

External Internship Regulations

(PC-010 External Internships)

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CHAPTER I: DEFINITION, PURPOSE AND GENERAL REQUIREMENTS

ARTICLE 1. DEFINITION

External internships are the training activities carried out by Bachelor's and Master's degree students at a company, entity or organisation, whether private or public, with the aim of complementing their university education, and providing them with a first-hand insight into the reality of the professional field where they will exercise their activity once they have graduated.

External academic internships may be curricular or extracurricular:

- a) Curricular internships are accounted for as academic activities that form part of the curriculum in question.
- b) Extracurricular internships are those that students can carry out on a voluntary basis during their training period and, even though they have the same purposes as the curricular internships, they do not form part of the corresponding curriculum. They are however in all cases included in the European Diploma Supplement (EDS), as determined by the current regulations.

ARTICLE 2. PURPOSE AND SCOPE OF APPLICATION

The scope of application of this regulation extends to external curricular internships (and extracurricular, when appropriate) of the Bachelor's and Master's degrees that have been called in accordance with the provisions of this Regulation.

The objective pursued with the development of these external internships will be included in the corresponding training project, which will be included in the external internship module of the report in order to verify the degree; and in any case will allow the student to practically apply the knowledge and skills that they have acquired in their academic training, preparing them to exercise their professional activities and facilitating their incorporation into the labour market.

ARTICLE 3. TERMS AND DURATION OF INTERNSHIPS

1. Internships will have the following durations:
 - a) External curricular internships will have the duration established by the corresponding curriculum in the terms set out by the current legislation regulating the organisation of official university courses.
 - b) External extracurricular internships will preferably last no longer than fifty percent of the academic year, thus ensuring the proper development and follow-up of the student's academic activities.

2. The schedule for completing the internships will be established according to the characteristics of the internship and the availability of the collaborating entity. In any case, efforts will be made to ensure that the schedule is compatible with the academic, training, representative and participative activity developed by the student in the university.

ARTICLE 4. BENEFICIARIES

1. The following students will be able to carry out external academic internships:
 - a) Students enrolled on any course given by the University or its affiliated Centres.
 - b) Students from other Spanish or foreign universities who, by virtue of academic mobility programmes or agreements established between them, are studying at the University or at its affiliated Centres.

2. In order to complete the external internships, where appropriate, the students must meet the following requirements:
 - a) Be enrolled on the university course to which the basic, generic and/or specific competences to be acquired by the student in the completion of the internship are linked.
 - b) In the case of external curricular internships, be enrolled in the related subject, according to the curriculum in question.
 - c) Not maintain any contractual relationship with the company, institution or public or private entity or the university in which the internships are to take place, unless expressly authorised by the University.

ARTICLE 5. TRAINING PROJECT

All Bachelor's/Master's degrees require the development of an Educational Cooperation Programme, through which the participation of companies and institutions in the specialized and practical preparation of students is arranged. In this sense, the corresponding Faculty or school is required to prepare a Training Project beforehand, specifying the educational objectives and professional activities for which the corresponding Educational Cooperation Agreement is formalised.

This Training Project is established in the external internship module of each degree, in accordance with the competencies that the students wish to develop. The contents of the internships will be designed in such a way as to ensure that they can be directly related with the studies taken.

At the very least, the Training Project will contain the objectives, competences, and training activities included in the external internship module established for all the degrees of the Camilo José Cela University.

ARTICLE 6. PROGRAMME HEADS AND INTERNSHIP TUTORING

The Deanships and Head Offices of the University Centres are responsible for organising, coordinating and managing the activities defined in this regulation in collaboration with the Careers Centre.

Each faculty of UCJC has a person appointed as the head of internships, who is responsible for organising, coordinating and managing the internships for each degree.

During the internship period, the student will receive guidance from an academic tutor from UCJC and an internship tutor from the company. For these purposes, the collaborating entity will appoint a tutor who will organise the student's training activities in collaboration with the academic tutor.

The tutor appointed by the entity must be a person linked to it, with professional experience and the necessary knowledge to provide effective tutoring.

The internship tutors from the company will receive a certificate accrediting their work from the Camilo José Cela University, if they so request.

The academic tutor of the university will be assigned in accordance with the procedures established by the university itself:

- a) For curricular internships, the tutor must be a professor of the university, preferably from the same faculty, school or university centre in which the student is enrolled and, in any case, related to the course and professional sector to which the internship is linked.
- b) In the case of extracurricular internships, the academic tutor will preferably be a professor of the university who teaches in the same branch of knowledge of the course studied and, in any case, related to the course and professional sector to which the internship is linked.

