



**Mondragon
Unibertsitatea**

**Facultad de
Empresariales**



**MONDRAGON
TEAM
ACADEMY**

END-OF-DEGREE THESIS

ACADEMIC GUIDE

**ENTREPRENEURIAL LEADERSHIP AND
INNOVATION**

LEINN

ACADEMIC YEAR 2024-2025

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1. INTRODUCTION

Obtaining the Final Degree Credits (hereinafter TFG) is the culmination of the Bachelor's Degree in Entrepreneurial Leadership and Innovation LEINN and an essential requirement to be awarded the corresponding official degree.

The general objective of the Graduate Degree in Entrepreneurial Leadership and Innovation is to train professionals capable of efficiently leading the creation of entrepreneurial companies and teams, highlighting their capacity as agents of change in existing companies and the generation and development of new companies, prepared to work in a globalised and multilingual world, thus contributing to the development of the knowledge society whose key to competitiveness is innovation.

The aim of the Final Degree Project is to prepare and present a project as an exercise that integrates the skills (21 skill profiles), both technical and transversal, worked on during the degree, thus helping to bring entrepreneurs closer to the world of work and professional entrepreneurship. The final degree project is carried out at the end of the degree, specifically in the fourth year.

The Final Degree Credits will generally be carried out individually; however, in justified cases, due to the size of the work to be carried out and/or in the case that it is done within the framework of an entrepreneurial project, it may be carried out in a group. It requires the entrepreneur to **dedicate 900 hours** (more or less 5 months, 8 hours a day).

Each project will have two types of mentoring: the first by academic staff and/or trainers from the laboratory of origin; and the second by a company manager (in the case of in-company projects), or by an external mentor assigned by the team of trainers from each laboratory (in the case of entrepreneurial projects). The person in charge in the company is the person who assumes responsibility for providing the entrepreneurs with the necessary resources for the correct development of the project, as well as guiding them in the decisions necessary to achieve the objectives of the Final Degree Credits. In addition, the tutor assigned by the degree programme is responsible for ensuring that the academic requirements for the LEINN degree are met.

The purpose of this Academic Guide is to describe the way in which the TFG is developed, to determine the deadlines in which the corresponding procedures must be carried out, and to guide the entrepreneurs and the academic tutors in the writing of the Report.

2. DEADLINES

The TFGs begin during the second semester of the academic year, in the period between February and July-September, provided that the academic requirements mentioned in point 3.1 are met. Taking these requirements into account, and starting in February, the activation of the TFGs is carried out continuously.

By agreement between the company, the entrepreneur and the faculty, it is possible to start the Final Degree Credits before the month of February, without changing the deadline for the presentation of the report or its defence.

There are occasions when, due to the magnitude of the project, the fulfilment or non-fulfilment of objectives, etc., the academic tutor and the person in charge of the company, together with the entrepreneur, decide that the TFG is not completed on time. In these cases it will be necessary to request an extension. (Section 5.4)

3. PRIOR FORMALITIES

3.1. REGISTRATION

In order to carry out the Final Degree Project, it is essential to fulfil the following academic conditions:

- ✓ To have passed all the subjects of the 1st, 2nd and 3rd year.
- ✓ Successful completion of the legal and financial audits in December of the 4th year and submission of the association's liquidation plan.

Have passed the start up process (20 ECTS) and 24 h innovation (4 ECTS).

TFG registration must take place on the dates established by the Academic Secretary's Office for each academic year (July or September).

The amount to be paid for TFG enrolment is determined at the start of the course by the MU ENPRESAGINTZA Governing Council, and is invoiced according to the method of payment chosen at the time of enrolment. In cases in which the entrepreneur proceeds to defend the project more than two years after the first application for the TFG; or, where applicable, at the time when, having fulfilled the academic conditions for making the application, she has not made it (the application), she must pay the enrolment fee proportional to the credits of the TFG.

If an entrepreneur, for reasons of force majeure, in the opinion of the Academic Coordination, leaves the option of developing the TFG, she will be able to carry out another project in the next call. In this situation, she will have to pay the cost corresponding to the credits of the Final Degree Project and the proportional part of this in the fixed cost of the enrolment fee. These situations will be analysed individually by the Academic Coordination and the coaches of each team.

3.2. PROJECT SELECTION

Prior to the start of the project search process, at the beginning of the fourth year, the entrepreneurs will be given the information necessary to undertake the project, as well as the guidelines and orientations that will help them to carry it out normally.

In this process, the entrepreneurs will develop the Learning Portfolio and update their learning contract, as tools for the search and definition of the final degree project. Both learning tools will be shared with the team and trainers, for their feedback and support in this process of research and definition.

Once the challenge and the project to be developed have been identified, the GFP form (Appendix 1) must be completed and validated by the laboratory's team of trainers. Once the Final Degree Project has been validated, the MU Enpresagintza university-business department will be responsible for formalising the collaboration agreement between the university and the company (where necessary, Appendix 2).

3.3. HOW TO START

In principle, the final degree project will start in February, once all the academic prerequisites mentioned in point 3.1 have been met, although it is possible to start earlier, provided that the team itself and the team of laboratory trainers give their consent. However, the presentation of the same to the tribunal cannot take place until the academic requirements have been met.

From that moment on and throughout the academic year, the projects will be activated continuously and in constant collaboration between the trainers.

The final degree project has a minimum duration of 5 months and the calls to present it are as follows:

- **Ordinary sessions: February, July and September**
- **Extraordinary calls: November**

Prior to the start of the project, the University-Company Cooperation Agreement must be signed and the accident insurance policy (where necessary) must be taken out.

The procedures to be carried out once the option of doing the TFG has been defined are as follows (this process is explained in Annex 3):

1. Collect the documentation at MU Enpresagintza (agreement, insurance, etc.).

2. Submit the documentation to the Personnel Department of the company where the TFG is being developed (if necessary).
3. Start of the TFG.
4. Collect the signed and stamped University-Company Cooperation Agreement and the accident policy from the company and hand them in at the laboratory.
5. Deliver this documentation to the MU Enpresagintza University-Business Relations Unit (via the laboratory).
6. Maintain communication with the assigned tutors during the execution of the TFG.

4. DEVELOPMENT

4.1. ACADEMIC MONITORING

The faculty tutorship carries out the corresponding academic monitoring, supervises the work done and reviews and validates both the final release and the report for submission to the academic secretary's office through the Mudle platform.

The dates for the submission of the releases will be:

FINAL DECLARATION (Call: February): 20th of February, 2025

FINAL DEADLINE (Call: July): 3th of July 2025

FINAL DEADLINE (Call: September): 25th of September, 2025

FINAL DISCHARGE(November Extension): 13th of November, 2025

It is an essential requirement to submit the final discharge and the report within the above-mentioned deadline in order to be able to proceed with the subsequent defense..

4.2. FINAL DISCLAIMER

The FINAL Discharge is a report indicating the completion of the TFG and the achievement of the objectives set out in it (Annex 4).

This report allows the university and company tutors to jointly validate the work carried out by the entrepreneur, give their approval and proceed with the request for the constitution of the tribunal for the defence.

The Final Release must be signed by the Company and Faculty tutors, and must be handed in at the Academic Secretary's Office on the established date (contact will be provided by each laboratory and can be online).

