

**CONVENIO DA UNIVERSIDADE DA CORUÑA CON****PARA A REALIZACIÓN DE PRÁCTICAS ACADÉMICAS EXTERNAS (CURRICULARES E EXTRACURRICULARES) DO ALUMNADO DA UNIVERSIDADE DA CORUÑA**

A Lei 6/2013, do 13 de xuño, do Sistema Universitario de Galicia, derivada da adaptación ao espazo europeo de educación superior (EEES), pon unha especial énfase na realización por parte do alumnado universitario de prácticas externas en entidades públicas e privadas, nacionais ou internacionais desde a consciencia de que unha combinación dunha axeitada formación teórica universitaria co coñecemento aplicado das técnicas e das metodoloxías desenvolvidas no campo profesional constitúe a base máis sólida para a súa formación integral ao capacitálo para a súa futura inserción no mercado laboral. Por este motivo,

**COMPARECEN**

Por unha banda, D. Julio E. Abalde Alonso, reitor da Universidade da Coruña, con sede na rúa da Maestranza 9, 15001 A Coruña, e CIF Q6550005J. Actúa en nome e representación da nomeada institución, no uso das atribucións que lle confire o art. 36.1.f) dos seus Estatutos, aprobados polo Decreto 101/2004, do 13 de maio, da Xunta de Galicia, modificado polo Decreto 194/2007, do 11 de outubro, que outorga ao reitor a facultade de asinar convenios en nome da Universidade da Coruña;

E, pola outra D./D<sup>a</sup>  
con DNI \_\_\_\_\_ en nome e representación  
da entidade \_\_\_\_\_  
con sede en \_\_\_\_\_

e CIF \_\_\_\_\_

As dúas entidades recoñécense respectivamente personalidade, capacidade e competencia para outorgar este convenio, polo que

**ACORDAN**

O establecemento dun convenio de colaboración educativa para a realización de prácticas académicas externas (curriculares e extracurriculares) ao abeiro do Real decreto 592/2014, do 11 de xullo, polo que se regulan as

**AGREEMENT BETWEEN THE UNIVERSITY OF A CORUÑA AND  
TO OFFER CURRICULAR AND EXTRACURRICULAR  
INTERNSHIPS TO STUDENTS FROM THE UNIVERSITY  
OF A CORUÑA**

The terms of the 2013 Galician University System Act place particular emphasis on the inclusion of internships in public and private organisations at home and abroad as part of students' university education, thus reflecting the adaptation of the existing system of higher education to the European Higher Education Area (EHEA) framework. The rationale behind this new focus is that the combination of theoretical university teaching and practical experience of the techniques and methodologies used in the professional world will provide students with a solid basis for a full, rounded education by helping to prepare them for their future entry into the labour market. For this reason,

**THE AUTHORISING OFFICERS**

Prof. Julio E. Abalde Alonso, President of the University of A Coruña, with registered office at Maestranza 9, 15001 A Coruña, and company tax code Q6550005J, acting in the name and on behalf of the aforementioned institution and in accordance with the legal powers vested in him under Article 36.1.f of the UDC Statutes and Regulations, ratified by Decree 101/2004, 13 May of the Regional Government of Galicia, amended by Decree 194/2007, 11 October, by which the President is empowered to sign agreements in the name of the University of A Coruña;

And Mr./Mrs. \_\_\_\_\_  
holder of ID number \_\_\_\_\_ in the name and on behalf of  
the host organisation \_\_\_\_\_  
with registered office at \_\_\_\_\_

and company tax code \_\_\_\_\_

In mutual recognition of each other's legal status, powers and authority to authorise this agreement,

**HEREBY AGREE**

To establish an education cooperation agreement for curricular and extracurricular student internships, in accordance with Royal Decree 592/2014, 11 July, regulating university student internships, and UDC regulations governing student internships, as

prácticas académicas externas do alumnado universitario, e do Regulamento de prácticas académicas externas da UDC, aprobado polo Consello de Goberno o 23 de abril de 2013, e modificado polos acordos do Consello de Goberno do 27 de febreiro de 2015, o 29 de setembro de 2015, o 29 de maio de 2018 e o 4 de xuño de 2019, de acordo coas seguintes

## CLÁUSULAS

### PRIMEIRA. Obxecto

Este convenio ten por obxecto posibilitar que o alumnado das titulacións impartidas na Universidade da Coruña (en diante, a UDC) faga prácticas externas (curriculares e extracurriculares) dentro dos programas de cooperación educativa promovidos pola empresa

(en diante, a Entidade).