The university will provide the tutors of students with disabilities with the information and training necessary for them to perform this function.

ARTICLE 7. EDUCATIONAL COOPERATION AGREEMENT

The educational cooperation agreement, signed by the Camilo José Cela University and the collaborating company or entity, is the document that regulates the collaboration between both parties for the practical training of students.

For the purposes of formalising the agreement, it will be signed on behalf of the University Camilo José Cela by the Rector or person delegated by him, and on behalf of the company, by the person who legally represents it.

The formalisation of the agreement is an essential prerequisite before the students can start their internships at the company or institution.

The collaboration agreement will establish the educational objectives, considering the competences that are to be developed and in accordance with article 5, and will be valid during the academic year for which it has been signed and automatically renewed for the successive academic years; except in cases when it is expressly denounced by any of the parties, unless its specific duration is expressly stipulated.

The educational collaboration agreement will conform to the model established by the Careers Centre—revised by the Legal Office (through the internship management platform on UCJC PRANET)

The Rector or the person in whom he delegates will be responsible for denouncing an agreement on behalf of the Camilo José Cela University. Failure to comply with the training obligations by the signatory entity will be grounds for complaint.

ARTICLE 8. ANNEX TO THE EDUCATIONAL COOPERATION AGREEMENT

For each student who undertakes curricular internships in a company or institution, an Internship Annex to the Cooperation Agreement will be signed on PRANET, according to the University's standard model.

The specific conditions of each internship offered will be included in the PRANET annex, and must be approved by the Internship Coordinator, as the person in charge of the internship programme and by the other actors involved (student, Entity, Careers Centre).

Any subsequent modification of the conditions included in the initial offer of the internship must be communicated by the entity to the Internship Coordinator and Careers Centre for acceptance.

Each annex must necessarily include the place, duration in hours and the period in which the internship will be taken, along with the activities to be carried out, taking into account that the contents of the internship will be designed considering its direct relationship with the course and the type of study of the internship in question, as well as any other data considered of interest.

ARTICLE 9. INSURANCE POLICY

UCJC always guarantees compulsory insurance and accident coverage through the school insurance.

For beneficiaries over 28 years of age at the date of formalisation of enrolment who are not covered by the school insurance (in accordance with the Regulations established by Decree 2078/71 of 13 August – Official State Gazette (BOE) of 13 September), an insurance with similar coverage will be taken out.

In the case of international internships, students must take out insurance that covers their stay abroad and that includes accidents and civil liability.

CHAPTER II: PROCEDURE FOR ASSIGNING INTERNSHIPS

ARTICLE 10. INTERNSHIPS AVAILABLE

The person in charge of the internships for the degree, with the support of the directors of each degree and the Careers Centre, will guarantee that each bachelor's or master's degree offers internships during the academic year; and the amount on internships available will be equal to or higher than the number of students enrolled.

Through the internship coordinator, the Faculty will put the necessary advertising in place to inform students about the annual external internships which will be available for each degree during the corresponding academic course. They will, at the very least, include the following data:

- a) Degree or degrees for which the internships are aimed.
- b) Business name or name of the company, entity or institution.
- c) Location, centre and address where the internships will be taken.
- d) Start and end date of internships.
- e) Total duration in hours of the internships, and number of hours per day.
- f) Activities to be undertaken.
- g) Name of the Tutor from the company, entity or institution.
- h) Requirements established by the company, entity or institution for the students, which must be authorised by the Degree Coordinator.

ARTICLE 11. ADVERTISING

The internship availability will be published on PRANET (internship management tool) and/or via the Centres' official channels for a period long enough to enable its advertising.

ARTICLE 12. ENROLMENT

Enrolment for the external curricular internship subject must be formalised during the same enrolment period as the other subjects. Exceptionally, students can enrol during other periods, as long as they correspond with the start of the internship.

Students may request to complete internships at a specific company or entity, with the approval of the latter. In this case, they will request the internship coordinator of the degree who is processing their application, where appropriate, to sign the corresponding agreement.

When an entity requests a specific student, it must have the prior approval of the degree coordinator, who will decide whether to authorise the assignment and the completion of the internship, and where appropriate, will sign the corresponding agreement.

ARTICLE 13. DATA PROTECTION

Your registration implies that you accept the contents of this Regulation and authorise your personal data being used by the Camilo José Cela University, in accordance with Organic Law 15/99, on Personal Data Protection, for the purpose of correctly managing the internships.

The personal data provided by the student will be included in the user files, in accordance with the provisions of the aforementioned Organic Law, and said student may exercise the rights established therein.