4.3 MEMORANDUM

The report, a written record for obtaining the Final Degree Credits, will be the document that will be assessed during the defence before the examining board on the relevant date.

A) Guidelines for the preparation of the report: FORMAT

The report will be presented in accordance with the guidelines set out in the MU Enpresagintza and MTA Style Manual.

It will be between 50 and 80 pages in length, annexes apart.

With regard to the **format to** be used and according to the provisions of this manual, the report shall be presented as follows.

- On white or recycled paper in DIN A-4 format.
- Printed double-sided (1 sheet printed on both sides) with 1.5 line spacing.
- Margins: top and bottom margin 3 cm, left and right margin 2.5 cm.
- The typeface and font size must be ARIAL, size 12.
- All pages must be numbered and contain a header and footer:
 - o In the header, the chapter of the report being developed on that page should be mentioned on the left and the MTA-MU logo on the upper right.
 - o The footer should contain the title of the report on the left and the page number on the right.

The report shall be preceded by the cover page and the first standard page, which shall contain the reference data such as the title of the report, the degree title to which it gives entitlement, author, tutors, etc.

The use of colour in graphics, diagrams or photographs should be limited to those cases where it is essential for the appreciation of details or nuances that are considered fundamental and would otherwise be indistinguishable.

All graphs, drawings, diagrams, etc. must indicate the number of the graph, drawing or element in question and an index must be made at the beginning of the report to reference them.

B) Guidelines for the preparation of the report: STRUCTURE

This section offers a reference model for the elaboration and structuring of the report for the option chosen to develop the TFG (Annex 5).

IN-COMPANY PROJECT:

- COVER
- STANDARD FRONT PAGE
- SUMMARY (between 8-10 lines of the basic content of the report), which will appear at the beginning of this document. The writing of the summary in the co-official languages of each laboratory together with a foreign language of reference such as English (Basque, Spanish, Catalan, English, French) will be valued.
- detailed table of contents, with decimal numbering of chapters and paragraphs
- INDEX OF GRAPHICS if any
- INTRODUCTION containing the following sections:
 - Background
 - Problem or state of the art
 - Objectives
 - Project phases
- DEVELOPMENT, divided into chapters as necessary according to the phases of the project.
- CONCLUSIONS AND FUTURE LINES OF ACTION
- BIBLIOGRAPHY, correctly referenced, indicating the sources from which information has been extracted to prepare the report.

5. FINALISATION OF THE FINAL DEGREE CREDITS AND CONSTITUTION OF THE EXAMINING BOARD

5.1. PRIOR AUTHORISATION

In order to be able to present the documentation and its subsequent defence, the entrepreneur must have the authorisation of the tutor assigned in the company or, if applicable, the mentor of the project as well as that of the academic tutor of MU. To this end, the Final Release must be signed by both mentors (Appendix 4).

If, on the other hand, the tutor assigned to the company and MU do not authorise the presentation of the documentation, the entrepreneur may appeal against this decision and may request - only once - the Academic Coordination in writing the constitution of a Tribunal formed by 3 people from outside the assigned tutor, who will determine whether the work carried out and the report written are suitable for presentation before the TFG Tribunal.

If the Court's decision is positive, the entrepreneur will be able to proceed with the ordinary procedures. If not, she will have to continue with the development of the report.

The decision of this Court is in any event final.

5.2. REQUEST FOR THE CONSTITUTION OF THE COURT

The panel is generally made up of three members, two of whom are part of the laboratory team and the third member can be from outside, normally the tutor of the company in which the TFG has been developed (or a mentor or expert specialising in the subject). One of the persons representing the laboratory will always act as secretary of the examining board. The tutors from the company and the university cannot form part of the panel at the same time, although they do decide on the percentage of the mark corresponding to the work carried out by the entrepreneur jointly.

5.3. DELIVERY OF DOCUMENTATION TO THE ACADEMIC SECRETARY'S THROUGH MUDLE ONLINE PLATFORM

Once you have the authorization of the Head of the project and the Faculty tutor, you can proceed to hand in the required documentation at the Academic Secretary's through MUDle platform (with the indication of the laboratory managers), on the date established in the academic calendar of the current year. The documents to be submitted are:

- A) **FINAL DISCHARGE**: duly signed by the person in charge in the company and the Faculty tutor, who will thus show their agreement with the work carried out.
- B) **TFG REPORT in paper and/or digital format (.pdf document)**: The Academic Secretary's Office delivers the original to the Library and a copy in digital format to the Head of the laboratory to be distributed among the members of the Tribunal.
- C) **ANNEXES**, if any, 1 duly identified copy in paper and/or digital format (**separate document in .pdf**).
- D) **PERMISSION FOR DISTRIBUTION AND PUBLICATION** signed by the entrepreneur, in which she expressly authorises the transfer of the intellectual property of the TFG report to MU Enpresagintza (by signing the Final Release and the authorisation requested in the Report, annexes 4 and 5).
- E) **CONFIDENTIALITY REQUEST**, if applicable, using the personalised document posted on the MU Enpresagintza MUDLE Platform. The deadline for requesting confidentiality will be the date of submission and defence of the TFG (Appendix 6).
- F) **JUNIOR COMPANY PARTNERSHIP LIQUIDATION PLAN** with prior review and validation by your team coach and your laboratory's legal and financial advisory team.
- G) **AUDIT REPORT FROM THE JUNIOR COMPANY ASSOCIATION SUPERIOR COMPANY**, you will have to submit the report signed by the legal and financial advisory team of your laboratories. December and/or July convocation of the academic year you are studying.

The rest of the supporting documents must be handed in to the assigned tutor at the faculty before the day of the presentation of the Final Degree Credits.

5.4. REQUEST FOR EXTENSION

The TFG (Final Degree Project) must be submitted in the ordinary (February, July, September) or extraordinary (November) exams of the academic year in which the student is enrolled.

If you do not present it on the dates indicated, you must request an extension in writing, which must be approved by the Academic Committee of the degree programme.

The granting of this extension gives the student the possibility of extending the deadline for submission until the next call (ordinary or extraordinary), having to adjust to the dates established at the time for the delivery of the documentation and defence of the TFG, having to re-register for the TFG.

Successive enrolments in the TFG do not imply the payment of the corresponding fees, except in the case that two years have passed since the first enrolment, in which case the student must pay the amount proportional to the credits of the TFG. Exceptions will be analysed by the LEINN Academic Committee.

6. DEFENCE AND EVALUATION

Prior to the defence, the entrepreneur must justify that the association of which she is a member has been liquidated or is in the liquidation phase (she has filed the cessation of activity with the Tax Authorities and requested the cancellation of entries in the corresponding Register of Associations).

With the submission of the TFG report to the Academic Secretary's Office, the TFG Assessment phase begins, in order to be assessed by the Tribunal constituted for this purpose in each case.

The defence will take place on the pre-established dates, which will be announced sufficiently in advance. The date, place and members of the Tribunal are established by the laboratory team together with the Academic Coordination of the degree.

The Academic Coordination will decide the specific days to be assigned for the Defence, always within the period defined in the academic calendar of the current academic year.

