

Regulations governing external academic internships
carried out by students

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Introduction

External, curricular and extracurricular academic practices are planned as training activities so that the students, under the supervision of the university, can apply and complement the knowledge acquired in their educational training, favouring the acquisition of skills that prepare them for the exercise—of professional activities, facilitating their employability and promoting their entrepreneurial capacity.

The current regulatory framework is established in articles 11 of Royal Decree 822/2021, of September 28, which regulates the organization of higher-level education and the mechanism for verifying its quality, and 24 of Royal Decree 1791/2010 of December 30, which approves the University Student Statute. Particularly, this last norm contemplates external academic internships as specific rights of undergraduate students [art. 8. f)] and master's degree [art. 9. g)]. According to the considerations of Royal Decree 1125/2003, of September 5, which creates the European credit system and the grading system in official university degrees valid throughout the Spanish territory, is also used as a reference point for owned degrees. Royal Decree 592/2014, of July 11, governs the regulation of external academic internships for university students.

The Pompeu Fabra University has regulations on external internships approved in the Agreement of the Governing Council of May 9, 2012, and modified by the agreements of the same governing body of July 18, 2012, March 20, 2013, of July 1, 2015, April 11, 2018, and December 9, 2020.

This guide aims at setting the regulations for the academic internships that students at the UPF-Barcelona School of Management (the "Centre") undertake outside of the school. The procedures, prerequisites for entry, length of time, student selection process, formalization of the Center-collaborating entities educational cooperation agreement, tutoring system, training project, assessment, potential recognition through professional experience certification in a study-related field, academic recognition and accreditation of the student body, the tutoring individual, management, the financial and insurance policies, unjustifiable abandonment situations, and any other.

The approval of this regulatory framework will provide the Center's students with the same guarantees as those provided for the Pompeu Fabra University's students.

In response to what was stated by the Executive Council, under the Organization and Functioning Regulations of the Center, it has adopted the Regulations governing external academic internships carried out by the students of the UPF Barcelona School of Management.

Article 1. Purpose

The purpose of this regulation is to control external academic practices (curricular and extracurricular) developed by students pursuing official and Center-specific degrees as part of their academic preparation.

Article 2. Definitions

2.2 According to this regulation, any person who attends an owned or official university education at the Center of at least 15 ECTS is a student.

2.3 **External academic internships:** activities of a training nature developed by the students and supervised by the Center, with the aim of:

- a) Contribute to the comprehensive training of students by complementing their theoretical and practical learning.
- b) Facilitate knowledge of the work methodology appropriate to the professional reality in which the student must operate, contrasting and applying the acquired knowledge.
- c) Encourage the improvement of technical, methodological, personal, and participative skills.
- d) Gain practical experience to enhance future employability and ease entry into the job market.
- e) Promote the values of innovation, creativity and entrepreneurship.

2.4 **Collaborating entities:** companies, institutions and public and private entities, where the Center student carries out their external academic internships. The academic or administrative units of the Center may also host their students on internships, the entirety of these Regulations applying to them.

2.5 **Person with guardianship functions of the collaborating entity:** a person designated by and linked to the cooperating entity who possesses the professional skills and knowledge required for effective guardianship. It is responsible for the intern students while they are in the collaborating entity and will serve as the natural interlocutor with the student body as well as the person in charge of academic tutoring functions.

2.6 **Person with academic tutoring functions:** teaching staff of the Center responsible for validating the suitability of the content of the training project with the studies completed by the student and for monitoring performance and, if applicable, academic evaluation. It is coordinated directly with the student and with the person with tutoring functions of the collaborating entity.

2.7 **Academic year:** the period from September 1 of the calendar year in which the academic year begins and August 31 of the following year. This date may be extended until September 15 since this is a period in which the general closing of minutes occurs.

2.8 **Educational cooperation agreement:** document through which the regulatory framework of the relationships between the student, the collaborating entity and the Center will be established. The agreement must incorporate the mentions provided for in article 7.2 of Royal Decree 592/2014.

Article 3. Typology of External Academic Internships

3.1. External academic internships can be curricular (PAE C) and extracurricular (PAE E).

3.2. The PAE C are arranged as academic activities that are part of the program's Study Plan and can be mandatory or optional; they may also be recognized following what is established in article 12 of these Regulations.

3.3. The PAE E are those that the student may take on voluntarily during their academic training period and which, although having the same purposes as the PAE C, are not part of the corresponding Study Plan.

Article 4. Management of external academic internships

4.1. PAE is managed through the unit designated by the Center, which maintains an active relationship with the collaborating entities to identify internship opportunities and promote the applications of the Center's students and, where appropriate, the formalization of educational cooperation agreements.

4.2. Additionally, within the framework of the PAE, the unit designated by the Center will formalize the educational cooperation agreement when the student body has achieved, by itself, a collaborating entity where they can carry out these external internships, provided that the internship program is under current regulations and the requirements regulated in the program's Study Plan.