### SEGUNDA. Persoas beneficiarias e requisitos

Poderán ser beneficiarios deste convenio os seguintes tipos de alumnado:

- a) O alumnado da UDC matriculado nas titulacións oficiais de grao ou de mestrado universitario que cumpra cos requisitos establecidos.
- b) O alumnado doutras universidades españolas ou estranxeiras que estea a realizar estadias de estudo na UDC en programas de mobilidade académica ou por medio de convenios bilaterais, sempre que as normas que regulen eses programas e convenios ou os regulamentos internos de aplicación non dispoñan outra cousa.

O alumnado beneficiario deberá cumprir os seguintes requisitos:

- a) Nas prácticas curriculares estarase ao disposto no plan de estudos de cada titulación.
- b) Canto ás prácticas extracurriculares, o alumnado deberá cumprir estas condicións:
  - Estar matriculado na ensinanza á cal se vinculen as competencias básicas, xenéricas e específicas que se adquiriran.
  - Ter superado o 50% dos créditos necesarios para obter o título de grao, incluídos, como mínimo, todos os créditos de formación básica. No caso de alumnado de mestrado a porcentaxe anterior será do 25%. No caso doutros programas formativos o/a alumno/a terá que estar matriculado/a no programa de que se trate.
  - Non superar a duración en horas establecida no art. 14 do Regulamento de prácticas curriculares e extracurriculares da UDC no mesmo ano académico. De existiren

approved by the University Council in its meeting of 23 April 2013 and modified by agreement of the University Council in its meetings of 27 February 2015, 29 September 2015 and 29 May 2018.

## ARTICLES

### 1 Purpose

The purpose of this agreement is to allow students from the University of A Coruña to undertake curricular and extracurricular internships as part of the education cooperation schemes promoted by

(hereinafter, the Host Organisation).

### 2 Eligibility and requirements

The internship scheme provided for in this agreement is open to:

- a) Students registered on official University of A Coruña undergraduate or Master's degree courses who fulfil the criteria provided below.
- b) Students from other Spanish or foreign universities who are currently studying at the University of A Coruña as part of an academic mobility programme or bilateral agreement, unless stipulated otherwise by the terms, conditions or internal implementation regulations of the relevant programme or agreement.

Candidates for the scheme should meet the following criteria:

- a) The criteria for curricular internships are provided in the study programme for each degree.
- b) Candidates for extracurricular internships are required to:
  - Be registered on a degree programme related to the basic, general and specific learning outcomes of the internship.
  - Have completed 50% of the credits required for their undergraduate degree, including all core modules, or 25% in the case of Master's students. For students on other UDC courses, registration is the only requirement.
  - Not exceed the maximum number of working hours per academic year provided in Article 14 of UDC regulations governing student internships. Vacant internships will be filled from a waiting list, which may include students who have reached the maximum number of working hours permitted.
  - Have paid the standard tuition fees for the

vacantes na oferta de prácticas extracurriculares, formarase unha listaxe de agarda en que poderá participar o alumnado que superase estas horas.

- Estar matriculado de forma oficial (matrícula ordinaria) segundo o procedemento establecido pola UDC.

Non poderá ser beneficiario destas prácticas o alumnado que manteña algunha relación contractual coa Entidade, agás no caso das prácticas curriculares sempre e cando se conte coa autorización do/a vicerreitor/a con competencias en materia de estudantes, logo do informe da Comisión de Prácticas da UDC.