The core of the presentation is the theoretical-practical presentation, supported by multimedia supports, with an estimated duration of between 20 and 30 minutes by the entrepreneur in front of the panel. This presentation is followed by a question and answer session, reflections and evaluations by the members of the panel (approximately 20-30 mins).

Once the questions have been answered, the entrepreneur leaves the room where she is being assessed and the examining board proceeds to mark the defence of the TFG and will draw up the corresponding minutes of the session. In order to obtain the final mark, the documentation presented (20%), the presentation and defence of the project (20%) and finally the work carried out (60%) will be assessed (Appendix 8).

Once the decision has been taken, the Secretary of the Tribunal notifies the entrepreneur of the mark obtained in the TFG and delivers the Minutes of the defence - in which the mark obtained is recorded - to the Academic Secretary's Office (via the laboratory managers).

If the Tribunal finds that the Report or Submission contains serious errors of substance or an erroneous approach, it may require an Erratum to be issued within 15 days from the date of submission.

6.1. CLAIMING GRADES FOR THE TFG

The entrepreneur who is dissatisfied with the mark with which she has been assessed may request that the mark be revised and that the work and documentation she presented be revised, supporting her claim with a reasoned letter addressed to the Secretary of the Selection Board, in which she clearly states where she considers that the error of assessment by the Selection Board has occurred.

This complaint may be made within 24 hours of the presentation and defence of the dissertation.

A period of 15 calendar days will be established in order to convene the same Tribunal to decide, in an evaluation session, whether to propose a new grade or to ratify the previous one. The Secretary of the Committee will notify the Academic Secretary's Office of the final grade of the TFG. No appeals may be lodged against this new decision of the TFG Committee.

7. INNOVATION AND CONTINUOUS IMPROVEMENT

In order to guarantee innovation and continuous improvement, MTA-MU has established different evaluation and improvement mechanisms for the TFG and aimed at measuring the degree of fulfilment of the objectives.

Among these mechanisms are the qualitative evaluations of the entrepreneurs, of the person in charge in the company and of the tutoring assigned in the faculty, as well as the satisfaction surveys of the entrepreneurs with the TFG (Appendix 9).

Aitor Lizartza Martín

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Head of Degree LEINN

Mondragon Team Academy

Mondragon Unibertsitatea

ANNEX 1

KARRERA AMAIERAKO PROIEKTU ESKAERA

END-OF-DEGREE PROJECT APPLICATION

2024-2025



Mondragon
Unibertsitatea

Facultad de
Empresariales



MTA
MONDRAGON
TEAM
ACADEMY

KARRERA AMAIERAKO PROIEKTU ESKAERA / END-OF-DEGREE

APPLICATION

Enpresaren Datuk / Company details

| | | | |
|---|--|--|--|
| Enpresaren Izena Company name | | NIF VAT NUMBER | |
| Helbidea Address | | Langile Kopurua No. of employees | |
| Probintzia Province | | Posta Codea Postcode | |
| Telefonia Telephone | | Mobila Mobile | |

| | |
|--|---|
| Jarduera Ekonomikoa Economic Activity | |
| Zuzendaria Director | |
| E-mail / Telephone E-mail / Telephone | / |
| Pertsonal Arduraduna Personnel Officer | |
| E-mail / Telephone E-mail / Telephone | / |

**Proiektuare
n Datuak /
Project-
practice
Data**

| | | | |
|--|------------|--|--|
| Proiektuaren Arduraduna | | | |
| Kargua / Cargo | | | |
| E-mail / Telephone | | | |
| Proiektu/praktikaren hasiera data Start date of project/internship | 00/00/0000 | Proiektuaren amaiera Project end date | |
| Ordu / egunean Hours / day | | Hileko Poltsa laguntza Monthly aid grant | |

EuskaraCastellanoEnglishFran

çais

Describapena - Kokapena / Description - Framing

Helburua/ Objective

Phaseak / Phases

Lorturak / Results

Oharrak
Remarks

Facultateak betetzeko / To be filled out by the faculty

| | | | | |
|--------------------------|-----------------------------|------------|---------------|-----|
| Onespena | Praktikak / Practice | | | Pro |
| Ikaslea | | | | |
| E-mail eta Telefonoa | | | | |
| Tutorea | | | | |
| E-mail | | | | |
| Epeldia / Period: | From: | 00/01/1900 | Until: | |

Datuak biltzean informazio eskubidea arautzen duen Datu Pertsonalek Babesteari buruzko abenduaren 13ko 15/1999 Lege Organikoa betez, honako hau jakinarazten da: Datu pertsonalak fitxategi automatizatueta sartuta daude, eta horren helburua ikaslearen eta ikastetxearen arteko Inskripzioa eratzeko da, aipaturiko Inskripzioa administratiboak garatzeko behar direnean eta ezarritako terminoetan baino ez dira erabiliko. Fitxategi horien erantzulea kooperatiba bera da eta, horri dagokionez, haren sarbide, zuzenketa, ezabatze eta oposizio eskubideak balia ditzakezu, horretarako Idazkaritza Akademikora jo behar duzularik, NAN edo nortasuna egiaztatzen duen dokumentuarekin.

In compliance with article 5 of Organic Law 15/1999, of 13 December, on the Protection of Personal Data, which regulates the right to information in the collection of personal data, the following is notified: The personal data, which may appear on the completed form, are included in automated files whose purpose is to formalise the registration between the student and the institution, with the terms of the registration. This data will only be used in the terms foreseen in the administrative procedures that are necessary to carry them out. The cooperative is the responsible party and, in this regard, you may exercise your rights of access, rectification, cancellation and opposition provided for in the aforementioned Law by contacting the Academic Secretariat with your identification card or supporting document.

Branch

ANNEX 2

**UNIVERSITY-COMPANY COLLABORATION
AGREEMENT UNIBERTSITATE-COMPANY
LANKIDETZA HITZARMENA**

EDUCATIONAL COOPERATION AGREEMENT

C

URRICULAR ACADEMIC INTERNSHIPS

On the one hand, the person responsible for the degree in Leadership, Entrepreneurship and Innovation, **Aitor Lizartza**. On the other **Name and surname(s)** as representative of the company **Name company** acting in accordance with their respective positions and in the exercise of the powers to agree, on behalf of the entities they represent and have conferred, agree to declare the high interest that the practical training of university students has both for the University responsible for the quality of their teaching, and for society in general, ultimately beneficiary of the best professional preparation of university graduates, students.

For this reason, they agree to sign, in accordance with **Royal Decree 592/2014 of 11 JULY**, the present EDUCATIONAL COOPERATION AGREEMENT, for the development of **Curricular External Academic Internships**, which will be developed in accordance with the following articles:

In accordance with Article 1: Object (Royal Decree 592/2014 of 11 JULY).

- 1. External academic placements are an activity of a training nature carried out by university students and supervised by the Universities, the aim of which is to allow them to apply and complement the knowledge acquired in their academic training, favouring the acquisition of competences that prepare them for the exercise of professional activities, facilitate their employability and foster their capacity for entrepreneurship.*
- 2. Given the training nature of external academic placements, under no circumstances shall they give rise to any obligations inherent to an employment relationship, nor may their content lead to the substitution of the employment service inherent to jobs.*
- 3. Likewise, and in the event that at the end of the studies the student joins the staff of the collaborating entity, the time of the internship shall not be counted for the purposes of seniority nor shall it exempt the student from the probationary period unless the relevant applicable collective bargaining agreement expressly stipulates otherwise.*

According to Article 3: Aims.

