



**REGULATION OF WORK PLACEMENTS OF
POSTGRADUATE STUDIES AT THE
UNIVERSITAT JAUME I**

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PREAMBLE

The Royal Decree 56/2005, dated 21 January and published in the Spanish Official Gazette (BOE) on 25 January 2005, regulates the official postgraduate university studies, comprising the teaching of the second and third cycles, and the issuing of the corresponding master's and doctorate degrees.

In the session held on 5 March 2007, the Governing Council of the Universitat Jaume I approved the regulations of its official postgraduate studies, and in the session held on 4 April 2007, it approved the regulations of the Universitat Jaume I specific postgraduate studies involving continuing and specialised training.

As in graduate studies, this university is inclined to promote the work placements within postgraduate studies. To manage them, a procedure similar to that applied in graduate studies work placements is to be applied to postgraduate studies work placements, since it proved to be efficient.

The Universitat Jaume I, by virtue of its autonomy and within the framework of the attributions given by Organic Law 4/2007, dated 12 April, which modifies Organic Law 6/2001 on universities, dated 21 December, and Royal Decree 56/2005, of 21 January, by which official postgraduate university studies are regulated, organises its official postgraduate teachings through the aforementioned regulations with the aim to harmonise its teachings with those established in the European Higher Education Area.

TITLE I. GENERAL REGULATIONS

CHAPTER I. CONCEPT, NATURE AND OBJECT

Article 1. Object

These regulations regulate the work placements whose aims are that the students assimilate the institutional, entrepreneurial, and labour reality of their social setting within both the field of their future jobs and their professional specialisation, through the fulfilment, in particular, of the following purposes:

- a) Integral training of the degree holder, balancing his or her theoretical and practical training.
- b) Acquisition of the work methodology suitable in the actual setting they will work in.
- c) Obtaining experience to favour incorporation in the labour market.
- d) Development of decision-making capacities and critical faculties.
- e) Preparation for the development of group work.

Article 2. Concept and nature

1. 'Work placement' is a denomination which covers those disciplines academically supervised and integrated within the programmes of study of the Universitat Jaume I. It consists of the fulfilment of work placements by means of a system of regulated placements in administrative, economical or professional organisations in the public or the private sector, or any other form established.

2. The relationship emerging from the work placement has not a labour nature – it is just academic, and is governed by these regulations and by the regulatory administrative provisions of the legal system applicable to universities.

CHAPTER II. APPLICATION FIELD

Article 3. Application fields

1. These regulations are applicable to all the subjects included in the programmes of study of the Universitat Jaume I, the content of which is similar to or coincident with that defined in point one of Article 1.

2. In the case of postgraduate studies whose management has been delegated to other institutions, these shall abide by these regulations.

3. In the case of inter-university and/or postgraduate studies, their specificities shall be taken into account, when appropriate.

CHAPTER III. AGREEMENTS OF COOPERATION

Article 4. Authorisation and competence

1. For the effectiveness of the work placement, and according to these regulations, the Universitat Jaume I should enter into agreements of educational cooperation with *the collaborating organisations, which can be institutions, associations of companies and professional schools (either liberal or official), and other organisations*. The corresponding protocols should be enclosed with the aforementioned agreements.
2. Framework agreements are signed by the Rector of the Universitat Jaume I – or the person to whom he or she delegates responsibility for this – and the person representing the collaborating organisation.
3. Singular agreements or protocols shall be signed by the Deans and the Director of the School, and by one person representing the collaborating organisation. A copy of these agreements or protocols shall be sent to the Secretary-General and to the Office for Educational and International Cooperation (OCIE).

Article 5. Content and duration

1. Agreements shall be drawn up in such a way to ensure a direct relation between work placements and the studies carried out, and they shall expressly specify that the work placements to be carried out will involve activities allowing students to experience practical and supplementary learning within their academic education. Furthermore, agreements shall set out the specific content of activity, schedule, working times, the right to secrecy, the centre or centres in which these are to be carried out, access to this centre by the lecturer in charge of tutorials, as well as the participation of the collaborating organisations in the student's assessment.
2. Amounts of money contributed by the collaborating organisations as study grants or aids may be established in agreements, and they shall be managed to benefit the student.
3. Agreements shall also envisage the issuing of certificates from the collaborating organisations, which shall refer to the activities undertaken by the student and to his or her level of achievement.
4. Framework agreements and singular agreements will last as specified in each case.

Article 6. Publicity

The Universitat Jaume I, through the Office for International and Educational Cooperation (OCIE), shall adopt the necessary measures to ensure the publicity of the signed agreements concerning work placements in centres, departments and institutions of the University.

