

EDUCATIONAL COLLABORATION AGREEMENTS 2017 - 2018

1. DEFINITION

1.1. Typology

2. RECIPIENTS

3. CONTENT

- 3.1. Objective
- 3.2. Duration
- 3.3. Retribution
- 3.4. Insurance
- 3.5. Extension
- 3.6. Tutor
- 3.7. Regulation
- 3.8. Certificate
- 3.9. Questionnaire
- 3.10. Assessment
- 3.11. Cancellation

4. PROCEDURE

- 4.1. Curricular Internships
- 4.2. Extracurricular Internships
 - 4.2.1. Offer provided by the school
 - 4.2.2. Offer provided by the student
- 4.3. Companies

1. DEFINITION

The Educational Collaboration Agreements concern practical training and are signed between the ELISAVA University School Private Foundation, a company or institution and a graduate student (Higher Graduate in Design, Graduate in Design and Graduate in Industrial Design Engineering) or a student of the Master's and/or postgraduate programmes.

These agreements are protected by the following regulations:

- Royal Decree 592/2014, 11th July, which regulates the external academic internships of the university students.
- Regulations of University Pompeu Fabra for students' external internships, which were approved by the Boards of Governors on 9th May 2012 and modified later by the agreements of the Board of Governors on 18th July 2012, 20th March 2013 and 1st July 2015.
- Royal Decree 1493/2011, 24th October, which establishes that the university students participating in an internship, for which they receive a pay, must be included in the Social Security General Regime.
- Royal Decree 8/2014, 4th July, which establishes that the remunerated curricular internships will have a discount of 100% in the Social Security contribution from 1st August 2014.

1.1. Typology

There are two types of external academic internships:

- 1- **Curricular Internships.** They are part of the study plan and have the same remark as any other subject, therefore must be enrolled, monitored, assessed and marked. Its duration will be established in accordance with the number of credits of the corresponding subject.
- 2- **Extracurricular Internships:** They are optional and do not form part of the study plan. They can not be recognized as curricular internships.

2. RECIPIENTS

Students interested in signing an internship agreement in any of its types must meet the following requirements:

- Be a current degree student and have at least 50% of the degree credits passed. To take part in curricular placements the student must also be on the fourth year of the degree with an open file and be enrolled on the optional subjects of a second term module.
- Be a current student on a master's degree and/or postgraduate program.
- Be an Erasmus student in the time they are bound to Elisava Escola Superior de Disseny.

3. CONTENT

3.1. Objective

The internships are a way from the student to acquire professional skills as they are related to his/her studies. An Educational Cooperation Agreement regulate the internships where a relationship is established between three parties, the ones who will sign the agreement (School, company or institution and student). These agreements are strictly academic.

3.2. Duration

Curricular internships as an academic activity will be of 200 hours long.

Extracurricular internships may not exceed 800 hours of duration and will have to be done in the same academic year:

1. Studies of Degree and University Master's Degree in Design and Communication:
 - They can do internships from September to September.
2. Master's programs:
 - 2.1. Students of courses taught from September to July may sign a practical placement agreement during the course which may go on at most to the end of the natural year (31 December).
 - 2.2. Students of courses taught from February to February may sign an agreement during the course which may go on at most until 30 September in the year the studies are completed.
3. Postgraduate diplomas:
 - 3.1. Students of courses taught from September to February may sign an agreement during the course which may go on at most until 30 September in the year the studies are completed.
 - 3.2. Students of courses taught from February to July may sign an agreement during the course which may go on at most until the end of the natural year (31 December).

The internship schedule and its duration must be compatible and appropriate to the studies the student is attending in Elisava.

The internship agreements cannot exceed 25 hours per week.

3.3. Retribution

Those students who are going to get retribution (either in-kind or economic) because of the internship (even if it is curricular or extracurricular) are going to be considered as workers, so the company must register them into the Social Security System.

3.4. Insurance

During the internship, Degree's students and those from the University Master Degree in Design and Communication who are under 28 years old are covered by the school insurance.

Master's degree and Postgraduate students and all those students over 28 years old have a personal accident insurance contracted by the School.

3.5. Extension

Curricular internships: This type of internship can not exceed 200 hours, so the company and the student will have to maintain the cooperation signing an extracurricular agreement.

Extracurricular internships: Students and companies can extend the internship duration only if the student is still enrolled in the course and If she / he has not previously done more than 800 hours of internships. Bear in mind, the extension of the internship must be communicated to the Unitat de Gestió Acadèmica in Elisava at least one week before the end of the internship. An Internship never will be able to exceed 800 hours per academic year (Degree students) or course (Master and Postgraduate students).