The external academic placements are intended to achieve the following aims:

- a) To contribute to the comprehensive training of students by complementing their theoretical and practical learning.*
- b) To facilitate knowledge of the working methodology appropriate to the professional reality in which students will have to operate, contrasting and applying the knowledge acquired.*
- c) To encourage the development of technical, methodological, personal and participatory skills.*
- d) Obtain practical experience that facilitates integration into the labour market and improves their future employability.*
- e) Encourage the values of innovation, creativity and entrepreneurship.*

CLAUSES

FIRST - Social Security for persons participating in training programmes.

Article 1. Assimilation as an employee.

1. For the purposes of their inclusion in the General Social Security Scheme, those who participate in training programmes financed by public or private bodies or organisations which, linked to university studies or vocational training, are not of an exclusively academic nature but which include training placements in companies, institutions or entities and involve a financial consideration for those concerned, whatever the concept or form in which it is received, are assimilated to employed workers, provided that they do not give rise to an employment relationship that determines their registration in the General Social Security Scheme, institutions or entities and entail an economic consideration for those affected, whatever the concept or form in which it is received, provided that the performance of such programmes does not give rise to an employment relationship that determines their registration in the respective Social Security scheme. Royal Decree 1493/2011, of 24 October.

It is the company's obligation to register the student with the Social Security, in the corresponding modality for students who carry out paid university internships, if applicable, in accordance with the legislation in force at the time of signing the contract.

In addition, the company must have taken out the corresponding civil liability insurance and, where applicable,



complementary insurance or similar policies that cover the student during his or her stay there.

At the same time, the student will be covered by insurance policy no. 111407000436 of Seguros Lagun Aro, taken out by MU Enpresagintza for this purpose, with the following coverage:

- Death due to Accident:30.000,-Euros
- Permanent Disability due to Accident:60.000,-Euros
- Absolute Permanent Disability:60.000,-Euros
- Health CareLIMITED

SECOND - The aim of this Agreement is to facilitate the carrying out of curricular external academic internships in companies/Institutions by students of the Business School of Mondragon Unibertsitatea.

THIRD - The student - Company/Institution relationship shall not entail any commitment other than that derived from this Agreement. Under no circumstances will it generate an employment relationship.

FOURTH - Annex 1 of this Agreement sets out the start and end dates of the internships, as well as the timetable, location and specific content of the internships.

FIFTH - The coordination and supervision of this Agreement will be carried out by the University-Business Relations Department of the Business Faculty of the University of Mondragon.

SIXTH - For the monitoring of the work placement, the Company will appoint a Tutor responsible, who will appear in Appendix 1 for each student, and who will maintain relations between the Company and the student, his/her Academic Tutor and the University-Business Relations Department of the Faculty.

SEVENTH - The Faculty will appoint an Academic Tutor, responsible for the correct development of the work placement, who will appear in Appendix 1 of each student, and who will maintain relations with the student, the Tutor in the Company/Institution and the University-Company Relations Department of the Faculty.

In accordance with article 11: Rights and duties of the tutor of the collaborating entity (*Royal Decree 592/2014 of 11 JULY*).

1. The tutor of the collaborating entity shall have the following rights:

- a) Recognition of their collaborative activity by the university, in accordance with the terms set out in the educational cooperation agreement.*
- b) To be informed about the regulations governing external placements, as well as the Training Project and the conditions for its development.*
- c) To have access to the university in order to obtain the information and support necessary for the fulfilment of the purposes of their function.*
- d) Such other specific considerations as the university may establish.*

EIGHTH - Trainees will be subject to the Company's existing operating regime insofar as it is compatible with the regulations established herein, and must draw up an assessment report on their experience in the Company/Institution.

NINTH - Given the formative nature of external academic placements, under no circumstances will they give rise to the obligations of an employment relationship, nor may their content give rise to the substitution of the employment service of a job (article 2.3).

TENTH - The Company must comply with the recent Law 31/95 on the Prevention of Risks at Work, especially with regard to the information and training of students on the risks of their work post, those existing in the Company in general and the measures adopted for their solution or reduction, on the one hand, and on the other hand, with regard to the individual protection equipment that the Employer must provide to all workers in the event that they need it.

FOURTEENTH - For the present Educational Cooperation Agreement, the Company hosting the student may provide for the student a study grant or aid, the economic amount of which shall be reflected in Annex 1 of each of the students attached to the said Agreement.

TWELFTH - The work experience covered by this Agreement shall be considered, for all purposes, as an academic activity, and must be certified by the Business Faculty of Mondragon Unibertsitatea on the basis of the assessment report drawn up by the student's tutor in the company.

At the end of each student's work experience period, the Business School of the University of Mondragon shall issue a certificate recognising the time spent on work experience.

THIRTEENTH - This Agreement shall be valid for the duration of the internships carried out under it during the current academic year, and shall be automatically extended for academic years, and may be terminated by either of the parties at any time they deem appropriate, with no other requirement than to communicate it in writing.

FOURTEENTH - DATA PROTECTION LAW: The Parties expressly agree that:

- They undertake to comply with Organic Law 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights (LOPD), Regulation 2016/679 of the European Parliament and of the Council, of 27 April 2016 and its implementing regulations, specifically Royal Decree 1720/2007, of 21 December, which approves the implementing regulations of the LOPD.
- In the event that, by virtue of this contract, either of the Parties communicates to the other personal data, the transferor expressly represents and warrants to the transferee that it complies with all the obligations and provisions contained in the LOPD and in the regulations implementing the same, with respect to said data.
- Likewise, the TRAINING CENTRE expressly declares and guarantees to **Company Name** that it has obtained the corresponding unequivocal consent of each of the holders of the personal data, to be able to communicate their data to **Company Name in order to carry out** the correct development of the scholarship and, where appropriate, to carry out the corresponding evaluation.

Likewise, and in compliance with the provisions of Organic Law 3/2018, of 5 December, on Personal Data Protection and guarantee of digital rights, both parties are informed that the personal data provided or provided between them as a result of the signing of this collaboration agreement will be incorporated into a file, The purpose of the processing is the appropriate management of the contractual relationship and, where appropriate, the contracting of services, as well as the sending of commercial communications by electronic and non-electronic means. Both parties are informed that, in relation to this personal data collected as a result of the signing of the contract, they may exercise their rights of access, rectification, opposition and cancellation at the addresses listed in the heading of this contract. They are also informed that their data will not be transferred to a third country. Both parties have the right to lodge a complaint with the AEPD in the event that they consider that their data protection rights have been infringed.