### TERCEIRA. Duración

- Prácticas curriculares: terán a duración que estableza o plan de estudos correspondente nos termos dispostos no art. 12.6 do Real decreto 1393/2007, do 29 de outubro, polo que se establece a ordenación das ensinanzas universitarias oficiais, ou norma posterior que o substitúa. As prácticas levaranse a cabo de conformidade co calendario académico aprobado polo Consello de Goberno para cada curso académico.
- Prácticas extracurriculares: durante o período lectivo as prácticas extracurriculares non excederán as 750 horas, sumadas as prácticas curriculares e extracurriculares, atendendo ao disposto no art. 14 do Regulamento de prácticas académicas externas do estudantado da UDC, cunha distribución horaria que permita a dedicación simultánea aos estudos e ás prácticas.
- Con carácter xeral, a distribución horaria das prácticas externas establecerase de acordo coas súas características e a dispoñibilidade da Entidade. En calquera caso, os horarios serán compatibles coa actividade académica, formativa e de representación e participación que o alumnado desenvolva na UDC.
- Excepcionalmente, nos casos en que o alumnado teña unha carga lectiva moi reducida para finalizar a súa titulación oficial, poderá realizarse unha xornada ampla, sen superar as 40 horas semanais e 8 diarias e sempre coa autorización da persoa titora académica.

### CUARTA. Dereitos e obrigas do alumnado

Durante as prácticas, o alumnado comprometerase a cumprir as condicións concretas que se sinalen para elas; a efectuar as actividades que a Entidade lle encomende dentro do proxecto formativo fixado; a respectar os regulamentos e as normas da

year in accordance with the procedures established by the University.

Students with an existing contractual relationship with the Host Organisation will not be eligible to participate in the scheme, except in the case of curricular internships, which may be authorised by the Office of the Vice-President with responsibility for students, subject to approval by the Internship Committee.

### 3 Duration

- The duration of curricular internships will be as provided in the study programme for each degree, in accordance with the terms provided in Article 12.6, Royal Decree 1393/2007, 29 October, or any subsequent regulations which may supersede it. Internships will be scheduled in accordance with the academic calendar approved each year by the University Council.
- The total number of internship hours (curricular and extracurricular) undertaken during the teaching term may not exceed 750 hours, in accordance with Article 14 of UDC regulations governing student internships. Internship schedules should be organised to allow students to balance their simultaneous work and study commitments.
- In general, internship schedules will be organised according to the characteristics and availability of the host organisation. Notwithstanding, timetables should be compatible with students' academic, training, and participation and representation activities.
- In exceptional cases where a student has a very light remaining course load to complete, permission may be sought from the academic supervisor for the work to be organised into longer working days not exceeding forty hours per week or eight hours per day.

### 4 Student rights and obligations

During the internship period, students will: comply with the specific conditions of the scheme; fulfil the activities assigned to them by the Host Organisation in accordance with the established learning and training project; respect the rules and regulations of

Entidade; a gardar unha absoluta confidencialidade sobre os acontecementos e os documentos da Entidade, mesmo unha vez finalizado o período de prácticas, e a manter o contacto coas persoas designadas como titoras.

Ao alumnado garantiránselle, en todo caso, os dereitos previstos no art. 9 do Real decreto 592/2014, do 11 de xullo, así como os permisos que recoñeza a normativa vixente.

Unha vez finalizado o período de prácticas, o alumnado elaborará unha memoria final que entregará á persoa titora do seu centro. Na devandita memoria final deberán recollerse as seguintes informacións:

- a) Datos persoais.
- b) Entidade colaboradora en que levou a cabo as prácticas e onde está situada.
- c) Descrición concreta e detallada das tarefas desenvolvidas na Entidade, con indicación do(s) departamento(s) da Entidade en que se realizaron.
- d) Valoración das tarefas executadas e dos coñecementos e competencias adquiridos en relación cos seus estudos universitarios.
- e) Relación dos problemas que se lle presentaron e dos procedementos que se seguiron para resolvelos.
- f) Contribución que supoñen as prácticas en materia de aprendizaxe.
- g) Avaliación das prácticas e suxestións de mellora.
- h) Outros aspectos que o centro considere relevantes de cara á formación do alumnado.

#### **QUINTA. Dereitos e deberes da Entidade**

A Entidade comprométese a fixar, conxuntamente coa UDC, o proxecto formativo que efectuará cada estudante, e a respectar os dereitos do alumnado no tocante á protección de datos de carácter persoal. En todo caso, o proxecto formativo cumprirá cos principios de inclusión, igualdade de oportunidades, non discriminación e accesibilidade universal.

