

OBLIGATIONS AND DUTIES OF THE PARTIES INVOLVED (EXTRACT)

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Tutor within the organisation

- a) To welcome the student and organise the activity they are to carry out in accordance with the training plan.
- b) To supervise the student's activities, and guide and monitor them during their placement, involving a relationship based on mutual respect and commitment to learning.
- c) To inform the student about the organisation's structure and operations, as well as about its relevant rules, particularly those related to safety and occupational hazards.
- d) To coordinate the stipulated activities in conjunction with the student's academic tutor. This encompasses altering the training plan as necessary for the placement to run smoothly, providing notification of and resolving any incidents that may arise during the placement, and ensuring that the student is granted leave to take exams.
- e) To issue a final placement evaluation report in the format established by the UdL.
- f) To provide the student with the material resources they need to be able to carry out the placement.
- g) To issue, at the student's request, a report stating that they have carried out their placement, with express mention of the activity they have undertaken, the placement's duration and, if appropriate, how well they have performed.
- h) To maintain confidentiality of any student-related information that the tutor may get to know as a result of their tutorial activity.

Academic tutor from the UdL

- a) To ensure that the training plan is implemented smoothly and that the placement's working hours are compatible with the student's academic, training, representative and participatory commitments.
- b) To monitor the placement effectively, in conjunction with the tutor from the collaborating organisation.
- c) To authorise any alterations made to the training plan.
- d) To evaluate the student's placement in accordance with the procedures established by the UdL.
- e) To protect the confidentiality of any information they may receive as a result of their role as tutor.
- f) To report any incidents that may occur to the body responsible for the external placement in the UdL and / or in the Centre.

Student

- a) To abide by the UdL's current regulations on external placements.
- b) To familiarise themselves with the training plan for their placement and fulfil it, following the instructions of their tutor within the organisation, under the supervision of their academic tutor from the UdL.
- c) To keep in touch with their academic tutor over the course of the placement and notify them of any incidents that may arise, as well as to submit the necessary final report and any other reports and documents stipulated in regulations.
- d) To begin their placement in the organisation on the established date, adhere to the working hours specified in the training plan and respect the organisation's rules on operation, safety and the prevention of occupational hazards.
- e) To carry out the training plan and diligently perform the activities agreed upon with the collaborating organisation as established therein.
- f) To protect the confidentiality of the organisation's internal information and respect the professional secrecy of its activities, during and after their placement.
- g) To adopt a respectful attitude towards the collaborating organisation's policy at all times, and to uphold the good name of the UdL.
- h) To fulfil any other duty envisaged in current regulations and/or the corresponding educational cooperation agreements signed by the UdL and the collaborating organisation.