



**PROCEDURAL GUIDE
FOR EXTERNAL INTERNSHIPS
FOR ACADEMIC TUTORS**

FREQUENTLY ASKED QUESTIONS

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ABOUT PRANET

What are internships?

External internships are a training activity carried out by the students of the university and supervised by the university. They are aimed at allowing the students to apply and complement the knowledge they have acquired through their academic training, favouring the acquisition of competences that prepare them to exercise professional activities and boosting their employability.

They can be carried out at companies, entities and institutions, including the University itself, depending on the type of study of the course.

In no case do they constitute labour services.

How many types of internships are there?

The UCJC's Internship Programme includes two types of study:

- CURRICULAR: these correspond to the Curriculum (Bachelor's/Master's degrees). This can be either a compulsory or optional subject.
- EXTRACURRICULAR: these are voluntary depending on the students and, even if they are not featured in the Curricula, they will be included in the European Diploma Supplement.

In which entities can the internships be carried out?

At companies (individuals and societies), Public Administrations, institutions with their own legal identity, at UCJC itself (Units, Research groups, etc.), Start-ups, Third Sector organisations (non-profit organisations)

The companies where they are carried out must be related with the professional and generic competences that are developed in the degree being studied by the student.

If the students wish to complete them in family businesses, in the case of curricular internships, the academic tutor will have to authorise them beforehand.

The companies will need to have signed a specific Educational Cooperation Agreement with UCJC.

What is an Educational Cooperation Agreement?

This is a unique and standardised model that is managed through the Careers Centre. It is signed by the collaborating entity and UCJC, and is a requirement before the student can start of any type of internship.

Who can take the initiative to sign an Educational Cooperation Agreement?

The initiative can be taken by the entity itself or by any member of the university community.

The first step in the procedure for signing an Educational Cooperation Agreement is the willingness of the collaborating entity (company, institution, etc.) to sign it

How? By contacting us: carrerasprofesionales@ucjc.edu or 91 815 31 31. Ext.: 16368

What is an Internship Annex?

This is the document that includes the details and conditions under which the student will undertake their internship at the collaborating entity, e.g. start date, end date, schedule, days, etc.

It must be signed by the tutor from the company, the academic tutor, the Careers Centre and the student, before the student starts their internship.

How can I be an academic tutor?

The Faculty selects and appoints the academic tutors in accordance with their professional profiles.

If, as a professor and specialist, you would like to be appointed as an academic tutor, you must inform the Dean or Director of the Bachelor's or Master's degree onto which the degree is assigned, or the corresponding delegated person: Coordinator, ... I wish to present myself as a candidate.

Who assigns an academic tutor to a specific internship?

The academic tutors are assigned by the director, Coordinator, or the head of internships, unless the selected student makes a special request in this regard, or a professor expresses interest in performing these functions.

To this end, the following will be taken into account:

- Curricular internships: Professor of the degree on which the student is enrolled and, in any case, related to the course/profession to which the internship is linked.
- Extracurricular internships: UCJC professor, preferably someone who is actively teaching and a professional in the same field of study of the course studied.

In no case may there be a relationship of consanguinity up to the second degree between the academic tutor and the tutored student.

What functions does an academic tutor have?

- Those set forth in the current regulations, including:
- Being aware of and ensuring compliance with the Training Project and authorising its modifications.
- Verifying with the Careers Centre that the documentation has been completed and signed on PRANET (the management tool)
- Continuous follow-up of the completion of internships
- Issuing reports as required
- Registering and **reporting in writing** any incidents that arise and resolving them
- Issuing the final student assessment report and the internship assessment
- Answering the internship satisfaction survey
- Informing the Careers Centre of modifications and incidents
- Checking the list of students enrolled in their internship subject and periodically reviewing it.

What is the Training Project?

The Training Project or Teaching Guide is the document that specifies the completion of each external curricular (or extracurricular) internship and includes:

- Educational objectives
- Activities to be undertaken
- Generic competences
- Professional skills

It will be incorporated into the Internship annex document, which is essential for commencing the internships.

Who validates the Training Project?

The Coordinator/Head of Internships of each Bachelor's or Master's degree. To this end, they can collaborate and seek advice from whoever they deem appropriate (degree director, academic tutor, professional tutor, departments, careers centre, etc.)

If I have found a company that is interested in hosting interns, what should the COMPANY/Collaborating Entity do?

