



Regulations for External Academic Placements for the Bachelor's Degree in Informatics Engineering, the Bachelor's Degree in Artificial Intelligence, the Master's Degree in Informatics Engineering, the Master's Degree in Innovation and Research in Informatics, the Master's Degree in Artificial Intelligence, and the Master's Degree in Data Science

Decision CP.FIB/2021/03/02 of 24 February 2021 of the Standing Committee of the FIB, which approves the Regulations for External Academic Placements for the Bachelor's Degree in Informatics Engineering, the Bachelor's Degree in Artificial Intelligence, the Master's Degree in Informatics Engineering, the Master's Degree in Innovation and Research in Informatics, the Master's Degree in Artificial Intelligence and the Master's Degree in Data Science

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Article 1. Aim and scope

The Barcelona School of Informatics (hereinafter, the FIB) promotes the participation of its students in external academic placements by means of educational cooperation agreements.

External academic placements are optional academic activities carried out by university students and supervised by universities that enable students to apply and complement the knowledge they have acquired in their education and foster the acquisition of competencies that equip them to practise professionally, enhance their employability and promote their capacity for innovation.

External academic placements may be completed at collaborating entities such as companies and public or private institutions and entities, whether national or international, and at the UPC itself.

These regulations are developed within the scope of the Regulations for External Academic Placements of the Universitat Politècnica de Catalunya (Governing Council Decision CG/2020/05/54, of 2 July 2020) and it applies to the following FIB degrees: bachelor's degree in Informatics Engineering (in Catalan, *Grau en Enginyeria Informàtica*, GEI), bachelor's degree in Artificial Intelligence (in Catalan, *Grau en Intel·ligència Artificial*, GIA), master's degree in Informatics Engineering (in Catalan, *Màster en Enginyeria Informàtica*, MEI), master's degree in Innovation and Research in Informatics (MIRI), master's degree in Artificial Intelligence (MAI) and master's degree in Data Science (MDS).

Article 2. Methods of external academic placements

External academic placements can be curricular or extracurricular.

2.1 Curricular placements

Curricular academic placements are academic activities that are designed to form part of the curriculum. They are considered the same as any other course and are optional. This means that students must enrol for them beforehand, that students must have a tutor and that they are subject to assessment.

Curricular placements may be linked to a bachelor's thesis or master's thesis.

2.2 Extracurricular placements

These placements have the same purpose as curricular placements but they do not form part of the curriculum, nor are they included in the student's academic record. They are, however, included in the Diploma Supplement.

Therefore, the student is allocated a tutor who will monitor and follow up on the progress of the project, as well as perform a subsequent evaluation.

Extracurricular placements may not be recognised as curricular placements. The student must decide which placement type they want upon requesting the placement.

Article 3. Shared provisions for participation

Curricular or extracurricular external academic placements must not compromise the student's academic performance.

For this reason, the maximum number of hours to be dedicated to external placements throughout their studies is set at:

1. For the GEI and GIA degrees (hereinafter, the bachelor's degrees):
 - 900 hours over the course of an academic year.
 - 1,800 hours over the course of the degree.
2. For the MEI, MIRI, MAI and MDS degrees (hereinafter, the master's degrees), with a limit of 900 hours per academic year:
 - 900 hours over the course of the master's degrees worth 90 ECTS credits (MEI and MAI).
 - 1,200 hours over the course of the master's degrees worth 120 ECTS credits (MIRI and MDS).

For curricular placements with credit recognition on the student's academic record, a minimum of 30 hours of placement must be completed for every ECTS credit recognised (30 hours equals 1 ECTS credit).

Given their educational nature, it is recommended that the minimum length of placements be no less than 180 hours.

In the case of curricular external academic placements which coincide with the preparation of a bachelor's or master's thesis (hereinafter, thesis), these limits may be exceeded once during their studies, with the number of extra hours completed being equal to the sum of multiplying the number of enrolled credits for the thesis by 15.

It is recommended to not dedicate more than 80 hours a month to placements during the teaching period. Exceptions to these limits may be made for curricular placements.

The placement's schedule must not coincide with that of the enrolled courses.

Article 4. Individual training plan

All placements must submit an individual training plan before beginning. This plan must detail the objectives of the placement and the tasks that the student will perform, taking into consideration the basic, technical and cross-disciplinary competencies of the degree and the speciality being studied by the student.

The individual training plan must be validated by the student's academic tutor.

Article 5. Educational cooperation agreements

The bachelor's and master's degree placements governed by these regulations must be entered into by signing educational cooperation agreements with the companies and public and private institutions and entities, whether national or international, that wish to accept students on placements.

Educational cooperation agreements must be signed by the legal representative of the collaborating entity, the student and the rector, or whoever they designate.

The individual training plan must be attached to the educational cooperation agreement. This plan must be signed by the student, the person at the collaborating entity who will tutor the student and the student's academic tutor during the placement.

Students meeting the following requirements may participate in educational cooperation agreements:

- a) They must be enrolled in a bachelor's or master's degree course at the UPC.
- b) They must have passed the minimum required number of credits, in the case of bachelor's degree students. They must have passed 50% of the degree's credits (120 credits) by the start of the agreement.
- c) They must have student insurance while the agreement is in place. Students over the age of 28 must provide their own insurance.

Students completing an external academic placement have the right to receive a financial contribution from the collaborating entity, either as a grant or student financial aid. The minimum amount is established by the FIB.

Collaborating entities must contribute to the maintenance of the educational cooperation agreement service. The amount of the contribution and its rules of application are established each academic year in the University's budget.

Students on placement may not maintain a contractual relationship with the entity or institution at which they are completing their placement.