As tarefas que levará a cabo o alumnado en prácticas estarán relacionadas co seu nivel de estudos e de formación académica.

A Entidade expedirá un certificado acreditativo da realización das prácticas e das súas características para o alumnado. Alén disto, remitirá ao centro debidamente cuberto o informe de seguimento final das prácticas, en que deberán constar, entre outros, estes aspectos:

the Host Organisation; maintain complete confidentiality in respect of events which may occur and documents they may witness at the Host Organisation (even after the end of the internship period); and maintain contact with his/her supervisors.

Students will be guaranteed the rights provided in Article 9, Royal Decree 592/2014 (11 July), as well as their entitlement to time off and leave in accordance with the relevant legislation.

At the end of the internship period, students will be required to compile a final report, to be submitted to the academic supervisor from their faculty or school. The final report should include the following information:

- a) Personal details.
- b) Name and location of Host Organisation.
- c) Specific, detailed description of tasks and duties performed, and sections of Host Organisation to which he/she was assigned.
- d) Evaluation of tasks and duties performed and learning and skills acquired in relation to university studies.
- e) Problems encountered and procedures followed to resolve them.
- f) Learning outcomes achieved as a result of internship.
- g) Evaluation of internship scheme and suggestions as to how it might be improved.
- h) Other issues of interest to the student's school or faculty in relation to their learning experience.

#### **5 Host Organisation's obligations**

An individual learning and training project will be established jointly by the Host Organisation and UDC for each student. The Host Organisation will respect students' right to the protection of personal data, and ensure that the learning and training project complies with the principles of inclusion, equality of opportunity, non-discrimination and universal access.

The student's internship duties will relate to his/her stage and level of learning.

At the end of the internship period, the Host Organisation will issue students with a certificate of attendance and a record of their work. The Host Organisation will also submit to the relevant faculty or school the employer evaluation form, containing information on aspects such as:

- a) Technical ability

- a) Capacidade técnica
- b) Capacidade de aprendizaxe
- c) Administración e organización dos traballos.
- d) Habilidades de comunicación oral e escrita. No caso do alumnado con discapacidade e dificultades de expresión oral, cumprirá indicar o seu grao de autonomía para esta habilidade e se require algún tipo de apoio técnico ou humano.
- e) Sentido da responsabilidade
- f) Facilitade de adaptación
- g) Creatividade e iniciativa
- h) Implicación persoal
- i) Motivación
- j) Receptividade ás críticas
- k) Puntualidade
- l) Relación coa contorna laboral
- m) Capacidade de traballo en equipo
- n) No caso das prácticas curriculares, valoraranse ademais as competencias previstas no proxecto formativo.

#### **SEXTA. Relación entre a Entidade e o alumnado en prácticas**

Das prácticas non se derivarán as obrigas propias dun contrato laboral e tampouco terán ningunha dotación económica obrigatoria por parte da Entidade, malia que se poderá prever unha asignación para o/a alumno/a en concepto de bolsa ou axuda ao estudo. Neste caso, a Entidade deberá dar de alta na Seguridade Social o alumnado e cotizar por el nos termos previstos polo Real decreto 1493/2011, do 24 de outubro, polo que se regulan os termos e as condicións de inclusión no réxime xeral da Seguridade Social das persoas que participen en programas de formación, e a normativa que o desenvolva, sen prexuízo que poidan ser asumidas pola FUAC (Fundación Universidade da Coruña), medio propio e servizo técnico da UDC, ou outras entidades que teñan tal condición.

A Entidade poderá interromper as prácticas cando considere que o alumnado vulnerou gravemente as súas obrigas, o que lle comunicará á persoa que fose designada como titora por parte do centro da UDC. A realización das prácticas non supón en ningún caso o establecemento dun vínculo laboral coa Entidade.

O alumnado e a Entidade non poderán subscribir ningunha relación contractual, nin sequera baixo as modalidades de contrato en prácticas ou para a formación previstas nos artigos 11 e 12 do Real decreto 1/1995, do 24 de marzo, polo que se aproba o texto refundido da Lei do Estatuto dos traballadores. Xa que logo, o/a estudante acollido/a este réxime de prácticas queda excluído da lexislación laboral.