There are two possible cases:

- 1) It has a signed Educational Cooperation Agreement with UCJC: the procedures can be initiated through the company's offer to search for candidates
- 2) it has not signed an Educational Cooperation Agreement, in which case the following procedure applies:
 - Request agreement from Careers Centre (1)
 - Signing of the Agreement after it has been reviewed by the legal offices of both parties (2)

The Careers Centre will provide the company/entity with the personalised Agreement through PRANET and will offer advice on matters required for its signing.

Once the agreement has been signed by both parties (entity/company and UCJC), the company will be able to incorporate interns.

(1) This is essential for commencing the Agreement signing process

(2) The internship will not be able to start until the company completes the procedure for signing the Agreement

When can the student perform internships?

This depends on the type of study of the internship:

- Curricular: During the academic year and for the period set forth in the Curriculum. The School or Faculty will be able to establish specific terms based on the exam periods and marks.

- Extracurricular: Once 50% of the credits of the Bachelor's/Master's degree have been taken during the entire academic year.

It must be taken into account that:

School insurance coverage is valid during the official period established by the University for the academic year, according to the degree taken (Bachelor's or Master's degree).

Important: the insurance is valid for official qualifications and its coverage extends to the countries of the European Union.

What should the student do before starting the internship?

The student must sign/accept the internship within a period of no more than 3 business days before its start date:

- Have enrolled for the internship subject (only in the case of curricular internships) during the corresponding term
- Confirm that the company and UCJC have signed the Educational Cooperation Agreement
- Sign/Accept Internship Annex: contains all the details and conditions of the internships. It must be confirmed on PRANET with the Careers Centre that it has been signed/accepted by the academic tutor, the tutor from the company, and the student themselves, *before the internship start date*.

Should the internships be paid?

The internships may or may not be paid; this will be decided by the company. UCJC recommends that companies always pay, in order to not generate expenses for the student.

If the company pays, in money or in kind, it must take into account that curricular internships have a 100% reduction in terms of Social Security contributions.

Social Security should only be paid in the case that the internships are extracurricular (a very small sum will have to be paid, and the company can inquire about this in any TGSS [General Treasury of the Social Security] office).

What is the final internship report?

This is the document that the student must deliver to the academic tutor within a maximum period of 15 working days from the end of their internship period (except in the case of exceptions authorised by the heads of internships/Faculty/School) and can be used to assess them.

The academic tutor will provide you with a form with details on the minimum achievements to be met and all the criteria contained in the Teaching Guide/Training Project.

What are the final assessment reports (only for curricular internships)?

This is the document that includes the assessment of the student's internship period in accordance with the standardised model. It will be completed by the:

- Tutor from the Entity
- Academic tutor. The academic tutor will be responsible for ensuring that this document has been received by the Tutor from the Entity, and that the latter has duly completed it, in order to issue a final grade for the internship in the record corresponding to the internship or Work placement subject.

How do I assess internships?

Internships are assessed on the basis of the following documents:

- Final assessment report by the tutor from the entity where the student has completed the internship. As the academic tutor, you must send it together with the training project when the internship starts. It will carry a weighting of 65% of the final mark and the student must pass it in order to be assessed by the academic tutor.
- Final report on the internship submitted by the student. As an academic tutor, you must have provided the student with a guide on how to prepare it.

Normally, you must complete the assessment report and issue a final mark within 7 working days from receiving the documents. The result of the assessment will be communicated to the student, who will have 2 working days to present a claim if they so wish.

What criteria should I use to assess internships?

The criteria to be used will be those established in the Teaching Guide/Training Project of the "External Internship" subject or, in the absence thereof, those established by the corresponding School or Faculty, and will at least take into account the documents indicated in the previous section.

Although the teaching guides are valid for the curricular internships, the same criteria could be used for the extracurricular ones or be taken as references (it is up to the Centre to establish these criteria).

In addition to the work carried out, the degree to which the skills indicated in the Training Project have been developed and/or acquired must be assessed. The following are generic or cross-disciplinary competences to be assessed: (maximum 5 indicated in the Training Project)

- Ability to solve problems
- Capacity to analyse and summarise
- Capacity to plan and coordinate. Ability to manage information.
- Capacity to communicate orally. Ability to argue and transmit ideas.

- Ability to apply knowledge to internship. Practical thinking
- Creativity
- Leadership
- Entrepreneurial character and innovation
- Capacity to resolve conflict
- Capacity to work in a team

These can be consulted in the “Internship regulations” document of the UCJC Careers Centre.

What are quality assurance surveys?

