Act 19/2013 of 9th December on Transparency, Access to Public Information and Good Governance, and in compliance with Article 11.1 in Regulatory Agreement 13256/2019 of 8th November that approves Transparency Regulations at the University of the Balearic Islands.

**Eighteen. Designations**

All designations of governing bodies, representation, posts, duties and members of the academic community, as well as any that appear in this agreement in the masculine or feminine, shall be understood as referring without distinction to the individual in question, regardless of gender.

In witness whereof, with regard to each and every point listed in this agreement, both parties sign in duplicate in the location stated above and on the date stated in the most recent electronic signature.

|  |  |  |
| --- | --- | --- |
| On behalf of the institution,«institution representative» |  | On behalf of the University of the Balearic Islands,Carmen TouzaPro-Vice-Chancellor for Student Affairs |

**Diligence**

The present agreement was approved by the Executive Council on 31st May 2023 and ratified by the Governing Council on 14th June 2023, in accordance with what is set out in Articles 24.2.24 and 147.2 of the Statutes of the University of the Balearic Islands, approved by Decree 64/2010 of 14th May (BOIB no. 76 of 22nd May).

**Appendix 1. Specific Terms and Conditions for Students on the** (insert degree programme)

**Method: Curricular Placements.**

**One. Description**

These placements are regulated and supervised academic activities included in the curriculum. They may only be offered for undergraduate and postgraduate programmes that have included them on their curricula.

**Two. Student Requirements**

Those set out in the curriculum. Students must be enrolled on the External Placements subjects of their undergraduate course and meet the pre-requisites for said subjects.

**Three. Administrative Unit Responsible for Managing Placements**

The processing and management of agreements and placements will be carried out by the Centre for Postgraduate Studies / the UIB Doctoral School / UIBTalent / the relevant faculties or schools to which the courses are affiliated. (Specify the processing and management body in each instance.)

**Four. Student Selection**

This process will be carried out by the bodies designated for this purpose, as per the regulations of the Centre for Postgraduate Studies / the UIB Doctoral School / UIBTalent / the relevant faculties or schools to which the courses are affiliated.

The institution is expected to be able to host up to **XX** students.

**Five. Assessment**

The assessment of students’ curricular placements shall be carried out by the UIB tutor in coordination with the institution’s tutor, in compliance with the procedures established by the UIB and the criteria set out in the course guide for the relevant External Placements subject.

After the external placements are completed, the UIB shall issue a document that accredits—and must at least contain—the aspects set out in Article 14.4 in the UIB Placement Regulations.

**Six. Conditions: Duration, Period and Schedule**

Duration: as set out in each relevant curriculum and course guide.

Period: placements will be undertaken at the time scheduled in the curriculum for the programme.

Schedule: it will be specified for each individual case and authorised by the centre responsible for the placement. In general, the maximum number of hours per day that a student may do on a placement during the teaching period is five (5), except for those curricula which include intensive placements. This number may be increased to seven (7) hours a day during non-teaching periods, in which case the proportional increase shall be applied where there is a student bursary or grant.

In the event that exceptional circumstances arise, the duration and schedule may be arranged as per Article 21 subsection b of the UIB Placement Regulations.

**Seven. Financial aid**

There is no mandatory financial aid in place for these placements. Regardless of this, students may apply for any type of financial aid that is compatible with their status as students on a placement. In turn, the collaborating institution (specify the institution name) may choose to support the student through a grant.

**Eight. Insurance**

In the event of an accident, illness or family misfortune, students will be covered by a school insurance policy under the terms and conditions set out in current legislation. Students over 28 years of age will be covered by the health insurance taken out by the UIB. In addition, the UIB’s public liability insurance covers UIB students on a placement in the event of any injury or damage to third parties. Where placements are undertaken outside Spain, and the UIB does not have cover for them, a travel health insurance policy shall be mandatory and paid for by students, who must personally arrange it. The insurance shall at least cover the entire placement period and include personal civil liability, death and disability arising from an accident and, where applicable, repatriation assistance.

**Nine. Credit Recognition**

A number of credits, as well as the equivalent number of in-person hours at the collaborating institution set out in the course guide of the relevant curriculum, shall be granted for each placement.

Agreement No.: «insert agreement no.»

Training Project No.: «appendix number»

**Appendix 2A. Training Project for Undergraduate Curricular Placements on Official UIB Degree Programmes (insert programme)**

Mr / Ms <<uib tutor name>>, with e-mail <<xxxxxxx>>, tel. no. <<xxxxx>>, appointed to perform academic tutoring duties on the present external placement programme between the university and the institution «institution», who holds the post of <<post name>> in the Department of << department name>>, with the professional profile <<UIB professional profile>>.

