

## **CURRICULAR WORK PLACEMENT REGULATIONS UNIVERSITY MASTER'S DEGREE IN ARTS AND CULTURAL MANAGEMENT**

### **Definition and duration of the curricular work placements**

Work placements are one of the pillars of the University Master's Degree in Arts and Cultural Management's curriculum, because they facilitate the students' integration into a cultural company or institution, enable them to apply their knowledge and help them develop the professional competences a cultural manager requires. Curricular work placements are compulsory, are worth 12 ECTS and last approximately 250-300 hours. They are preferably done on-site. The academic tutor and the degree programme's work placement coordinator will ensure that each student's work plan is related to the objectives and competences the students should acquire.

### **Persons involved in assigning work placements**

#### Academic tutor

The academic tutor is responsible for ensuring that the learning project is carried out correctly. They organise tutorials and monitor the work placements in coordination with the tutor at the participating entity. They authorise changes to the learning project and assess the students' final work placement reports.

#### Work placement coordinator

The work placement coordinator is, in conjunction with the academic tutor, the person responsible for securing placement opportunities at sector entities, companies and/or institutions. Together with the secretary from the Faculty of Humanities, they manage the educational cooperation agreements and relevant annexes that regulate each student's work placement. The work placement coordinator is also responsible for receiving the students' work placement reports and assessment reports.

#### Tutor at the host entity, company or institution

The tutor at the entity, company or institution is responsible for welcoming, supervising and guiding the student for the duration of their work placement. They also determine the deadlines by which the student must complete their tasks to acquire hands-on training in the field of cultural management.

#### Trainee student

The student must comply with the terms of the Work Placement Agreement and Annex. They must also complete the tasks and functions assigned to them as part of their learning project during the work placement period.

## **Documents**

Work placements are governed by an *Educational Cooperation Agreement for External Work Placements* and its corresponding *Annex*. The Agreement must be approved by the Secretary-General of the University before being signed by the parties concerned. It usually takes around three working days to process this documentation. If the work placement is due to be carried out in another city, the documents will be sent by post, and the process of signing the Agreement and/or Annex may take another week or two. The Work Placement Agreement and Annex must be signed by all parties prior to the start of the work placement.

### Work Placement Agreement

The *Educational Cooperation Agreement for External Work Placements* is the document that governs work placements. The Agreement must be approved by the Secretary-General and signed by both UIC Barcelona and the participating entity, company or institution.

### Work Placement Annex

The *Annex to the Educational Cooperation Agreement for External Work Placements* contains specific information about the student's work placement. This document must be signed by the dean of the Faculty of Humanities, the tutor at the host entity, company or institution and the student.

## **Participating entities, companies and institutions**

Carrying out a work placement at an entity, company or institution depends on whether they are able to accept trainee students; as a result, there is no guarantee that the student will be able to carry out an external work placement at the entity, company or institution of their choice. The student is selected by the entity, company or institution. The assignment of work placements at one company or another does not depend on the academic tutor or work placement coordinator. Work placements are unpaid; however, students may receive remuneration from the participating entity, company or institution in the form of "study grants".

## **Work placement procedure and assessment**

### Initial work placement tutorial

Initial tutorial between the student and work placement coordinator. Submission of the work placement application form and an up-to-date CV.

### Work placement search

Contact with the entities, companies and institutions of the student's choice to assess availability. All curricular and extracurricular work placements must be compatible with the degree programme's calendar and class hours. Once assigned, the students may not discontinue their curricular work placements without just cause or without first consulting the academic tutor and the degree programme's work placement coordinator.

### Signing the Work Placement Agreement and Annex

Preparation of the administrative documentation and sending of the Agreement and/or Annex to be signed. Once signed, a copy of the documentation must be deposited and filed in the secretary's office in the Faculty of Humanities. The work placements will not be valid if the Agreement and Annex have not been duly completed and signed prior to the start of the activity.

### Monitoring the work placement

Tutorials with the subject's academic tutor and regular meetings with the coordinator to monitor the work placement.

### Completion of the work placement

The student must notify the work placement coordinator of the date their work placement at the host entity, company or institution is due to end at least one week in advance, as specified in the Work Placement Annex. Any student wishing to extend their placement must communicate their desire at this time by e-mail so that a new annex may be drawn up.

### Work placement assessment

The student must submit the *Work Placement Report* to the coordinator within a period of no more than 10 calendar days from the day after completion of the work placement. Once the work placement coordinator receives the report, they will confirm receipt of the document to the student. The degree programme's academic work placement tutor will assess the student's *Work Placement Report*. This mark is worth 30% of the final mark, with the other 70% corresponding to the assessment carried out by the tutor at the host entity, company or institution. The assessment reports will be requested from the tutors by the work placement coordinator. This subject has only one sitting. Any students who fail to pass the subject must re-enrol in the next academic year.

### Marks and closure of the academic record

The subject mark will be published on the Intranet in July or December. The student's academic record will be closed once they have passed all degree programme subjects.

## **Important work placement documents**

Curricular work placement regulations  
Curricular work placement application form  
Educational Cooperation Agreement for External Work Placements  
Work Placement Annex  
Final work placement report  
Work placement assessment report