- b) Learning ability
- c) Administration and organisation of tasks
- d) Oral and written communication skills. In the case of students with disability who may have speech difficulties, the report should indicate the student's level of autonomy in this regard and if any additional technical and/or human supports were required.
- e) Sense of responsibility
- f) Adaptability
- g) Creativity and initiative
- h) Personal engagement
- i) Motivation
- j) Receptiveness to criticism
- k) Punctuality
- l) Relationship with colleagues
- m) Teamwork
- n) Learning outcomes stipulated in the training project (in the case of curricular internships)

#### **6 Relationship between Host Organisation and interns**

Internships will not entail the same obligations as an ordinary contract of employment, nor will the Host Organisation be under any obligation to compensate interns financially. If the Host Organisation chooses to compensate a student in the form of a grant or study bursary, it will be required to register him/her for social insurance and make the appropriate payments in his/her name, in accordance with the terms provided in Royal Decree 1493/2011 (24 October), and other secondary regulations. This could be assumed by the University of A Coruña Foundation (FUAC) as a university technical service or by similar organisations.

Internships may be terminated by the Host Organisation if the student is judged to be in serious breach of his/her obligations. The academic supervisor will be informed by the Host Organisation of any decision in this regard.

Internships will under no circumstances constitute an employment relationship with the Host Organisation. Students on the internship scheme will not be covered by Spanish employment legislation since no contract of employment of any kind may exist between interns and the Host Organisation, including the training and apprenticeship contracts provided for in Articles 11-12, Royal Decree 1/1995 (24 March) approving the revised text of the Workers' Statute Act.

For students engaged professionally by the Host Organisation following the completion of their studies, the period of the internship will not be taken into account in terms of length of service at the

Se o/a estudante se incorpora á Entidade ao acabar os seus estudos, o tempo de prácticas non computará para os efectos de antigüidade nin eximirá do período de proba, agás que o convenio colectivo de aplicación estipule algo distinto.

Sen prexuízo do disposto no párrafo primeiro desta cláusula, aos efectos do disposto na alínea 3, letra b, da Disposición Adicional Quinta do Real Decreto-Lei 28/2018, de 28 de decembro, a Entidade non asumirá en ningún caso a cotización á Seguridade Social do alumnado en prácticas que acolla en virtude do presente convenio.

#### **SÉTIMA. Titoría**

O alumnado en prácticas que se acolla a este programa disporá dunha titoría académica e outra profesional. A persoa que exerza como titora académica será designada polo centro da UDC en que curse os seus estudos entre o seu profesorado, mentres que a que exerza como titora profesional, con competencias profesionais na área, será designada pola Entidade.

As persoas titoras supervisarán as funcións levadas a cabo polo estudiantado durante as súas prácticas, asistirano no que for necesario e avaliarán o seu aproveitamento das prácticas.

As persoas titoras académicas e profesionais poderán obter da UDC o recoñecemento da súa actividade, de conformidade coa normativa interna de aplicación. Igualmente, deberán cumprir as obrigas previstas nos capítulos IV e V do Regulamento de prácticas académicas externas do estudiantado da UDC.

#### **OITAVA. Seguro escolar**

O alumnado da UDC menor de 28 anos está cuberto polo seguro escolar obrigatorio que paga coa matrícula. Aquel maior de 28 anos deberá contratar, de ser o caso, o seguro Hac Luce Accidentes, que tamén poderá ser contratado polo resto do alumnado. A maiores, a Entidade colaboradora poderá subscribir ao seu cargo un seguro adicional para o/a alumno/a.

No caso de prácticas no estranxeiro é imprescindible asinar unha póliza de seguro para o período de prácticas que cubra, como mínimo, os riscos sanitarios e de accidentes que inclúa a repatriación. Os gastos da dita póliza correrán a cargo do alumnado. A responsabilidade civil por danos a terceiros en que eventualmente se puidese incorrer quedará cuberta pola póliza que a UDC ten subscrita para os efectos.

organisation or as grounds for exemption from probation, unless otherwise stated in the relevant collective agreement.