CHAPTER III: RIGHTS AND OBLIGATIONS RESULTING FROM THE INTERNSHIPS

ARTICLE 14. OBLIGATIONS OF THE STUDENTS WITH THE UNIVERSITY

The student selected to undertake the internship will have the following obligations with the Camilo José Cela University:

- a) Be enrolled in the subject "External curricular internship" or "*Work placement*".
- b) Not maintain any contractual relationship with the public or private entity or the university in which the internships are to be completed, unless authorised in accordance with the internal regulations of UCJC, upon request of the student, addressed to the person in charge for the internships for the degree and/or the

- c) Comply with the activities established in the subject programming, at least completing 90% of the contact hours established in the place where the internship is carried out.
- d) Inform the academic tutor of any incidents that may occur and that affect the normal development of the internships.
- e) Communicate with the tutor at the beginning of the internship and attend the meetings required by the tutor to assess the internships.
- f) Provide their academic tutor with a final report on the work developed and the questionnaire for assessing the internships within the maximum period of one month from the last day of their internship, which will be indicated in the annex to the Agreement.
- g) Notify the university's Careers Centre and the head of internships of the corresponding Faculty, where appropriate, of the early termination of the internship, by means of a written communication including a reasoned justification.

ARTICLE 15. OBLIGATIONS OF THE STUDENTS WITH THE ENTITY

The selected student will have the following obligations with the collaborating entity with which they carry out the internship:

- a) Join the entity in question on the established date.
- b) Comply with the schedule and respect the operating rules of the entity.
- c) Develop the training plan and comply with the diligence, responsibility and use of the activities assigned by the entity, in accordance with the lines of action and conditions established in the training project.
- d) Keep confidentiality in relation to the internal information of the entity, and on any aspect related to the company, as well as not making use of the work done in the internship without the express prior authorisation of the company.
- e) Attend the designated office with the established regularity, in order to carry out the internship agreed, duly justifying their lack of attendance with the collaborating entity and the university.

This commitment will be valid during the period that, if applicable, is established by the collaborating entity itself.

ARTICLE 16. STUDENT RIGHTS

Students carrying out external internships will have the right to:

- a) Attend the exams, assessment tests or other compulsory activities of the subjects on which they are enrolled, as well as the meetings of the University's governing bodies, with prior notification to the company or entity.
- b) Receive all the necessary information in relation to occupational health and safety regulations and occupational risk prevention by the entity where the agreed internships are to be carried out.
- c) Obtain a final evaluation report and certification on the implementation of the internships and the level of achievement achieved.

ARTICLE 17. DUTIES OF THE ENTITY

The collaborating entity where students from the Camilo José Cela University are performing external internships will be obliged to:

- a) Comply with the conditions contained in the external internship available, as well as the cooperation agreement that regulates it. When the entity fails to comply with these conditions, the student, through the academic tutor, must inform the degree course coordinator who, if applicable, and once the circumstances are known, will assess the opportunity to continue said internship or, if applicable, decide to terminate it.
- b) Appoint an internship tutor who will be in charge of guaranteeing the student's training process at the entity, as well as communicating any incidents that occur in the internship to the university's academic tutor.
- c) Inform the student in a comprehensible way about the health and safety conditions and about the prevention measures to be adopted in the facilities where the internships are to be carried out.
- d) Guarantee the complementary training required by the student to complete their internship.
- e) Facilitate the student's attendance to the exams, assessment tests and other compulsory activities of the subjects in which they are enrolled, as well as the meetings of the University's governing bodies, where appropriate.

ARTICLE 18. RIGHTS OF THE ENTITY

The collaborating entity in which the students of the Camilo José Cela University are carrying out the internships may terminate the internships, according to the established terms, if the student fails to fulfil their duties, provided they notify the faculty's internship coordinator beforehand and, where appropriate, the Careers Centre.

ARTICLE 19. DUTIES OF ACADEMIC TUTORS

The Academic Tutor will have the following duties:

- a) Ensure that the activity designed for the student is carried out properly, resolving any incidents that may arise during the course of it. Incidents which require specific action to be taken by the Faculty must be communicated to the degree director.
- b) Keep professional secrets in relation to any confidential information of the entity that they know as a consequence of their activity as a tutor.
- c) Maintain contact with the tutor from the company and the student during the time in which the internship is carried out, in order to effectively monitor the situation and make the corresponding record on the internship management platform, UCJC "PRANET".
- d) Assess whether the activities entrusted by the entity to the students are aligned with the internship programme.
- e) Issue an assessment report of the internships and a mark based on the follow-up carried out, the final report submitted by the student and the company's report.
- f) Propose, where appropriate, the rescission of the internships, following the submission of a reasoned justification in writing.