Mr / Ms «institution tutor name»,with e-mail «tutor e-mail»,appointed by the institution «insert institution name», with registered address at «institution town», at «institution address»,tel. no. «institution tel.», to perform tutoring duties on the present external academic placement programme <<placement type>> between the university and the institution «institution name» who holds the post of <<post name>> at the institution, with the professional profile <<institution professional profile>>.

The student «insert name», holding ID no. «student ID», enrolled in the «student programme» at this university, who lives at «student address» in «student town», telephone number «student tel.» «student tel. 2» «student mobile»- «student e-mail».

With regard to external placement agreement number <<agreement no.>>, signed by the university and the institution <<institution name>>, they hereby declare that the curricular placement training project which the studentmust undertake is as follows:

1. Description of the placement to be undertaken by the student:

«job description»

1. Location where the placement will take place:

«job location» (state address and, where applicable, the department or similar)

1. Period during which the placement will take place:

«job period»

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **October** | **2024** |   | **November** | **2024** |   | **December** | **2024** |
| Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 1 | 2 | 3 |  |  |  |  |  |  |  | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | 29 | 30 | 31 |  |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 |  |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 | 31 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **January** | **2025** |   | **February** | **2025** |   | **March** | **2025** |
| Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|  |  | 1 | 2 | 3 | 4 | 5 |  |  |  |  |  |  | 1 | 2 |  |  |  |  |  |  | 1 | 2 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |  | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | 21 | 22 | 23 | 24 | 25 | 25 |  | 17 | 18 | 19 | 20 | 21 | 22 | 23 |  | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | 27 | 28 | 29 | 30 | 31 |  |  | 24 | 25 | 26 | 27 | 28 |  |  |  | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 31 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **April** | **2025** |   | **May** | **2025** |   | **June** | **2025** |
| Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  | 1 | 2 | 3 | 4 |  |  |  |  |  |  |  | 1 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 5 | 6 | 7 | 8 | 9 | 10 | 11 |  | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 12 | 13 | 14 | 15 | 16 | 17 | 18 |  | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 19 | 20 | 21 | 22 | 23 | 24 | 25 |  | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | 29 | 30 |  |  |  |  |  | 26 | 27 | 28 | 29 | 30 | 31 |  |  | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 30 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **July** | **2025** |   | **August** | **2025** |   | **September** | **2025** |
| Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |  | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|  | 1 | 2 | 3 | 4 | 5 | 6 |  |  |  |  |  | 1 | 2 | 3 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |  | 4 | 5 | 6 | 7 | 8 | 9 | 10 |  | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |  | 11 | 12 | 13 | 14 | 15 | 16 | 17 |  | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |  | 18 | 19 | 20 | 21 | 22 | 23 | 24 |  | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | 29 | 30 | 31 |  |  |  |  | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | 29 | 30 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*The external placement coordinator must be notified about any changes to the placement period concerning the number of effective days worked each month, or any workplace accident, absence or leave, at the shortest possible notice.*

1. Total number of hours in this period:

«hours»

1. Schedule:

«schedule»

1. Specific knowledge the student must possess to undertake the placement:

«specific knowledge»

1. Training to be acquired by the student undertaking the placement:

«acquired training»

1. Planned monitoring and guidance method for the student during the placement: «planned monitoring»

The characteristics of the present placement are determined by the UIB Placement Regulations.

What is set out in the curriculum specifications regarding the External Placements subject must also be planned with regard to curricular placements.

The UIB, institution and student undertake to comply with the respective obligations described and set out in chapter II of section II of the UIB Placement Regulations.

The validity of the placement is one academic year (within the stated period). Early termination of the placement, which may be requested by any of the parties, shall be justified as per what is set out in the UIB Placement Regulations where any of the following circumstances arise:

* Termination of activities by any of the parties
* Justified circumstances that impede the performance of the scheduled activities
* Mutual agreement between the parties
* Failure to comply with the agreement by any of the parties
* Specific withdrawal by the student or by the institution.

The institution undertakes to comply with current legislation regarding occupational hazard prevention, inform students about the hazards to which they are exposed during the placement and provide them with the same means of protection as those required for any other worker at the institution. In turn, students undertake to respect the operating, security and hazard prevention regulations at the institution.

The fact that the institution signs the present agreement does not mean any other commitments are taken on other than those stipulated. In accordance with applicable regulations, the relationship between the student and the institution is not an employment relationship.

On the days where students need to sit official examinations for their course, the institution undertakes to provide them with the full day off, even where the placement schedule does not coincide with the examination time or assessment test.