Without prejudice to the provisions of the first paragraph of this clause, for the purposes of line b of the Fifth Additional Provision of Royal Decree-Law 28/2018, the Entity will not assume in any case the contribution to the Social Security of the students in internships that it accepts under this Convention.

#### **7 Supervision**

Students who choose to participate in this scheme will be jointly supervised by an academic and a professional tutor.

The academic supervisor will be appointed by the relevant school or faculty from among its lecturing staff. The workplace supervisor will be appointed by the Host Organisation and will have professional expertise in the area of training.

Both supervisors will be responsible for monitoring the work carried out by the student during the internship, assisting him/her where necessary, and assessing his/her engagement and performance.

The University of A Coruña will provide both supervisors with recognition for their tutorial activities, in accordance with the relevant UDC internal rules and regulations. Supervisors will be required to comply with the obligations provided in Chapters IV and V of UDC regulations governing student internships.

#### **8 University insurance cover**

Students under the age of 28 are covered by the mandatory student insurance paid at registration. Students over the age of 28 will be required to contract a Hac Luce Accidentes insurance policy (also available, optionally, to students under the age of 28). The Host Organisation may also choose to contract additional insurance cover for the students under its tutelage.

In the case of internship abroad, students are required to hire a health, accident and non-life, including repatriation, valid during all the period of the placement. Students must bear the insurance expenses.

Third-party civil liability cover will be included in the policy contracted by the University for this purpose.

### **NOVENA. Remisión ao anexo**

Para cada práctica individual formalizaranse os anexos a este convenio que corresponda, de acordo co modelo adxunto no Anexo I.

En cada anexo figurarán os datos do convenio de referencia; os datos persoais do/a alumno/a; o lugar en que terán lugar as prácticas; o total de horas e a súa distribución temporal; o proxecto formativo obxecto das prácticas do/a alumno/a; a posible bolsa ou axuda ao estudo que percibirá e o tipo de seguro que lle dará cobertura.

Os anexos serán asinados polo alumnado adxudicatario, unha persoa representante da Entidade e outra representante do centro en que se impartan os seus estudos ou da titulación que curse. En caso de incumprimento, a Entidade poderá instar a rescisión anticipada das prácticas.

O recoñecemento académico das prácticas externas extracurriculares realízase de acordo coas normas e os procedementos establecidos pola UDC, e incorporárase ao suplemento europeo ao título (SET) de conformidade coa normativa de aplicación.

### **DÉCIMA. Réxime xurídico e resolución de conflitos**

As cuestións litixiosas que xurdan no tocante á interpretación, a modificación, a resolución e os efectos deste convenio serán resoltas de mutuo acordo polas partes.

En defecto de acordo entre as partes, as discrepancias resolveranse mediante arbitraje nos termos previstos pola Lei 60/2003, do 23 de decembro.

O marco legal que regula as prácticas externas está definido no que dispón o Real decreto 592/2014, do 11 de xullo, o Real decreto 1393/2007, do 29 de outubro; o Regulamento de prácticas académicas externas do alumnado da UDC; o disposto no plan de estudos de cada titulación e a normativa propia de cada centro; a regulación específica daquelas prácticas a que afecten programas de ámbito autonómico ou estatal de fomento das prácticas académicas externas no Sistema Universitario Galego ou nun ámbito competencial superior (sen prexuízo da aplicación da normativa da UDC); as normas establecidas nos programas e convenios que amparen as prácticas internacionais, e as contidas nos regulamentos internos sobre mobilidade internacional.

### **9 Annexes to the agreement**

Annexes to the present agreement will be completed and signed on an individual basis for each internship using the template provided in Annex I.

Each annex will include the following information: details of the relevant agreement; personal details of student; location of internship; total number of hours and work schedule; individual training and learning project; grant or study bursary (if applicable), and type of insurance cover.

Annexes will be signed by the student, a representative of the Host Organisation and a representative of the relevant faculty, school or degree programme.

Failure to meet the terms of the agreement or its annexes may result in the early termination of the internship by the Host Organisation.

Extracurricular internships will be accredited and recorded in the student's transcript of studies in accordance with the regulations and procedures of the University of A Coruña, and included in their European Diploma Supplement, in accordance with the relevant standards and regulations.