And being in agreement, the parties hereto have signed this agreement in duplicate at

Place, day of month of year



surnames

Aitor Lizartza First name and

EDUCATIONAL COOPERATION AGREEMENT

go ERANSKINA-ANNEX 1

1.

| | | | | |
|--------------------------------------|--|--|-----------------------------|--|
| Ikaslearen datuak Pupil's details | Izen-abizenak <i>Name and surname</i> | | NAN <i>DNI</i> | |
| | Jaiotze-data <i>Date of birth</i> | | Herria <i>Population</i> | |
| | Titulazioa <i>Qualification</i> | | Ikasturtea <i>Course</i> | |
| | E-posta <i>E-mail</i> | | Tf. <i>Tel.</i> | |

| | | | | |
|--------------------------------------|--|--|-----------------------------|--|
| Enpresaren datuak Company details | Izena <i>Name</i> | | Herria <i>Population</i> | |
| | Tf. <i>Tel.</i> | | Helbidea <i>Address</i> | |
| | Enpresako tutorea <i>Company tutor</i> | | E-posta <i>E-mail</i> | |
| | Beka (euro/hileko) <i>Scholarship (euros/month)</i> | | | |

| | | | | |
|--|--|--|--------------------------------------|--|
| Praktikaren datuak Practical details | Academic tutoring <i>Academic tutor</i> | | | |
| | E-posta <i>E-mail</i> | | | |
| | Hasiera data <i>Start date</i> | | Amaiera data <i>End date</i> | |
| | Ordutegia <i>Timetable</i> | | Orduak guztira <i>Total hours</i> | |
| <p>The internship shall be carried out during the agreed timetable from Monday to Friday. Exceptionally, and always after agreement between the parties, a Saturday, Sunday or public holiday may be included.</p> <p>Praktikak adostutako ordutegian burutuko dira, asteleheneetik ostiralera, <u>Sabuespen moduan eta beti alderdiak adostuta, sartu ahal izango da larunbat, igande edo jai egunen bat.</u></p> | | | | |



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This annex is incorporated into the Educational Cooperation Agreement signed between **Name company and** the Faculty of Business Studies of the University of Mondragon on the **day of** the **month** of the **year, the** signatory parties accepting the rules set out in the said Agreement.

Aitor LizartzaFirst nameand

surnameFirst nameand surname

Head of degree in Leadership, Entrepreneurship and InnovationStudent/Company Manager

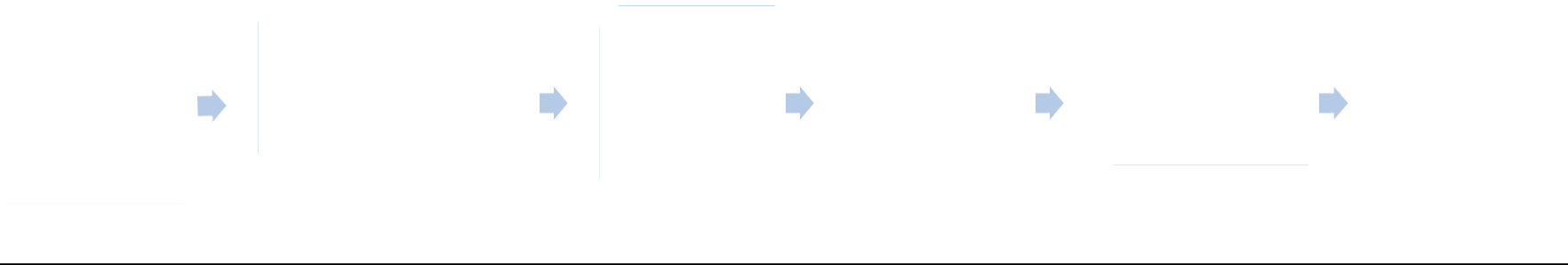
ANNEX 3

**FINAL DEGREE PROJECT PROCESS LEINN ENTREPRENEURS IN
COMPANIES**

LEINN EKINTZAILE GRADU AMAIERAKO LAN PROZESUA ENPRESAN

FINAL DEGREE PROJECT PROCESS LEINN ENTREPRENEURS IN COMPANIES

Curricular and extracurricular internships



MANDATORY REQUIREMENTS FOR THE REALISATION OF THE AGREEMENT

NON-COMPLIANCE WITH THESE PARALYSES THE PROCESS

- (1) Form sent to university company must ALWAYS be sent with a copy to the trainer.
- (2) The information must be complete (company information, content, period of stay and support package).

NOTES FOR THE PARTNERSHIP FRAMEWORK:

- (3) If the company so requires, the University-Company will explain how to proceed with the registration of the entrepreneur with the social security system.
- (4) If the agreement is NOT signed by the company, there is NO guarantee of legal coverage in case of any incident during the duration of the project.
- (5) The Process must be completed **BEFORE the entrepreneur starts working** in the company.

UNIVERSITY-BUSINESS CONTACT

Houda Aboubi

haboubi@mondragon.edu

Telephone: 690 362 683 / short intern: 252

ANNEX 4

FINAL DISCLAIMER
AMAIERAKO DESKARGOA

AMAIERAKO DESKARGUA - FINAL DISCLAIMER

| | |
|---|-------------------------------|
| Gradu Amaierako Kredituen (GAK) titulua Title of the Final Degree Credits(TFG) | |
| GAK-aren ezagutza arloa Area of knowledge to which the TFG belongs | IDAL zenbakia IDAL N° IDAL |
| Enpresaren izena Company | |
| Enpresako Arduraduna Company Manager | |
| Fakultateko Tutorea Faculty Tutor | |
| Ikaslearen izena Student's name | |
| Deskribapena Description | |
| GAK-aren helburuak (4-6 lerro) Objectives of the TFG (4-6 lines) | |
| Faseak Phases | |
| Konklusioak/Lortutako emaitzak (10-15 lerro) (orain arteko lorpenak) Conclusiones/Resultados obtenidos (10-15 lines) (achievements to date) | |

Data/Date:

Signature of the person in charge of the TFG
and the tutor: GAK Arduradunaren eta
Tutorearen sinadura:

Izena Abizenak

Izena Abizenak

ANNEX 5

GUIDELINES FOR THE PREPARATION OF THE ACADEMIC REPORT MEMORIA AKADEMIKOA BURUTZEKO IRIZPIDEAK

**MOND
RAGON UNIBERTSITATEA
FACULTY OF BUSINESS
ADMINISTRATION**

"Final Degree Project" presented to obtain the title of "Gradu
Amaierako Lana":

**Degree in Entrepreneurial Leadership and Innovation
Lidergo Ekintzailea eta Berrikuntzan Gradua**

Title of the Final Degree Project / Gradu Amaierako Lanaren izenburua:

<title>>

<

Mark the type of project / Proiektuaren mota markatu

Business Project / Enpresa Proiektua

Egilea | Author: <<first_name_and_surname>>

Ikasturtea | Course: <<academic_course>>.

Title of the Final Degree Project /Gradu Amaierako Lanaren izenburua:

<title>>

<

Name and surname of the author : Egilearen izen-abizenak:

<<first_name_and_surname>>.

Name and surname(s) of the director(s) of the Final Degree Project|Zuzendariaren/zuzendarien izen-abizenak:

<<first_name_and_surname>>.

Venue: Gradu Amaierako Lana egin deneko lekua:

<<location>>.

Academic year: Ikasturtea:

<<academic_course>>.

Documentation handed in at the Academic Secretary's Office | Idazkaritza
Akademikoan entregatutako dokumentazioa:

Mem



The author of the Final Degree Project authorises the Faculty of Business Studies of Mondragon Unibertsitatea, free of charge and exclusively for research and teaching purposes, the rights of reproduction and public communication of this document provided that: the original author is cited, the use made of the work is non-commercial and no derivative work is created from the original.