Placements completed at the UPC must be curricular. The amount of time

dedicated to the placement may be 5, 10, 15 or 20 hours per week, and the financial regulations are established in Additional Provision 1 of the Regulations for External Academic Placements of the UPC.

Once the student has obtained all of the credits for the curriculum that they are studying, they are considered to have completed their degree and the agreement is cancelled.

The FIB reserves the right to deny participation in an agreement or the renewal of the participation in an existing agreement when it is considered that the student's academic performance does not meet the minimum requirement of 0.5 (understood as the quotient between the credits passed and the credits enrolled).

For educational cooperation agreements, the academic year is understood to last from 16 September of the calendar year in which the academic year starts to 15 September of the following year.

Article 6. Collaborating entities

The companies and public or private institutions or entities, whether national or international, which welcome students on placement must guarantee their health and safety in all aspects relating to the tasks contained in the educational cooperative agreements.

Collaborating entities must at all times ensure the students' safety while completing their placement there. It is the collaborating entity's obligation to complete any corresponding registration for the student and, if necessary, it is responsible for paying any relevant social security contributions, informing the student of the applicable security and risk prevention regulations, keeping records and ensuring compliance with data protection regulations.

Likewise, external placement entities must abide by the UPC's bullying prevention regulations. If necessary, the collaborating entity must provide students on placement with all necessary personal protective equipment, in compliance with safety regulations and according to the tasks detailed in the individual training plan and the environment in which they are performed.

These obligations must appear in the educational cooperation agreement which must be signed for each placement.

The tutor designated by the collaborating entity is responsible for ensuring that the student adheres to the individual training plan while on placement at the collaborating entity, monitoring the student's progress and, if applicable, evaluating them. The tutor must maintain direct communication with the student and the academic tutor overseeing the placement.

The rights and duties of the student, collaborating entity tutor and academic tutor are detailed in the Regulations for External Academic Placements of the Universitat Politècnica de Catalunya.

Article 7. Monitoring, assessment and academic recognition

Academic supervision is performed by means of monitoring and academic tutoring undertaken by a professor at the UPC or any other university which participates in teaching the courses.

The student's academic tutor at the university assesses the placement, paying particular attention to the progress reports issued by the collaborating entity tutor, as well as the placement report completed by the student.

7.1 Extracurricular placements

Extracurricular placements are included in the degree Diploma Supplement following the presentation of the collaborating entity tutor's report within the established terms. The academic tutor uses these reports to complete their final report.

In this case, given that the placement is not recognised in the form of credits, there is no mark assigned to the placement, although it is included in the student's academic record.

7.2 Curricular placements

Curricular external placements are included in the academic record and are assessed and given a numerical mark and a descriptive mark, which is used to calculate the average mark.

Curricular placements linked to a thesis

The academic tutor for the external placement provides tutoring when the external placement coincides with the preparation of a thesis.

The university's academic tutor uses the initially proposed individual training plan, the collaborating entity tutor's report and the student's report to assess the placement, deeming it as either favourable or unfavourable.

The mark for the External Placement course is the mark obtained for the thesis when the placement has been deemed favourable. On the contrary, if the result is unfavourable, the student may not present their thesis and, consequently, the mark for the external placement and the thesis shall be "Absent".

Curricular placements not linked to a thesis

Curricular placements that are not linked to the preparation of a thesis are assessed based on the final report that is completed by the academic tutor for the placement, the mark of which shall appear on the academic record as the mark for the external placement. This final report is prepared using the reports completed by the student and the collaborating entity tutor.

Regardless of whether the curricular placement is linked to a thesis, the student may enrol in the optional External Placement course, which:

1. In the case of the bachelor's degrees, this optional course can be worth either 6 or 12 ECTS credits.
2. In the case of the MEI and MAI master's degrees, this optional course can be worth 12 or 13.5 ECTS credits.
3. In the case of the MIRI and MDS master's degrees, this optional course can be worth 12, 15 or 18 ECTS credits.

In any case, 1 ECTS credit is equivalent to 30 study hours.

Article 8. Procedure

8.1 Beginning an external academic placement

In order to begin an external academic placement, whether curricular or extracurricular, the necessary documentation to enter into an educational cooperation agreement must be submitted to the School, in accordance with the mechanisms defined herein, ten days before the start of the external placement in order to be able to complete the relevant procedures and subsequently sign the agreement.

Projects that imply the performance of tasks different to those that student performs in their field of study are not accepted.

8.2 Upon completion of an external academic placement

Once the student has finished the placement, they must prepare a report and present it to the university, together with the report prepared by their tutor at the collaborating entity.

These documents are essential in order to be able to evaluate the placement.

If the placement is curricular and linked to a thesis, the reports must be submitted before the defence of the thesis, which may be no later than the day that the thesis report is submitted. These reports are given to the student's academic tutor in order to be evaluated.

If it is a curricular placement which is not linked to a thesis, the academic tutor submits a report as well as a numerical and descriptive mark for the placement.

For all extracurricular placements, the academic tutor must complete a questionnaire which serves as a report and an evaluation of the student.

Temporary provision

Educational cooperation agreements which are in force on the date of approval of these regulations are not affected.

Repealing provision

The Regulations for External Academic Placements of the FIB are repealed, and in particular the Regulations for External Academic placement for the Bachelor's Degree in Informatics Engineering at the FIB, approved by Decision CP.FIB/2018/05/03 of the Standing Committee of 24 September 2018, and the Regulations for Academic Placements of the Barcelona School of Informatics for the Master's Degree in Artificial Intelligence, the Master's Degree in Informatics Engineering and the Master's Degree in Innovation and Research in Informatics, approved by Decision CP.FIB/2018/05/04 of the Standing Committee of 24 September 2018, and the modifications approved by the School Board in its meeting on 19 December 2018.