CHAPTER IV. COLLABORATING ORGANISATIONS

Article 7. Commitments of the collaborating organisations

1. The condition of collaborating organisation derived from the subscription of an agreement does not imply any commitment beyond what is stipulated in the agreement. Furthermore, under no circumstances will the agreement entail obligations derived from a labour contract.

2. These work placement periods, regardless of the name it is given to them (Practicum, Work Placement, Practical Activities, Training Course, etc.), do not have the characteristics of non-involvement and dependence required by the Workers' Statute, which would consider them as contractual relationships, subject to the labour regulations.

Article 8. Recognition of the collaboration

The university can distinguish the collaborating organisations' participation by means of the recognitions agreed.

TITLE II. ORGANISATION OF WORK PLACEMENTS

CHAPTER I. COMPETENCE

Article 9. Bodies and administrative units involved in the organisation

The following University bodies take part in work placements:

- a) The Rector, who can delegate to the Vice-Rector who has been attributed the competence.
- b) The Office for International and Educational Cooperation (OCIE).

- c) The Deans, the School's Director and the Centre for Postgraduate Studies and Continuing Education.
- d) The Vice-Deans and Vice-Directors of the degree.
- e) The official master's degrees management committees.
- f) The research and postgraduate studies committee.

Article 10. Rector

The competence to approve the work placements referred to in these regulations corresponds to either the Rector or Vice-Rector representing him/her. He/she should ensure the enforcement and effectiveness of these regulations, as well as the smooth work placement operation. Specifically, he/she has the following duties:

- f) To represent the University in the relationships between institutions and companies.
- g) To sign the framework agreements corresponding to work placements.
- h) To assess work placement operation.

Article 11. Managerial bodies

1. The Office for International and Educational Cooperation (OCIE) acts with the purpose of serving as material support and carries out the following functions:

- a) To search collaborating organisations, public and private institutions and companies, in collaboration with the coordinators of the official master's degrees, the directors of the UJI-specific master's degrees and the directors of the UJI-specific specialisation courses, that facilitate the carrying out of work placements, and to act as a partner between the companies and the people in charge at the university.
- b) To process agreements, protocols and annexes for each academic year.
- c) To renew and cancel agreements, protocols and annexes as appropriate, under the supervision of the corresponding Vice-Rectorate.
- d) To file agreements and ensure their publicity within the university community.
- e) To facilitate the connection and relationship between collaborating organisations and the teachers who coordinate the courses and supervise students.
- f) To carry out the follow-up and process the results of work placements: incorporation/engagement of students in the companies where they undertook their work placements as well as work placement assessments.

- g) To solve any problems that may arise under the supervision of the Vice-Rectorate or of the corresponding body.
- h) To coordinate the administrative and bureaucratic operations of work placements.
- i) To manage travelling and subsistence allowances.
- j) To represent the boards and committees related to its functions and to take part in them.
- k) To establish a labour market observatory.

2. In the case of postgraduate studies whose management has been delegated, the organisations shall assume the same functions as those assigned to the OCIE.

Article 12. Coordination of work placements of official and UJI-specific master's degrees and UJI-specific specialisation courses

1. The coordination of work placements of postgraduate studies is a task that corresponds to the coordinators of the official master's degrees and to the directors of the UJI-specific master's degrees and specialisation courses.

2. The duties of the people in charge of coordinating postgraduate studies work placements are as follows:

- a) To propose the work placement planning needs, such as working times, tutorials, etc., before the master's degree management committee or the competent body, if appropriate.
- b) To collaborate with the Office for International and Educational Cooperation (OCIE) in the recruitment of companies and public or private institutions, as well as in the drawing up of the agreements and annexes corresponding to each student.
- c) To offer postgraduate students the list of places available at the collaborating organisations.
- d) To prepare work placement schedules.
- e) To draw up the proposal of the syllabus for the work placement subjects.
- f) To establish the objective criteria to allocate and assign work placements vacancies among postgraduate students.
- g) To offer technical guidance to tutors; to coordinate, carry out follow-up and establish the degree of accomplishment of his or her tasks.

- h) To inform, if appropriate, the master's degree management committee and the Research and Postgraduate Studies Committee about all the activities as regards his/her duties.
- i) In the case of international work placements, to collaborate with the exchange coordinators as regards the management of international work placements undertaken by incoming and outgoing students.

Article 13. Research and Postgraduate Committee

1. The functions of the Research and Postgraduate Committee as regards work placements of official postgraduate studies are as follows:

- a) To inform the Governing Council about the general admission requirements and criteria regarding the undertaking of work placements.
- b) To ensure the quality of the postgraduate studies work placements by applying the mechanisms to assess, implement and follow-up improvements. To this end, the Committee has to take into consideration, among other elements, the results of the survey to be completed by the students, the collaborating organisations and the tutors at the end of the work placements. A copy of the assessment results shall be submitted to the corresponding Faculty deans or School director, to the competent Vice-Rectorate and to the corresponding coordinator of the master's degree and director of the UJI-specific master's degrees and specialisation courses.
- c) To advise the competent Rector or Vice-Rectorate as far as issues related to work placements are concerned.
- d) Any other functions that may be assigned by the Law or by the Governing Council.