Graduaren Bukaerako Lanaren egileak baimena ematen dio Mondragon Unibertsitateko Enpresagintza Fakultateari Graduaren Bukaerako Lanari jendeaurrean zabalkundea emateko eta erreproduzitzitzeko; soilik ikerketan eta hezkuntzan erabiltzeko eta doakoa izateko baldintzarekin. Baimendutako erabilera honetan, egilea nor den azaldu beharko da beti, eragotzita egongo da erabilera komertziala baita lan originaletatik lan berriak eratortzea ere.

Summ

Summary

Laburpena

Summary

Table of contents

| | |
|-------|------------------------------|
| | Chapter 1:Introduction1 |
| 1.1 | Background1 |
| 1.2 | Problem or state of the art1 |
| 1.3 | Objectives1 |
| 1.4 | Project phases1 |
| | Chapter 2:Objective12 |
| 2.1 | Aaa2 |
| 2.1.1 | Bbbb2 |
| | Chapter 3:Objective23 |
| 3.1 | Aaaa3 |
| 3.2 | Bbbb3 |
| | Chapter 4:Conclusions4 |
| | Bibliography6 |
| | Annex 19 |
| | Annex 210 |

Ind

Index of figures

Example of a sign2

Figure 1:

Ind

Index of tables

Example table3

Table 1:

Chapter 1:Introduction

1.1 Background

1.2 Problem or state of the art

1.3 Objectives

1.4 Project phases

Chapter 2: Objective 1

2.1 Aaa

2.1.1 Bbbb

Figure 1: Example of a sign



Source: XXX

Chapter 3: Objective 2

3.1 Aaaa

3.2 Bbbb

Table 1: Example table

| |
|--|
| |
| |
| |

Source: aaaa

Chapter 4: Conclusions

Conclusio



Mondragon
Unibertsitatea

Enpresagintza Fakultatea
Facultad de Empresariales



MTA
MONDRAGON
TEAM
ACADEMY

Bibliogr



Mondragon
Unibertsitatea

Enpresagintza Fakultatea
Facultad de Empresariales



MTA
MONDRAGON
TEAM
ACADEMY

Bibliography



**MOND
RAGON UNIBERTSITATEA
FACULTY OF BUSINESS
ADMINISTRATION
ENPREGINTZA FAKULTATEA**

"Final Degree Project" presented to obtain the title of / Titulua
eskuratzeko "Gradu Amaierako Lana":

Degree in Entrepreneurial Leadership and Innovation

Lidergo Ekintzailea eta Berrikuntzan Gradua

A
nnexes / Eranskinak



Mondragon
Unibertsitatea

Enpresagintza Fakultatea
Facultad de Empresariales



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MONDRAGON
TEAM
ACADEMY



Mondragon
Unibertsitatea

Enpresagintza Fakultatea
Facultad de Empresariales



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Mondragon
Unibertsitatea

Enpresagintza Fakultatea
Facultad de Empresariales



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TEAM
ACADEMY

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Anne

ANNEX 6

KONFIDENTZIALTASUN ESKARIA
REQUEST FOR CONFIDENTIALITY

**GRADU AMAIERAKO
AMAIERAKO KREDITUEN
KONFIDENTZIALTASUN ESKARIA**

**REQUEST FOR CONFIDENTIALITY OF END-
OF-DEGREE CREDITS**

ENPRESA ESKATZAILEA:

APPLICANT COMPANY:

.....
.....
.....Jaun/Andreak,
.....
.....ikasle garatzen ari
den
.....
.....
.....
.....izeneko Gradu Amaierako
Kredituen (GAK) Zuzendari/tutore gisa,

.....
MR/MRS
.....
Director or Tutor of the Final Degree Credits (TFG)
.....
..... developed by the
student
.....
.....

ESKATZEN DU :

REQUESTS :

Aipatutako GAK-a KONFIDENTZIALTAT1 har dadila
..... urteko epean zehar.
.....-n ,ko..... rena

That the aforementioned TFG is CONFIDENTIAL 1
for a period of years.
..... At at from from
.....

Izpta. eta enpresaren zigilua:

Signed and sealed:

GAK-aren Zuzendaria /Tutorea

The Director-Tutor of the TFG

¹ Konfidentzial izaerak ez du galerazi behar GAK-aren irakurketa eta defentsarako ekintza publiko bat egotea. Horregatik konfidentzialtasunaren ondorioak GAK-aren aurkezpena egiten denetik aurrera sartuko dira indarrean. Konfidentzialtasun-epaek dirauen artean Mondragon Unibertsitatea-k ez du GAK-aren edukina, osoa edo zatiren bat, dibulgatuko, edozein delarik erabilitako baliabidea. Ez du ere publikoaren ezkura jarriko testuaren originala ez eta kopiarik; eta ez du erreproduzitzeko, osorik edo zatika, beronen harira sortutako dokumentaziorik, hala testu itxura duena nola ordenadore-programa (softwarea), planoak, maketak, ... eta, orohar, kontzeptu honen barruan sar tekeen beste edozein dokumentu-mota.

¹ Confidentiality should not prevent the existence of a public act of reading and defence of the dissertation. Therefore, the consequences of this confidentiality are established from the date on which the student submits it. During the period during which the confidentiality period lasts, Mondragon Unibertsitatea will refrain from disclosing the content of the TFG, in whole or in part, by any means or procedure known or to be known. They shall also refrain from making the original or copies of the TFG available to the public; and from reproducing in whole or in part, by any means known or to be known, the documentation of the same, whether text, computer programmes (software), plans, models, etc. and in general, everything that can be included in this concept.

ANNEX 7

EXTENSION REQUEST

LUZAPEN ESKAERA

EINN - GRADU AMAIERAKO KREDITUAK

Ikasturtea - Academic Year 20 - 20

**LUZAPEN ESKAERA GAKan
REQUEST FOR TFG EXTENSION**

| | |
|--|--|
| Proiektuaren titulua Project title | |
| Enpresaren izena Company | |
| Arduraduna Responsible | |
| Tutorea Tutor | |
| Ikaslearen izen-abizenak Name and surname of pupil | |
| Idal zenbakia / Idal number | (<i>Enpresagitzak betetzeko / A rellenar por FE</i>) |

GAKa burutzeko 2 hilabeteko luzapena eskatzen dut honako arrazoiengatik:

I request to extend the CFG implementation period by 2 months, for the following reasons:

Data / Fecha:

Eskatzailearen Sinadura
Signature of Applicant

ANNEX 8

EBALUAZIO FITXA EVALUATION SHEET

TFG Evaluation Template - Project/Practicals

ENTREPRENEUR: IDAL:

TITLE OF THE PROJECT/INTERNSHIP: PROJECT/INTERNSHIP LEADER:

Memory language: Spanish
 Basque English French
 Spanish Basque English French
 Spanish French French
 Spanish
 Presentation Language: Spanish
 Euskera English French

| | DOCUMENTATION | | | PRESENTATION AND DEFENCE OF THE PROJECT | | | WORK DONE | | | |
|--------------------------|----------------------------------|---|------------------------------|---|---|------------------------------|---|------------------------------|------------------------------|--|
| | Documentation (20%) | | | Presentation and defence of the project (20%) | | | Work done (60%) | | | |
| | Organisation of the Memory (30%) | Clarity and correctness of expression (30%) | Content of the work (40%) | Organisation of the presentation (30%) | Clarity and correctness of expression (40%) | Project Defence (30%) | Disposition and personal capacity (30%) | Technical Capacity (30%) | Project management (20%) | Conclusions and future lines of action (20%) |
| | D1 | D2 | D3 | E1 | E2 | E3 | F1 | F2 | F3 | F4 |
| Excellent(10) | (0,60) <input type="radio"/> | (0,60) <input type="radio"/> | (0,80) <input type="radio"/> | (0,60) <input type="radio"/> | (0,80) <input type="radio"/> | (0,60) <input type="radio"/> | (1,80) <input type="radio"/> | (1,80) | (1,20) <input type="radio"/> | (1,20) |
| Very good(9) | (0,54) <input type="radio"/> | (0,54) <input type="radio"/> | (0,72) <input type="radio"/> | (0,54) | (0,72) | (0,54) | (1,62) <input type="radio"/> | (1,62) | (1,08) <input type="radio"/> | (1,08) <input type="radio"/> |
| Notable(8) | (0,48) | (0,48) <input type="radio"/> | (0,64) <input type="radio"/> | (0,48) <input type="radio"/> | (0,64) | (0,48) | (1,44) <input type="radio"/> | (1,44) | (0,96) <input type="radio"/> | (0,96) <input type="radio"/> |
| Good(7) | (0,42) <input type="radio"/> | (0,42) <input type="radio"/> | (0,56) <input type="radio"/> | (0,42) <input type="radio"/> | (0,56) <input type="radio"/> | (0,42) <input type="radio"/> | (1,26) <input type="radio"/> | (1,26) | (0,84) <input type="radio"/> | (0,84) <input type="radio"/> |
| Adequate / Sufficient(5) | (0,30) <input type="radio"/> | (0,30) <input type="radio"/> | (0,40) <input type="radio"/> | (0,30) <input type="radio"/> | (0,40) <input type="radio"/> | (0,30) <input type="radio"/> | (0,90) <input type="radio"/> | (0,90) <input type="radio"/> | (0,60) <input type="radio"/> | (0,60) <input type="radio"/> |
| Mal(3) | (0,18) <input type="radio"/> | (0,18) <input type="radio"/> | (0,24) <input type="radio"/> | (0,18) <input type="radio"/> | (0,24) <input type="radio"/> | (0,18) <input type="radio"/> | (0,54) <input type="radio"/> | (0,54) <input type="radio"/> | (0,36) <input type="radio"/> | (0,36) |
| Very bad(1) | (0,06) <input type="radio"/> | (0,06) <input type="radio"/> | (0,08) <input type="radio"/> | (0,06) <input type="radio"/> | (0,08) <input type="radio"/> | (0,06) <input type="radio"/> | (0,18) <input type="radio"/> | (0,18) <input type="radio"/> | (0,12) <input type="radio"/> | (0,12) |
| TOTAL | | | | | | | | | | |

CRITERIA

S.D.: The Secretary

(1) The fact of having structured the report according to the defined sections.

The way in which each of them has been written: SUMMARY, INDEX, INTRODUCTION (Background, Problems or state of the art, Objectives, Project Phases); DEVELOPMENT of the Project; CONCLUSIONS AND FUTURE LINES; ANNEXES; AND BIBLIOGRAPHY.

D.2. The clarity with which it has been documented and the correctness of both written and graphic expression. The degree of autonomy demonstrated by the student in the preparation of the report. **D.3.:** The capacity for synthesis. The alternatives proposed. The possibility of use by third parties. The added value contributed by the student.

E.1. The correct presentation of the initial problem or state of the art, the objectives, the phases of the project, and the conclusions and future lines. The ease with which the student's presentation can be followed. The distribution of time in each of the sections.

E.2. E.2.: The clarity with which the project has been presented, paying particular attention to oral correctness (use of jargon, lapses, unnecessary repetition, etc.) The image conveyed in the presentation (serenity, poise, etc.). **E.3.:** The didactic means used. The autonomy shown towards the Project Director. The ability to respond to the questions posed by the selection board (justify, convince with data, etc.). The ability to argue the conclusions.

F.1. The ability to integrate into the company; to communicate and collaborate with the people around them. The autonomy demonstrated in the development of the project.

F.2. The difficulty of the project. The depth of the subject. Previous technical knowledge (ability to demonstrate, solve or apply concepts learnt in class). The quality of execution of the work. The ability to respond to the complexity of the project demonstrated (ability to learn and adapt to the needs of the project). The results achieved.

F.3. The quality of the partial and final releases. The relationship with the project manager. The planning of the project. The organisation of time during the project.

F.4. The ability to assess the work carried out (quantitative-qualitative assessment): contributions made to the initial situation; degree of achievement of objectives. Future projection (ability to frame the continuation of the project). The ability to delimit and list the issues to be resolved.

The Court requires the student to prepare an erratum.

ANNEX 9

ASEBETETZE INKESTA SATISFACTION SURVEY

END-OF-DEGREE CREDITS (CFG)

| | |
|--------------------------------|--|
| Entrepreneur | |
| Academic Qualifications | |
| Company / Institution | |
| Title of the TFG | |
| Company mentoring | |
| Faculty mentoring | |

Evaluate the following aspects from 1 (minimum) to 5 (maximum):

| ORGANISATION OF THE TFG FROM THE FACULTY | Minimum | | | | Maximum |
|---|---------|---|---|---|---------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Information provided prior to the assignment of the TFGs | | | | | |
| 2. Processing of the TFG | | | | | |
| 3. Monitoring of the TFG by the tutoring team | | | | | |

| Aspects to maintain | Aspects to improve |
|---------------------|--------------------|
| | |

| ORGANISATION OF THE TFG FROM THE COMPANY | Minimum | | | | Maximum |
|---|---------|---|---|---|---------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Follow-up by company tutor | | | | | |
| 2. Resources and means available in the company | | | | | |
| 3. Integration in the company and cooperation received from workers | | | | | |

| Aspects to maintain | Aspects to improve |
|---------------------|--------------------|
| | |

| ASSESSMENT OF THE TFG | Minimum | | | | Maximum |
|---|---------|---|---|---|---------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Putting into practice the knowledge acquired through the TFG. | | | | | |
| 2. Personal assessment: experience gained, autonomy, responsibility, etc. | | | | | |
| 3. Phases in the development of the TFG: submission of the final discharge, report, tribunals, etc. | | | | | |

| Aspects to maintain | Aspects to improve |
|---------------------|--------------------|
| | |

OVERALL

| Overall |
|---------|
| |

GRADU AMAIERAKO KREDITUAK

| | |
|----------------------------|--|
| Ekintzailea | |
| Academic Title | |
| Company / Erakundea | |
| GAK-aren Titulua | |
| Enpresako Tutorea | |
| Fakultateko tutorea | |