Observations:

 «observations»

Palma, «date English»

|  |  |  |
| --- | --- | --- |
| The tutor appointed by the institution, | Approved the tutor appointed by the UIB, | The student, |
| «institution tutor name» | «UIB tutor name» | «student name» |

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27th April 2016 on the Protection of Natural Persons with regard to the Processing of Personal Data and on the Free Movement of Such Data, and Organic Law 3/2018 of 5th December on Personal Data Protection and Guarantee of Digital Rights (LOPDGDD) (BOE no. 294 of 6th December 2018), the person concerned accepts that their personal details, as well as those that may be provided in the future, be included in a file entered in the Processing Activities Record held by «insert institution name», whose registered address is «institution address», «institution town» These data have been compiled by the institution in order to comply with the agreement entered into with the university. The person concerned may exercise their rights of access, rectification, erasure, portability, restriction and to object to the processing of data, as well as the right to not be subject to decisions based solely on the automated processing thereof, by writing to the registered office of the institution at the address listed. The person concerned undertakes to not disclose any information or personal data to which they may have access by virtue of this agreement to third parties, maintain said data absolutely confidential and solely supply the data to staff authorised by the company/institution by «institution name». The person concerned shall only have access to data of a personal nature that are necessary for carrying out the service defined in the agreement.

**Appendix 3. Data Protection Information**

Palma, \_\_ of \_\_\_\_\_\_\_\_\_\_ of 20\_\_

Palma, on the date stated in the electronic signature

I, <<student name>>, a student of legal age, holding ID number <<ID number>> and enrolled on the programme: <<programme name>>, hereby

**State that**

**1. I have been informed about the processing of my personal data as per the following terms:**

1.1. <<institution name>>, as processing controller, stores and uses my data in compliance with the agreement between the University of the Balearic Islands and <<institution name>> in accordance with article 6.1.c) or 6.1.e) of the GDPR

1.2. The University of the Balearic Islands, where I am undertaking my programme, provides my data in accordance with what is set out in the placement agreement. In turn, and where appropriate, according to the type of placement I am undertaking, I am aware that the corresponding certificate from the Central Registry of Sexual Offenders may be requested in compliance with the obligation set out in Article 13.5 of Organic Law 1/1996 of 15th January on the Legal Protection of Minors, which partially amends the Civil Code and the Act on Civil Procedure

1.3. The data subject to processing may be:

* Identifying: name and surnames; ID number (DNI, NIE or passport); postal address; e-mail; landline or mobile number
* Academic record: placement accreditation and assessment
* Where applicable, data relating to not having received a firm sentence for committing any crime against sexual freedom and integrity.

1.4. The appropriate data shall be sent the University of the Balearic Islands for the purpose of accrediting the effective performance of placement and collaborating in its assessment

1.5. The data shall solely be preserved for the time that is strictly necessary to comply with the purpose for which they were obtained and to determine any possible liability that may arise from this purpose and data processing

1.6. I have the right to request access to my personal data, their rectification, erasure, restriction and to object to their processing or to not be subject to a decision solely based on automated processing, including the establishment of profiles by writing and attaching a copy of my ID document, to:

* (Data Processing Controller or DPO at the institution)

1.7. I may submit a complaint to the Spanish Data Protection Agency over its e-services portal at the following address: <[https://www.aepd.es](https://www.aepd.es/)>.

1.8. In any event, I may consult data protection information at the University of the Balearic Islands on the following website: <<https://dpo.uib.cat>>.

**2. I have been informed about my obligations regarding data protection and security and, specifically, the following:**

a) All information relating to a natural person is deemed personal data. Therefore, the data for identified or identifiable individuals are personal data and I may not use them for purposes other than the performance of external academic placements. In general, taking photographs, videos, sound recordings or similar related to the placements shall be prohibited. However, <<institution name>> may authorise this activity, provided that its purpose is suitably justified and in accordance with the purpose agreed by the parties in this specific agreement. In addition, compliance with data protection regulations and, where applicable, childhood and adolescent protection must be guaranteed

b) Where placements are undertaken at a centre with minors, I am fully aware of the special protection required for their personal data

c) The obligation to keep the personal data I have access to during performance of the placement confidential, as well as the duty to solely use them for the inherent purposes of the placement, and not provide them to third parties by any method nor preserve them after my placement has finalised

d) The obligation to obtain <<institution name>> permission to access documents or media files (records, lists, computer applications, databases, etc.) containing personal data

e) The prohibition on identifying students or other natural persons by their name or surname or any other detail that could be linked to an identified or identifiable natural person in the academic documents generated as a result of the placements (assignments, reports, work, etc.)

f) The disciplinary consequences or any other repercussion possibly arising from a failure to comply with data protection regulations.

In witness whereof, I hereby sign the present document in the location stated above and on the date included in the most recent electronic signature.

The student,