CHAPTER II. ORGANISATION OF WORK PLACEMENT MANAGEMENT

Article 14. Procedure

1. Each academic year, the work placement coordinators of each official master's degree or the directors of each UJI-specific master's degree and specialisation courses shall send an assessment report of the work placement needs for the following academic year to the OCIE.

2. At the beginning of the academic year, the OCIE shall present a list of work placement vacancies to the aforementioned coordinators and directors. This list may increase throughout the year to be offered to students.

3. The official master's degree coordinators and the UJI-specific master's degree and specialisation course directors shall draw up their proposal of student allocation to the collaborating organisations and shall submit this to the master's degree management committee or the corresponding body. Those students who have not specified their preferences within the time period established by the work placement coordinators will be allocated to the vacant places and to whatever possibilities may be created at a future date.

Article 15. Conflict of preferences

The conflict of preferences manifested in the drawing up of the student allocation proposal shall be resolved by applying the objective criteria which are set out in the subject syllabus.

Article 16. Allocating work placements during the academic year

Insofar as the teaching organisation possibilities allow, work placements coinciding with the teaching of the rest of subjects during the academic year should be avoided. In any case, the qualification obtained will correspond to the first exam sessions.

Article 17. Duration

1. Work placements have a duration which is equivalent to the ECTS credits established in the programme of study of the course.

2. Maintaining the relationship between the student and the collaborating organisation for a period duration beyond the period set out in the section above is excluded from the application scope of these regulations.

Article 18. Territorial scope

Work placements can be undertaken in any location in Spain or abroad.

Article 19. Work placement locations

1. In general, work placements shall be undertaken on the collaborating organisations' premises as specified in the cooperation agreements and in the corresponding annexes.

2. Work placements may also be carried out on University premises whenever the nature of the work placements allows it, the circumstances render it advisable and the fulfilment of the basic objectives of the regime is guaranteed.

3. Work placements may also be carried out in more than one collaborating organisation whenever the nature of the work placements allows it, the circumstances render it advisable and the fulfilment of the basic objectives of the regime is guaranteed.

4. In general, the students shall not carry out work placements in companies, institutions or organisations under a contractual or an administrative relationship.

CHAPTER III. TUTORSHIP AND ASSESSMENT

Article 20. People in charge

1. Work placements are supervised by the Universitat Jaume I teaching staff with the collaboration of work placement supervisors in companies or institutions.

2. The master's degree management committee, or the competent body, in accordance with the corresponding programme of study, shall lay down the general work placement development and assessment lines and criteria.

3. The master's degree management committee, or the competent body, shall appoint the tutor and announce this appointment to the Vice-Rectorates who have the competence in postgraduate, teaching and work placement. Teachers in charge of tutorships can supervise various persons. If the nature of the work placement requires it, a student can be supervised by more than one teacher.

4. The official master's degree coordinators and the UJI-specific master's degree and specialisation course directors shall draw up the proposal of the subject syllabus, which should include the general work placement development and assessment lines and criteria. This syllabus should be approved by the master's degree management committee or the corresponding body and by the competent centre or Vice-Rectorate.

5. The collaborating organisations shall appoint qualified members of their staff to be in charge of work placement supervision.

Article 21. The tutors' duties

The tutors' duties are the following:

- a) To elaborate a work plan for each work placement together with the supervisor at each company, and to draw up the corresponding annex, which should specify the activities to be carried out.
- b) To carry out the tutorship by monitoring the work placement development conditions and by following up work placements.
- c) To collaborate with the person in charge of supervising work placements.
- d) To authorise modifications in the work plan upon the submission of a justified report.
- e) To carry out the student's work placement assessment procedure by means of an activity report and/or an interview with the student and the company, in accordance with the general work placement development and assessment lines and criteria for this purpose.
- f) To assess the collaborating organisation once the work placement has finalised, and to announce the possible incorporation of students to the job market. A form supplied by the Office for International and Educational Cooperation has to be filled in for this purpose.
- g) To hold the necessary direct contacts with the supervisor or the person in charge of the student work placements at the organisation or company during the period in which these take place, so that an adequate follow-up of the work placement may be carried out: work plan, working times, duration, satisfaction of both parties, etc.