### **10 Legal framework and Resolution of conflicts**

Disputes which may arise in relation to the interpretation, modification, termination or effects of this agreement will be resolved by mutual consent between the parties.

If a consensus cannot be reached, disputes will be settled by arbitration, in accordance with the provisions of Arbitration Act 60/2003 (23 December).

The legal framework regulating internships is made up of the following laws, standards and regulations: Royal Decree 592/2014 (11 July), regulating university student internships; Royal Decree 1393/2007 (29 October), governing official university degree programmes; UDC regulations governing student internships; the study programme for each degree and the standards and regulations of each faculty; the specific regulations governing regional and state schemes for the promotion of internships within and beyond the Galician University System (without prejudice to UDC standards and regulations); standards and regulations governing international internship programmes and agreements, and internal regulations governing international mobility.

### **DÉCIMO PRIMEIRA. Vixencia**

Este convenio, que deixa sen efectos os convenios anteriormente suscritos no marco dos programas de cooperación educativa para a realización de prácticas académicas externas, entrará en vigor no momento da firma e a duración será de catro anos. As partes poderán acordar unanimemente a súa prórroga por un período de até catro anos adicionais ou a súa extinción en calquera momento antes do seu termo.

### **DÉCIMO SEGUNDA. Protección de datos**

A sinatura dun convenio de cooperación educativa de prácticas externas e os seus anexos implica a aceptación do contido do aquí recollido e a autorización para o tratamento dos datos persoais do alumnado coa finalidade exclusiva de xestionar as prácticas e o seguimento da súa inserción laboral.

A UDC e as entidades que traten os datos persoais con esta finalidade gardarán o deber de confidencialidade sinalado no art. 5 da Lei orgánica 3/2018, do 5 de decembro, de protección de datos persoais e garantía dos dereitos dixitais. Igualmente, garantirán o exercicio dos dereitos recoñecidos por esta lei ás persoas interesadas. O tratamento para calquera outro fin requirirá o consentimento expreso das persoas titulares, nos termos da normativa de protección de datos persoais.

### **DÉCIMO TERCEIRA. Comisión mixta paritaria**

Constitúese unha comisión mixta paritaria para o seguimento deste convenio, formada pola persoa que ostenta o cargo de vicerreitor/a con competencias en materia de estudantes da UDC ou a persoa en quen delegue e pola persoa designada pola Entidade

ou persoa en quen delegue. A dita comisión engargarase da vixilancia e o seguimento do cumprimento do convenio e da resolución das dúbidas e os conflitos que poidan xurdir na súa interpretación e aplicación.

En proba de conformidade, asínase este convenio, para un só efecto, no lugar e a data que se indican a seguir:

### **11 Term of agreement**

This agreement, which terminates the agreements previously subscribed under the programmes of educational cooperation for the realization of external academic internships, will enter into force at the time of signature for a period of four years. This agreement will remain in force for four years and may be renewed at any time by mutual agreement between the parties for a maximum period of four years or until its expiry date.

### **12 Data protection**

By signing this education cooperation agreement for curricular and extracurricular student internships and its annexes, the parties declare that they accept the conditions provided herein. The student signatory authorises the other parties to use his/her personal details for the sole purpose of managing the internship and monitoring employment progress.

UDC and its partner signatories undertake to adhere to the duty of confidentiality provided in Article 5, Personal Data Protection and Digital Rights Act, 3/2018 (5 December), and to safeguard the rights provided therein of all parties to the agreement. The use of personal data for any other purpose will require the written consent of the person or persons affected, in accordance with the data protection act and its regulation.

### **13 Joint committee**

A joint committee to oversee the agreement is hereby established, comprising by the person holding the position with competencies in the field of UDC students (or his/her representative) and

for the Host Organisation (or his/her representative). The joint committee will be responsible for monitoring and ensuring compliance with the agreement, as well as the resolution of any questions or disagreement over its interpretation and application.

In witness whereof, in the place and time indicated below:





A Coruña, de de

Pola UDC/By UDC

Sinatura/signature

Julio E. Abalde Alonso  
Reitor/President UDC

By Host Organisation/Pola Entidade

Sinatura/Signature

Representante da Entidade/Position