Ebaluatu hurrengo aspektu hauek 1 (gutxien) eta 5 (gehien):

| GAK-AREN KUDEAKETA UNIBERTSITATETIK | Gutxien | | | | Gehien |
|---|----------------|----------|----------|----------|---------------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. GAK-aren esleipen aurretik emandako informazioa | | | | | |
| 2. GAK-aren esleipena | | | | | |
| 3. GAK-aren jarraipena tutorearen aldetik | | | | | |

| Mantendu beharrekoa | Hobetu beharrekoa |
|----------------------------|--------------------------|
| | |

| GAK-AREN KUDEAKETA ENPRESAREN ALDETIK | Gutxien | | | | Gehien |
|---|----------------|----------|----------|----------|---------------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Enpresako tutorearen jarraipena | | | | | |
| 2. Enpresan eskura izandako baliabideak | | | | | |
| 3. Enpresako langileen laguntza eta integrazioa enpresan | | | | | |

| Mantendu beharrekoa | Hobetu beharrekoa |
|---------------------|-------------------|
| | |

| GAK-AREN BALORAZIOA | Gutxien | | | | Gehien |
|---|---------|---|---|---|--------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. GAK-ean hartutako ezagutzak praktikan jartzea | | | | | |
| 2. Balorazio pertsonala: Hartutako esperientzia, autonomia, erresposabilitatea, etab. | | | | | |
| 3.GAK-arengarapenekofaseak:bukaerako deskargua, memoria, tribunalak, etab. | | | | | |

| Mantendu beharrekoa | Hobetu beharrekoa |
|---------------------|-------------------|
| | |

ERABIAZIO

| GAK- eko |
|----------|
| |

END-OF-DEGREE CREDITS (CFG)

COMPANY SATISFACTION

| | |
|------------------------------|--|
| Company / Institution | |
| Entrepreneur | |
| Title of the TFG | |
| Company mentoring | |
| Faculty mentoring | |

Evaluate the following aspects from 1 (minimum) to 5 (maximum):

| ASSESSMENT OF THE TFG | Minimum | | | | Maximum |
|---|---------|---|---|---|---------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Capacity and technical knowledge of the entrepreneur | | | | | |
| 2. Planning and programming of the TFG | | | | | |
| 3. Availability and personal capacity | | | | | |
| 4. Other: languages, computer skills... | | | | | |

| QUALITATIVE ASSESSMENT OF THE ENTREPRENEUR | Minimum | | | | Maximum |
|--|---------|---|---|---|---------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Attendance and punctuality | | | | | |
| 2. Collaborative spirit and teamwork | | | | | |
| 3. Ease of relationship and communication | | | | | |
| 4. Autonomy | | | | | |
| 5. Initiative at work | | | | | |
| 6. Creativity | | | | | |

OVERALL

| |
|----------------|
| Overall |
| |

GRADU AMAIERAKO KREDITUAK

| | |
|----------------------------|--|
| Company / Erakundea | |
| Ekintzailea | |
| GAK-aren Titulua | |
| Enpresako Tutorea | |
| Fakultateko tutorea | |

Ebaluatu hurrengo aspektu hauek 1 (gutxien) eta 5 (gehien):

| IAPko BALORAZIOA | Gutxien | | | | Gehien |
|--|---------|---|---|---|--------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Ekintzailearen ezagutza eta ahalmen teknikoak | | | | | |
| 2. GAK-aren planifikazio eta programazioa | | | | | |
| 3. Ahalmen eta erabilgarritasun pertsonala | | | | | |
| 4. Beste batzuk: hizkuntzak, ezagutza informatikoak... | | | | | |

| EKINTZAILEAREN BALORAZIO KUALITATIBOA | Gutxien | | | | Gehien |
|--|---------|---|---|---|--------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Attendance and punctuality | | | | | |
| 2. Lankidetzeta eta lan-talde espirtua | | | | | |
| 3. Komunikazio eta harremanetarako erraztasuna | | | | | |
| 4. Autonomy | | | | | |
| 5. Lanean ekimena | | | | | |
| 6. Sormena | | | | | |

ERALIAKETA

GAK-eko

| |
|--|
| <h2 style="margin: 0;">END-OF-DEGREE CREDITS</h2> <h3 style="margin: 0;">SATISFACTION FACULTY MENTORING</h3> |
|--|

| | |
|------------------------------|--|
| Company / Institution | |
| Entrepreneur | |
| Title of the TFG | |
| Company mentoring | |
| Faculty mentoring | |

Evaluate the following aspects from 1 (minimum) to 5 (maximum):

| ASSESSMENT OF THE TFG | Minimu m | | | | Maximu m |
|--|-------------|---|---|---|-------------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Quality of the TFG | | | | | |
| Degree of fulfilment of the objectives assigned to the TFG. | | | | | |

| ASSESSMENT OF THE RELATIONSHIP WITH THE ENTREPRENEUR | Minimu m | | | | Maximu m |
|---|-------------|---|---|---|-------------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Attitude towards the TFG (autonomy, initiative, teamwork, communication, creativity, etc.). | | | | | |
| 2. Relationship maintained with the entrepreneur or entrepreneur for the follow-up of the TFG | | | | | |

| ASSESSMENT OF THE RELATIONSHIP WITH THE COMPANY | Minimu m | | | | Maximu m |
|---|-------------|---|---|---|-------------|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Interest of the company in the TFG | | | | | |
| 2. Relationship maintained with the company for the follow-up of the TFG | | | | | |
| 3. Follow-up by the company of the entrepreneur | | | | | |

| | |
|----------------|--|
| OVERALL | |
|----------------|--|

| |
|---|
| Overall evaluation and assessment of |
| |

GRADU AMAIERAKO KREDITUAK

FAKULTATEKO TUTOREEN ASEBETETZE MAILA

| | |
|------------------------------|--|
| Company / Institution | |
| Ekintzailea | |
| GAK-aren izenburua | |
| Enpresako tutorea | |
| Fakultateko tutorea | |

Ondorengo alderdiak ebaluatu 1etik (minimoa) - 5era (maximoa):

| IAP-AREN BALORAZIOA | Minimoa | | | Maximoa | |
|---|---------|---|---|---------|---|
| | 1 | 2 | 3 | 4 | 5 |
| 1. GAK-aren kalitatea | | | | | |
| 2. GAK-ari ezarritako helburuen betetze maila | | | | | |

| EKINTZAILEAREKIN IZANIKO HARREMANAREN BALORAZIOA | Minimoa | | | Maximoa | |
|---|---------|---|---|---------|---|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Ekintzailearen jarrera GAK-arekiko (autonomy, ekimena, talde-lana, komunikazioa, sormena...) | | | | | |
| 2. Ekintzailearekin izandako harremana GAK-aren jarraipenerako. | | | | | |

| ENPRESAREKIN IZANIKO ERLAZIOAREN BALORAZIOA | Minimoa | | | Maximoa | |
|---|---------|---|---|---------|---|
| | 1 | 2 | 3 | 4 | 5 |
| 1. Enpresaren interesa GAK-arekiko. | | | | | |
| 2. Enpresarekin izandako harremana GAK-aren jarraipenerako. | | | | | |
| 3. Ekintzailearen jarraipena enpresaren aldetik. | | | | | |

ERABAKETA

| |
|-----------------|
| GAK-aren |
| |