ARTICLE 20. DUTIES OF THE TUTORS FROM THE ENTITIES

The Tutor from the company or entity will have the following duties:

- a) Welcome the student and organise the activities to be developed during their time at the entity.
- b) Facilitate the student's start and integration in the entity.
- c) Inform the student about the entity's organisation and operation.

- d) Guarantee that the student receives the corresponding practical training.
- e) Supervise student attendance, attitude, participation and performance.
- f) Coordinate with the academic tutor the development of the activities established in the programme.
- g) Issue an assessment report on the internships and a mark based on the follow-up carried out, which will value the aspects defined in the training project of the external curricular internship subject according to the format established in each case in the teaching guide, and which will be available through the PRANET platform.

ARTICLE 21. RIGHTS OF ACADEMIC TUTORS

1. The Academic Tutor will have the right to:
 - a) Receive all the information necessary for the proper fulfilment and development of their tutorship or tutoring: data relating to the entity, the student and the specific conditions of the internships and the cooperation agreement regulating the relationship between the University and the entity offering the internships.
 - b) Have their tutorship or tutoring work academically recognised in the terms established by the Camilo José Cela University.
2. The Tutor from the entity (and the entity itself) will receive a certificate from the Camilo José Cela University of the work performed as a tutor of the student taking an internship, if they request so by writing to carreraprofesionales@ucjc.edu

CHAPTER IV: ACADEMIC EFFECTS OF INTERNSHIPS

ARTICLE 22. FINAL REPORT

The student must submit a final report on the external curricular internship to their academic tutor, according to the model established in the teaching guide of the internship subject of each degree.

The Final Report will contain the specifications established in the training project of the external curricular internship module of each Bachelor's or Master's degree.

It must be delivered to the academic tutor within the period indicated by the latter, which in no case may be less than 15 days from the last day of the internship or longer than one month, except in the case of exceptions authorised by the academic tutor.

ARTICLE 23. ASSESSMENT

The tutor will assess the internships carried out by completing the final assessment report and the corresponding record, which will be based on the follow-up carried out, the report of the tutor from the entity, and the final report submitted by the student.

If either of these last two elements has been assessed with a rating lower than 5, the overall assessment of the internship will not be able to have a mark greater than 4.9. In other words, in order to pass the “External Curricular Internship” or “Work placement” subject, a pass grade must be obtained for both the Internship Report and the assessment from the Tutor from the Entity.

Overall assessment:

Assessment by the Tutor from the Entity:

65%; Assessment by the Academic Tutor:

35%

Provided that both parts have a mark equal to or greater than 5.

In the event that the student does not complete at least 90% of the established contact hours at the place where their internship is carried out, an unfavourable final report on the internship will be issued and the student will receive a “fail” mark in the “External Curricular Internship” or “*Work placement*” subject, provided that there is no justification for the circumstance, allowing an alternative decision to be made and new deadlines for completion to be agreed.

Likewise, if after the period specified by the academic tutor, which may be no less than 15 days or more than 1 month after the completion of the internship (except in authorised cases), the student has not delivered the Final Report, an unfavourable final report will be issued, and the student will receive a “fail” mark in the “External Curricular Internship” or “*Work placement*” subject.

ARTICLE 24. VALIDATION/RECOGNITION

Academic recognition of the external internships will be carried out in accordance with the rules and procedures established by the university.

The activities and competences developed by students, of both bachelor’s and official master’s degrees, at companies or entities, when the student has benefited from a training scholarship or when the student and the entity have or have had a work or contractual relationship, and the aforementioned activities and competencies are adjusted, in time and content, to the external curricular internship programme of the corresponding degree, may be recognised as external curricular internships. In order to be validated, a minimum will be required according to the number of credits of the internships established in the degree curriculum, which will never be lower than a 1.5:1 ratio with respect to the internship that must be carried out.

To this end, the student will request recognition from the degree director, or from the person to whom they delegate, who will transfer the documentation required in current regulations (for recognitions) to the Faculty’s recognition committee.