3.6. Tutor

Each student enrolled to an internship will be assigned two tutors, one from Elisava and one from the Company whose function will be to supervise the development of their training during all the internship period and to meet the academic obligations of the regulations.

- The external tutor: Appointed by the company or institution. Must be an employee with qualified training suited to the aims of the placement and the training project.
- The academic tutor: Appointed by the Academic Director or Ahead of Studies of ELISAVA Escola Superior de Disseny.

3.7. Regulation

The student shall fulfil the timetable and regulations of the company or institution provided as long as it does not contradict any of the clauses of the agreement.

Two educational cooperation agreements may not be made simultaneously. Only the students who are enrolled in a curricular internship will be able to enrol an extracurricular internship, but this situation it can be only take place during the second trimester of the 4th year. The total amount of hours of both internships can not exceed 800 hours in one academic year.

Elisava reserves the right to exclude a student from the internship program due to breach of the internal rules of the company or because of academic reasons.

During the time established in the educational collaboration agreement signed by the student, the school and the company, the student can not send his/her CV to apply to other internship offers.

The agreement must be signed before the beginning of the internship in a company or institution. Elisava shall not be responsible for any situation caused between the student and the company while the signature of the agreement documents is under way.

We remind you that it is compulsory ought to the company as well as the student to concur on the terms of the agreement before processing begins. The acceptance of an internship program (whether it has been formalised or not) implies a commitment; thus, it is advisable to value the convenience of said agreement before the beginning of its processing. In consequence, anyone not observing the regulations of the internship program may be penalised with being excluded from it. Likewise, no agreement already processed will be issued again should the company have previously validated it.

3.8. Certificate

At the end of a successful internship, the external institution will give the student a certificate which shall at least indicate the direction of the placement, the number of hours and the period in which it took place. The School will also give the student a certificate to certify the placement undertaken in a company.

3.9. Questionnaire

At the end of the agreement, Elisava will provide students with a questionnaire in order to assess the internship. This is an internal questionnaire.

3.10. Assessment

Extra-curricular internship

In order to be assessed students must write a final report up, which will be delivered to the Academic Affairs Service (UGA) a week after the end of the internship period at the most.

On the other hand, the company/institution tutor will write a final report up, where the student assessment in relation to the contents and competences achieved during the internship will be included.

These documents will be provided by the Academic Affairs Service to the students.

3.11. Cancellation

All the parties (company, student or Elisava) may rescind the agreement at any time and whenever it should be advisable. To process to cancel the agreement, the party rescinding the agreement must inform the UGA in writing, giving the reasons for their leaving the agreement and the date from which it will be effective.

Following this notification or letter, the rescission document will be processed which will have to be signed by each of the parties.

4. PROCEDURE

4.1. What has to do a student if he/she want to sign a curricular internship agreement?

The student has to register the course of "Curricular internship". During the first term, he / she can present their candidature to take part in the companies Elisava propose. Students have to respect the instructions and the terms determined in the publications.

The student can propose a company where to develop his/her curricular internship but this proposition it has to be made to the Internship coordinator who depending on its suitability and the current regulations will approve the student proposal.

4.2. What has to do a student who want to sign an extracurricular internship agreement?

4.2.1. Offer provided by the School

The students who will be able to apply to the internship offers published to the Virtual Campus (<http://ce.elisava.net>) will be the ones who are currently studying (for those from Master Degree, Postgrades) and they will have to have the 50% of the ECTS passed od their Degree (Degree studies).

The application is made by the Campus Virtual, the students send his/her CV through the web side. The CV document has to be a .pdf/word file and can not exceed 2MB. If the company needs to have the Portfolio/Book will have to contact directly to the student.

Once the company and the student have reached an understanding, the company will contact the UGA to draw up the agreement. A minimum of 5 working days are required to process the signing of the agreement and annex documents.

As soon as the agreement and the annex are signed by Elisava, we contact to the student, she/he has to pick the documents up. The framework agreement will be signed by the company and the annex by the student and the company. The student shall return one copy of the framework agreement and one copy of the annex to the School within one week. If the delivery term is not respected or the delay is not justified, the student may be excluded from future internship programs.

At the end of the internship, the student is going to be asked about the internship experience. This survey is going to be send by email to the student. Only if the student answers this questionnaire she/he will be able to ask for an internship certification.

4.2.2. Offer provided by the student themselves.

The student can propose a company or institution where to do the internship. In order to process the agreement, the company will have to register itself to the internship's web site and also ask the UGA for the documents to arrange the internship agreement. This request has to be asked by email (uga@elisava.net).

4.3. What have to do a company or Institution who want to sign an internship agreement?

Companies or institutions interested in signing an Educational Collaboration Agreement with Elisava must contact the school through the Academic Management Unit, tel. 933 174 715 / 935 535 934, uga@elisava.net.