

EXTERNAL WORK EXPERIENCE REGULATIONS GOVERNING ETSE STUDENTS

Approved by the School Board on 12 April 2013 and modified by the School Board on 14 October 2013, on 18 March 2016, on 16 June 2017 and on 11 February 2019.

INTRODUCTION

Students of the School of Engineering (hereafter, ETSE) who wish to engage in external work experience are governed by the URV's Work Experience Regulations (hereafter, URV), which were approved by the URV's Governing Council on 20 December 2012. Article 3 of these regulations states that each faculty or school of the URV is responsible for creating their own specific regulations in order to implement the general regulations and apply them to the courses that they teach.

In compliance with this requirement, the ETSE has approved the present regulations, which are regarded as complementary to the URV's Work Experience Regulations.

Article 1. Scope

1. ETSE students may also undertake work experience at the entity, company or institution where they work, provided that the work experience is relevant to their curriculum and the proposed timetable is compatible with their classes. In all cases, work experience must be authorised by the work experience tutor.
2. External work experience can also be undertaken as part of the URV's service learning programme.

Article 2. Payment for work experience

1. External work experience may be paid if this is agreed by the parties involved. Each specific work experience agreement will specify whether any payment will be made and, if so, the amount and form of the payment. This information will be specified in an annex to the agreement.
2. The extracurricular external work experience will be paid in accordance with the URV's regulations governing students' external work experience and internships. The amounts paid must be no lower than the minimum amounts specified by the URV for each academic course.

Article 3. Coordination and management structure of the practicals

1. The ETSE is responsible for organising, managing and ensuring the quality and correct execution of its students' work experience.
2. In terms of organisation, the ETSE has a work experience coordinator and one or several work experience tutors for each bachelor's and master's course that it offers.
3. The ETSE's work experience coordinator is responsible for coordinating the various work experience tutors in order to ensure that a standardised approach is taken to the work experience and to promote relations with companies with the aim of increasing the number of quality work experience opportunities on offer.
4. The ETSE's Management Support Office supports the management of work experience at the ETSE and is responsible for managing the annexes to the educational cooperation agreements.

Article 4. Student requirements for work experience

1. Students who wish to do work experience must register for the subject in the curriculum.
2. Students on work experience must be registered at the ETSE during the academic year in which undertake the work experience.
3. All undergraduate and double degree students wishing to undertake work experience must have passed 120 ECTS credits at the time when they apply for work experience. In the case of the Double Degree in Biotechnology and Computer Engineering, students must have passed 144, and in the case of the Degree of Techniques for the Development of Web and Mobile Applications, 108.
4. Students who have passed all the credits they need in order to request the issuance of their degree certificate may apply to undertake extracurricular work experience until the end of the academic year.

Article 5. Duration of external work experience

1. The duration of the curricular work experience is specified in the curriculum.
2. The duration of the extracurricular work experience cannot exceed fifty percent of the academic year (750 hours) unless during the same period the student writes their Bachelor's or Master's Thesis. In this case, the duration of the work experience may be extended to a maximum of 950 hours.
3. The sum of the hours spent in curricular and extracurricular work experience during the same academic year must not exceed 750 hours, except for in the case of the Bachelor's or Master's Thesis. In this case, it may be extended to a maximum of 950 hours.
4. Work experience agreed upon in the annex of the agreement may not last for more than one academic year.

Article 6. Management procedure

1. Entities, companies or institutions that wish to take on students for work experience must submit their proposals to the ETSE via the relevant application form on the ETSE's website. The proposals must contain basic information of the proposed training project that the student is to undertake.
2. The ETSE's work experience coordinator is responsible for evaluating the proposals and ensuring their suitability. Once they have been evaluated, students may apply for them in accordance with their own preferences.
3. Students must be assigned in accordance with their preferences, their academic records, the number of credits that they have passed and the company's evaluation of the student's profile and their suitability for the proposed work experience activities.
4. Students may also propose work experience at entities, companies or institutions provided that the content is in line with the regulations.
5. The teaching guide and the webpages on external work experience contain the information and documentation that students need regarding the administrative procedures and evaluation systems.

Article 7. The tutors

1. Academic tutors are professor that have been assigned to supervise external work experience subjects. The School assigns the teaching load to the various departments in accordance with each curriculum.
2. The departments assign the external work experience subjects of a given course to staff members who teach on that course.

3. In the case of extracurricular work experience, the tutor must be one of the staff members assigned to the external work experience subjects on the student's course.

4. In the case of master's courses that have no external work experience subject on their curriculums, the functions of the extracurricular work experience tutor will be assumed by the master's coordinator.

5. The academic tutor is responsible for authorising the work experience and for ensuring that the work experience activities to be undertaken by the student during the training project are appropriate.

6. Professional tutors appointed by the entity, company or institution do not have to be the company's representative but must be employed at the same place as the student so that they can effectively carry their obligations to the student. The tuition may not be delegated to anybody who is in a junior position in relation to the student or to an immediate family relative.

7. The ETSE will issue a certificate to accredit and recognise the services rendered to students by the tutors at collaborating entities during curricular and extracurricular work experience.

Article 8. Work experience at the URV

Student can undertake work experience at the faculties, schools, facilities or services of the URV. The ETSE work experience coordinator will work with the other URV units to draw up work experience proposals which must then be approved by the Teaching Committee.

First temporary provision

These regulations also apply to work experience undertaken by students whose programmes are being terminated.

Second temporary provision

During the implementation of the new system for managing educational cooperation agreements that is specified in the URV's Work Experience Regulations, the previous system of signing specific agreements may still be used, provided that no specific educational cooperation agreement has been signed with the collaborating entity in accordance with the URV's Work Experience Regulations and that the specific circumstances require the immediate signing of the agreement by the parties so that the student can begin the work experience.

Final provision

These regulations come into force during the 2013-14 academic year.