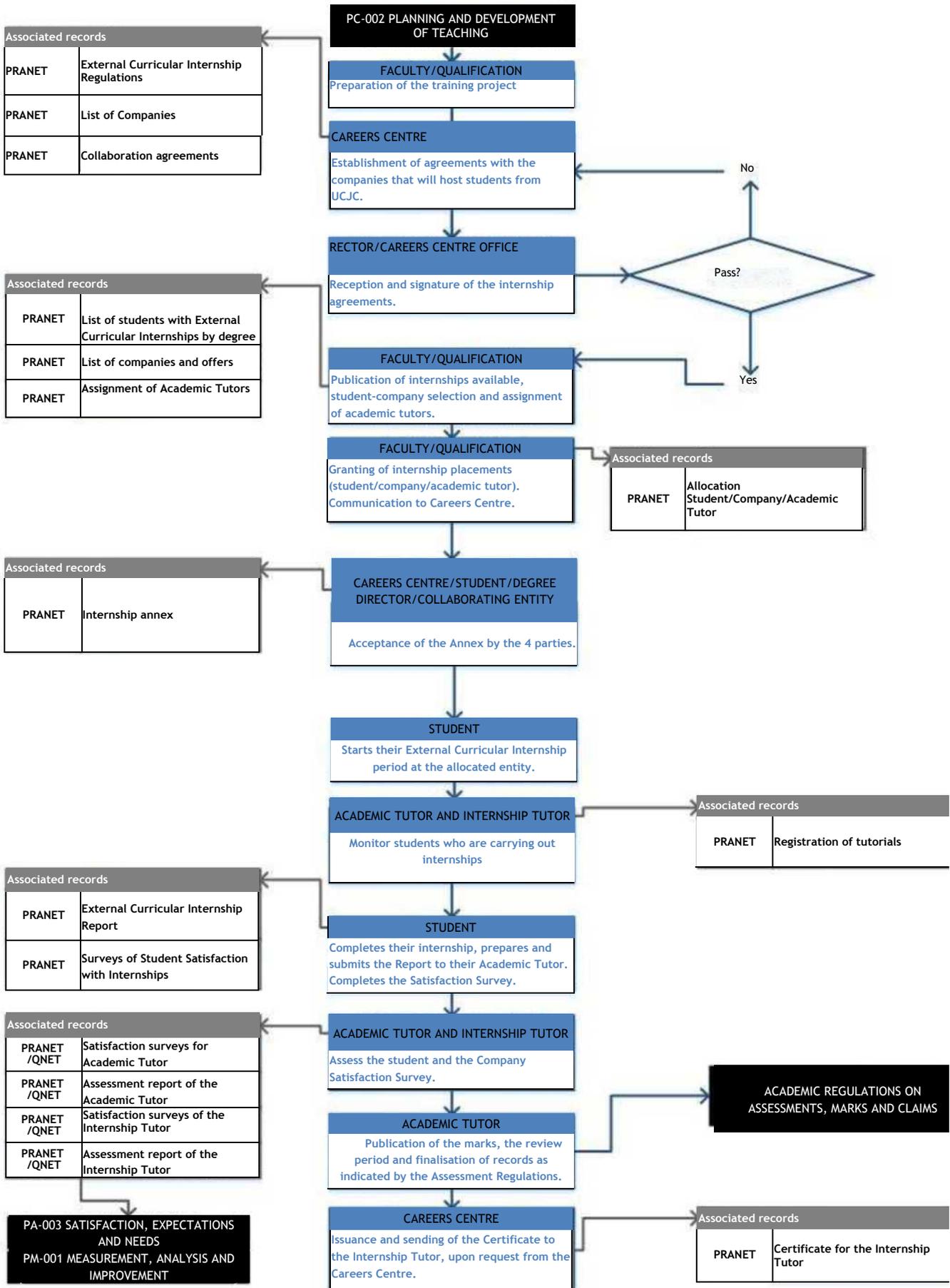
CHAPTER V: QUALITY GUARANTEE

ARTICLE 25. QUALITY GUARANTEE

With the purpose of ensuring that the internships are correctly carried out by the students and collaborating entities and in order to introduce improvement measures in the internship programme, the Camilo José Cela University has devised a quality assurance procedure through an assessment system. This procedure will be based on the satisfaction of the students and the academic tutors and tutors from the entities or centres.

EXEMPTION CLAUSE

As from the entry into force of this Regulation, the previous regulations of the Camilo José Cela University concerning external practices that are contrary, contradictory or incompatible with the provisions of this Regulation shall be repealed.



SUMMARY OF REVISIONS

Edition	Date	Nature of the Review/Modifications
01	01/09/2011	Modification according to RD 1393/2007, of 29 October
02	February 2015	Modification of operating standards published in RD 592/2014 and adaptation to the guidelines of the new government team
03	September 2017	Review and update according to the new internship management guidelines of UCJC.
04	January 2018	Review and update according to the new internships management guidelines of UCJC and the implementation of management and follow-up tools

	Head	Date
Preparation	Careers Centre	September 2017
Review	Careers Centre	September 2017
Approval	Government Council	
Staff involved/distribution	All Faculties of UCJC	