The UCJC Quality Department will send these questionnaires by email/QNET. They must be completed by the student and the tutor from the entity in order to ensure the correct development of the internships and that the students have the opportunity to communicate any improvements that could be made for future internship programmes.

If the student has already completed an extracurricular internship, can this be recognised as a curricular internship?

This decision will be made by each School or Faculty (the competent Commission), which will establish a procedure and the deadlines, if they consider necessary.

And if the student accredits work and professional experience in the competences associated with the degree in which they are enrolled, can they request their validation or recognition?

Each Faculty or School has an assessment committee formed by the Department Director and two faculty members, who assess the professional curricula, along with the suitability and adjustment of the candidate's profile to the established recognition proposals.

For the purposes of accrediting professional experience, the Recognition Unit will compare with the Academic Secretary's Office of the Centre the differential characteristics eligible for this recognition for each degree positively verified by ANECA; this will be supported by certificates issued by the companies or entities in which the student has developed their professional activity, their working life and the report requested by their tutor, in application of current legislation, and as established in the internal procedure of the UCJC's credit recognition.

As a minimum requirement, the following documentation must be submitted by the student:

- Application for recognition of credits in the format established by UCJC.

- Work life certificate issued by the Social Security
- Certificate(s) of the company(ies) in which the activity or activities eligible for recognition have been undertaken, where the Director of Human Resources (or a person who occupies a post with similar functions) certifies the functions performed. (In the case of self-employed workers, it will not be necessary to provide this document, although the Commission may require additional documentation if deemed appropriate)
- The student must include a 'report' in this documentation, in which they explain the tasks carried out in the different positions they have held and where, in their opinion, they have been able to acquire some of the competences relating to the degree.

If the student wants to complete an internship abroad

You can get advice from the Careers Centre, where you will be explained the whole process.

If the student wishes to complete a curricular internship abroad and has already arranged this with a company/entity, the tutor must take into account several factors:

- Whether it is in the European Union. Notify the Careers Centre with enough time in advance so that they can start the procedure and process the corresponding documentation
- If they are outside the European Union: the same as in the previous case, but as the insurance only covers the European Union, the student will have to take out an accident and civil liability insurance and send a scanned copy to the Careers Centre.

If the student wishes to complete curricular internships abroad and has not arranged the company, they will have to contact the Careers Centre, where they will be informed of the options they have available for carrying out this type of internship. Once the student has arranged the company, their academic tutor will determine whether the functions they would perform are in accordance with their degree's curriculum.

In the case of extracurricular internships, the process is very similar.

If I want to find out more about the procedure, what should I do?

Consult the UCJC's Careers Centre, which is located in the *Open Space for Professors* at the Villafranca del Castillo Campus.

You can call them by telephone at 918153131. Ext.: 16368, or send them an email to: carreraprofesionales@ucjc.edu

On the UCJC website: <http://www.ucjc.edu/alumnos/carreras-profesionales/>

PRANET

Pranet is the UCJC's tool for the comprehensive management and follow-up of External Internships.

The collaborating entities and all the internship heads at UCJC must carry out all the processes through this tool.

Access to PRANET: http://85.214.233.222/SEK_COIE/usr_login.aspx

Regulations and current legislation

UCJC regulations for external internships

<http://www.ucjc.edu/servicios/biblioteca/normativa/practicas-externas/>

UCJC regulations for credit recognition

<http://www.ucjc.edu/universidad/normativa/reconocimiento-creditos/>

*Royal Decree 1791/2010, of 30 December, through which the **Statute of the University Student** is approved*

<http://www.boe.es/boe/dias/2010/12/31/pdfs/BOE-A-2010-20147.pdf>

*Royal Decree 1493/2011, of 24 October, which regulates the terms and conditions of inclusion in the **General Social Security Scheme of persons participating in training programmes**, in implementation of the provisions of additional provision three of Law 27/2011, of 1 August, on the updating, adaptation and modernisation of the Social Security system*

http://www.boe.es/diario_boe/txt.php?id=BOE-A-2011-16819

*Additional provision twenty-five. **Reduction in Social Security contributions for the external curricular internships completed by university students and for professional training.** Royal Decree-Law 8/2014, of 4 July, on the approval of urgent measures for growth, competitiveness and efficiency, published in the Official State Gazette (BOE) on Saturday, 5 July, regulates in its: Additional provision twenty-five. Reduction in Social Security contributions for the external curricular internships completely by university students and for professional training. <http://www.boe.es/buscar/doc.php?id=BOE-A-2014-7064>*