

**ANNEX I – WORK PLAN**

The completion ofcurriculars external academic work placementsin a company may lead to the recognition of credits or the completion of the TFG / TFM. With this agreement, the student:

**Don’t** request the recognition of optional credits

**Yes** request the recognition of optional credits(30h = 1 credit)

 completion of the TFG / TFM in the company

 Is the student's first stay in the company? Yes No

## 1.- Personal Information

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| **Student information** |
| Name and surname: |
| Degree and current semester: |
| E-mail: |
| Telephones: |

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| **Tutor of the collaborating Company information** |
| Company: |
| Name and surname : |
| Department: |
| E-mail: |
| Telephones: |

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| **Tutor of EPSEVG information** |
| Name and surname: |
| Department: Code: |
| E-mail: |
| Telephones: |

**2.-Company information (fill by the tutor of the collaborating entity)**

� Workplace where it will be done ...............................................................................

� Period in which it will be carried out............................................................................

� Timetable1 ...........................................................

� Specific knowledge that the student must have to do this work

English French German Other languages .................................

Computer knowledge, which? ………………............……………...

� Does the student complete the Final Degree Project (TFG) or the Final Master's Project (TFM) in the company?

Not Yes (in this case, fill in section 3.b of the Work Plan)

## 3.a- Work plan (to be completed by the company's tutor)

**Work plan**

 Indicate which are the main tasks of the student, the planning of the execution of these tasks

 and their temporal programming.

 **Objectives that have been established for this period:**

 His daily work is based on:

##  Monitoring and coordination mechanisms in the company:

1 The hours maximum are 900 from 16th September of one year to 15th September of the next year.

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| **3.b- Final Degree Project / Final Master's Project (to be completed by the company tutor)** |
| ***Title of the TFG / TFM:*** |
| Number of students doing the work:(If there are two, it is necessary that each student submit their proposal. Name and surnames of the other student) |

 **Objectives that you want to achieve with your work:**

 **Description and temporal programming of the tasks to be carried out:**

 **Monitoring and coordination mechanisms in the company:**

 **Resources provided by the company for the development of work:**

**4.- Data of the EPSEVG (to be completed by the tutor of the EPSEVG)**

� Calendar of visits to the company

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� Student tracking mechanism

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The undersigned give their approval to this Work Plan:

Approval

Tutor of the company (signature and stamp)

Approval

Tutor of the EPSEVG (signature and stamp)

 Approval

Student

The Head of Studies of the EPSEVG, Lecturer José Antonio Román, states that the proposal is valued positively for the student's training and that the work plan is compatible with the studies he develops.

Approval

Mr. Carles Batlle Arnau

Head of Studies of the EPSEVG