Article 22. Collaboration of the work placement supervisors

1. Student supervisors should be people who, given their labour qualification and /or experience, or the tasks or functions undertaken in the organisation, inform students about the functions they have to carry out, and supervise the way in which these functions have been accomplished.
2. Students shall permanently be under the supervision of supervisors, and the non-compliance of these conditions shall involve the termination of the contract.
3. The functions of the work placement supervisors are the following:
 - a) To collaborate in the practical training of the student in order to facilitate his/her integration into the company.

- b) To elaborate, together with the work placement tutor, the annex corresponding to each student where the activities to be carried out, the dates, the working times and the location where the work placement will be undertaken are specified.
- c) To advise and technically support the student in the development of the work placement.
- d) To follow up the student's work placements and to assign him/her appropriate tasks.
- e) To maintain the communication with the teacher who supervises the work placements at the University and to inform him/her about the follow-up of the student's activities
- f) To offer collaboration in assessing each student's work placement.

4. The Universitat Jaume I can issue certificates acknowledging the activity carried out by work placement supervisors.

Article 23. Duties of work placement students

1. The functions and obligations of work placement students are:

- a) To know the subject syllabus.
- b) To contact the tutor before the work placement starts.
- c) To collaborate in the preparation of his/her work placement plan.
- d) To carry out the work placement activities in accordance with the criteria established by the tutor and to follow the organisation supervisor's indications.
- e) To fulfil the work placement plan.
- f) To be in regular contact with the tutor and the supervisor and to inform about possible incidents.
- g) To maintain a professional attitude: keeping to the working times, starting work placements in the period agreed, previous notification of absences...
- h) To respect the code of conduct: respect for people and materials, obligation of secrecy...
- i) To submit the report and /or final project to the tutor and /or the supervisor.

CHAPTER IV. SUBSTITUTIVE ACTIVITIES AND RECOGNITIONS

Article 24. Recognitions/Adaptations/Exemptions

1. With the exception of the singularity indicated in the following section, the credit recognition of work placements shall adjust to that foreseen in the provisions regulating the general regime of recognitions; it shall have the same economic consequences as those foreseen in the abovementioned provisions.
2. An explanatory report of the work placements whose recognition is being applied for shall be attached to the application form. If necessary, this report shall be defended before the corresponding department or departments in accordance with the procedure established in the subject syllabus.

CHAPTER V. AID SCHEME

Article 25 Compensation of expenses

1. Travel and subsistence expenses actually incurred by the student in relation to work placements can be paid through grants or aids that may be provided by collaborating organisations or by public or private institutions for such purposes, and that are specified in the in the collaboration agreement signed between the organisation in question and the Universitat Jaume I.
2. As regards the taxation treatment of these aids, they will be in accordance with the ruling of the Directorate General for Taxation in its Decision no. 1770/2002, of 18 November [JT 2003/540] or subsequent regulations.
3. If necessary, the Rector or the Vice-rector representing him/her can decide upon compensation, the establishment of aid allocation criteria and the selection of beneficiary students.

TITLE III. CLAIMS

Article 26. Allocation of students

Any claims regarding the allocation of students in collaborating organisations shall be forwarded to the degree course work placement committee, which should inform the degree course committee about this. Against the resolution issued by this body, an appeal to the Rectorate can be made.

Article 27. Revision of marks

The revision of marks for subjects integrated in the work placement scheme shall follow the general revision of marks procedure approved by the Universitat Jaume I.

ADDITIONAL PROVISION

1. Centres and official master's degree management committees, or the corresponding body, shall draw up the criteria and procedures indicated herein, and which belong to their competence, within a six-month period upon approval of these regulations.

COMING INTO FORCE

1. These regulations come into force the day after they are approved.

Annex

List of work placement subjects for the year 2007/2008

Note: the difference in the name of the subject is owing to the name it has been assigned in the programme of study.

Official Master's Degree Title	Subject
Economic Internationalisation: Integration and International Trade	Work Placement
Marketing and Market Research	Practicum
Local Development Management and Support	Practicum
Equality and Gender in the Public and Private Domains	Specialisation Placement
Development Cooperation	International Practicum
Quality Management	Work Placement
Peace, Conflict and Development Studies	Work Placement Period and Preparation of Professional Project
Work Psychology, Psychology of the Organisations and Human Resources	Master's Degree Thesis
Family Intervention and Mediation	Practicum
Psychopathology, Health and Neuropsychology	Placement
Translation and Localisation Technologies	Work Placement
New Trends and Innovation Processes in Communication	Work Placement
Medical and Health Translation	Work Placement
Computational Mathematics	Work Placement
Occupational Risk Prevention	Final Master's Degree Dissertation
Sustainable Chemistry	Final Master's Degree Dissertation
Design and Manufacture	Final Master's Degree Project
Applied Chromatographic Techniques	Practicum
Geospatial Technologies	Final Master's Degree Dissertation