

APPENDIX to the Educational Cooperation Agreement by and between

The Entity	
and Universidad Pontificia Comillas, dated	

Under which it is agreed that the student named below will carry out the following internship:

STUDENT

Surname(s)				Name			
Address					Zip code and city		
Tax ID No.		Fax		Email			Tel.
Study program						Course	
University center							
Account number							

ENTITY

Internship location							
Contact person							
Tel.		Fax		Email			

INSURANCE

Policy covering accidents and liability taken out with the company UMAS

INTERNSHIP

Total hours		Start date		End date			
Timetable							
Curricular		Yes		No			

TUTORS

Tutor at the Entity		Tel.	
Tutor at the University		Tel.	

TRAINING PROJECT

OBJECTIVES

--

ACTIVITIES

--

FINANCIAL SUPPORT

Amount (1)	
------------	--

(1) Applicable legislation: Royal Decree 1493/2011, dated October 24 and Royal Decree 8/2014, dated July 4, plus any supplementary legislation or amendments thereof.

RIGHTS AND OBLIGATIONS OF INTERNS

1. During academic internships, students will have the following **rights**:
 - a) To tutoring, throughout the corresponding internship, from a university lecturer and a professional working at the company, institution or entity where the internship takes place.
 - b) To assessment in line with the criteria established by the University.
 - c) To a report from the collaborating entity at which the internship takes place, with express mention of the activities carried out, duration of the internship and, when appropriate, their performance.
 - d) To receive a scholarship or study grant from the collaborating entity, when specified as such for their particular internship.
 - e) To intellectual and industrial property under the terms established in the corresponding applicable legislation.
 - f) To receive from the collaborating entity, information about regulations on health and safety and on risk prevention in the workplace.
 - g) To continue with their academic, training, representation and participation activities, notifying the collaborating entity of any relevant obligations in due time.
 - h) To the necessary resources to ensure students with disabilities have equal access to the tutoring, information, assessment and activities performed as part of the internship.
 - i) To adapt, in the case of students with disabilities, the internship to any activities and personal circumstances derived from or connected to their disability.
 - j) To all other rights provided for under the legislation in force or established in the corresponding Educational Cooperation Agreements signed by the University and, when applicable, by the internship management entity linked to the University, with the collaborating entity.
2. During external academic internships, students will have the following **obligations**:
 - a) To comply with the regulations in force on external internships as established by the University.
 - b) To be aware of and comply with the Training Project for the internship, following the direction provided by the tutor at the collaborating entity under the supervision of the academic tutor from the University.
 - c) To maintain contact throughout the internship with the academic tutor from the University, informing them of any incident that may arise during the internship, and to hand in any documents and reports that may be required relating to intermediary monitoring and the final report.
 - d) To appear at the collaborating entity on the agreed date, to follow the timetable set out in the education project and to abide by the entity's operating, security and risk prevention regulations.
 - e) To carry out the Training Project and diligently complete the activities agreed with the collaborating entity, following the guidelines established at the entity.
 - f) To produce the final report on the internship, as established in Article 14 of Royal Decree 592/2014, dated July 11 and, when appropriate, the intermediary report.
 - g) To maintain strict confidentiality in relation to internal information at the collaborating entity and to uphold professional secrecy about its activities, both during and after their internship.
 - h) To respect the collaborating entity's policy at all times, preserving the good reputation of their university.
 - i) To all other obligations set out in the legislation in force or established in the corresponding Educational Cooperation Agreements signed by the University and, when applicable, by the internship management entity linked to the University, with the collaborating entity.

INTERNSHIPS PERFORMED OUTSIDE THE UNIVERSITY AND PROCEDURES RESULTING FROM THE SITUATION CAUSED BY THE COVID-19 PANDEMIC

Taking into account the measures decreed as a consequence of the COVID-19 health crisis, current internships will be carried out in either a face-to-face, combined in-person and virtual, or total telework format, depending on established norms at any given moment, and for the entire length of their validity, by the Health Authorities as well as by the Collaborating Institution or Entity and the University.

1. **Obligations** and Duties of the Collaborating Institution or Entity with regard to COVID-19:

In the case of face-to-face or combined in-person and virtual internships, the Collaborating Institution or Entity will accept the following conditions:

- a) That the Collaborating Institution or Entity, together with the Tutor, have studied the necessary security measures to be taken to combat COVID-19, and will ensure that all measures of prevention and protection will also be taken for those carrying out internships.
- b) That the Collaborating Institution or Entity will directly inform those carrying out internships and train them on the risks and measures of prevention and protection adopted as a result of the COVID-19 health crisis. The University will ensure, together with the Collaborating Institution or Entity, that students have the necessary personal protective equipment (PPE) before undertaking the internship.

- c) That the Collaborating Institution or Entity will inform the University in the event of having a suspected, probable or confirmed case of COVID-19 that may affect students carrying out internships.
- d) Students will be informed of the conditions and regulations of the Collaborating Institution or Entity with regard to safety measures adopted and the prevention of occupational risks and hazards pertaining to COVID-19, and they will be provided, where appropriate, with training on the matter of safety and the prevention of occupational risks and hazards.

2. **Obligations, Duties and Rights of students:** with regard to the situation caused by the COVID-19 pandemic: In the case of face-to-face or combined in-person and virtual internships, students agree to directly accept, by signing this annex, that their incorporation into the place of internship in this format is voluntary and that they accept the following conditions pertaining to COVID-19:

- a) That they are aware of the University Guide and Plan of Action for handling cases of COVID-19, and undertake to comply with it.
- b) That they are informed of the conditions and regulations of the Collaborating Institution and Entity with regard to safety measures and the prevention of occupational risks and hazards pertaining to COVID-19, and undertake to comply with them.
- c) That students carrying out internships will comply with the current regulations and the instructions of the Collaborating Institution or Entity in matters of safety and the prevention of occupational risks and hazards.
- d) That students carrying out internships will adopt the necessary measures in case of manifesting symptoms which may be a sign of having contracted COVID-19.

In witness whereof, being fully aware of the rights and obligations of interns, this document is signed

By the Entity	By the University	By the student
Signed in Madrid, on date		

The internship referred to in this agreement will not be deemed as sufficient cause for granting any special academic treatment and, in particular, provides no grounds whatsoever for the cancellation of examination periods for pending subjects or the modification of the examination schedule.