Article 5. Access requirements

5.1. Students who meet the following requirements may carry out external academic internships:

- a) Be enrolled in the program, of at least 15 ECTS, to which the basic skills that must be acquired with the completion of external academic internships are linked.
- b) In the case of PAE C, be enrolled in the linked subject, according to the Study Plan in question.
- c) Not maintain any contractual or family relationship with the collaborating entity where the internship will be carried out.
- d) That the start date of the Educational Cooperation Agreement is equal to or later than the start date of the program.
- e) That the end date of the agreement does not exceed the end date of the program by three months, with the maximum limit of the end date of the academic year, except for programs with an end date later than the academic year.

5.2. In exceptional cases, when the student wants to carry out the internship in an entity with which they have already established a previous employment relationship, or with which they maintain a kinship relationship up to the second degree with a manager or with the person with tutoring functions of the collaborating entity, the vice dean for teaching affairs must authorize the carrying out of external academic internships, after verifying their reality, quality and suitability. To this end, the student must present a document that includes the characteristics of this relationship and the contents and objectives of this practice.

5.3 The tasks to be carried out by the students during the external academic internship period must be related to the teaching content of the program they are taking.

Article 6. Student selection

6.1. The student body may apply for the available vacancies, and it is the collaborating entity who, after

evaluating the applications received will make the final decision whether to incorporate the student body into internships without, in any case, the Center is responsible.

Article 7. Formalization of the educational cooperation agreement

7.1. To carry out external academic internships by the student body, the prior formalization of an educational cooperation agreement will be necessary, which will be signed by the Center, the student body and the collaborating entity that hosts them. This will not affect the ability to recognize regulated professional activity under Article 12 of these Regulations.

7.2. Three copies of the same agreement will be signed. The educational cooperation agreement will be signed by each student that the collaborating entity hosts in internships.

7.3. Formalising an educational collaboration agreement takes at least five working days and will be informed to all participating entities. In any situation, the partnering business will be responsible for providing sufficient notice to the Center's Professional Careers Service so that the student can begin the internship with all necessary documents. No agreements will be executed having retroactive effect.

7.4. Carrying out academic internships at the Center itself will also require the signing of an ad-hoc agreement, which must include at least the same data as for the subscription of educational cooperation agreements established previously. Prior authorization must be made by the corresponding vice dean.

Article 8. Tutoring of students on internship

8.1. To ensure the development of the internships, the collaborating entity, on the one hand, and the Center, on the other, will designate, respectively, a person with tutoring functions, who will act in coordination as expressed above in articles 2.4 and 2.5 respectively. People with mentoring functions must develop, in a coordinated manner, the following functions:

- a) Prepare the training project.
- b) Monitor it and verify its use.
- c) Advise and support students in aspects related to external academic internships.

8.2. The person with tutoring functions of the collaborating entity must have a stable employment relationship with the company and have qualified training appropriate to the objectives of the external academic internships and the training project. This person will be designated as such in the educational cooperation agreement, overseeing guiding and supervising the activity, setting the work plan and issuing the final evaluation report of the internship following the document provided by the designated unit. In the Center, the person with guardianship functions of the collaborating entity will have the rights and duties established in Article 11 of Royal Decree 592/2014.

8.3. People with academic tutoring functions will be designated by the vice dean in teaching matters and must meet the following conditions

- a) In the case of PAE C, the teacher must have been employed by the Centre and, in any event, have a background in the teaching profession that is connected to the practice.
- b) In the case of PAE E, a Center-hired teacher in the same field of study is preferred.

The person with academic tutoring functions will be the person in charge of effectively monitoring the practices, providing support to the students for the preparation of the report, authorizing the modifications that are introduced in the training project and carrying out the evaluation process of the internship.

Article 9. Training project

9.1. The person with academic tutoring functions and that of the collaborating entity must develop a training project that specifies the educational objectives and professional activities that must be developed throughout the student's internship stay.

9.2. The objectives of the training project must be established considering the basic, generic, and, where appropriate, specific competencies that the students must acquire.

Article 10. Duration and period of completion

10.1 For the Center, the duration of external academic internships may not exceed what is established by Royal Decree 592/2014:

- a) In postgraduate courses (between 15 ECTS credits and 29 ECTS), external academic internships may not exceed 200 hours.
- b) In postgraduate diplomas (between 30 ECTS credits and 59 ECTS), external academic internships may not exceed 400 hours.
- c) In the master's degrees (official or own):
 - Of 60 ECTS credits, the total sum of external academic internships may not exceed 800 hours.
 - Of 90 ECTS credits, the total sum of external academic internships may not exceed 1.125 hours, these are distributed throughout the academic year and a half of the program's duration.
 - Of 120 ECTS credits, the total sum of external academic internships may not exceed 1.500 hours, these distributed throughout the two academic years of the program.

10.2. It is essential that the internships are compatible with the program's teaching schedule, that they do not impair class attendance or exams and that they do not interfere with the hours of work and study that must be dedicated to the program.

10.3. The student body may be absent for as long as is essential from the place where they carry out their academic practices whenever necessary to be able to meet the obligations derived from their academic activity, as well as for reasons of health or force majeure. In any case, the student body must communicate absences to the collaborating entity with sufficient advance notice and must present the corresponding supporting documents. The Center is obliged to issue the academic supporting certificates that are necessary to be able to communicate it to the collaborating entity.

Article 11. Evaluation

The evaluation of the internship will be carried out based on the evaluation form that the Center will send to the person with tutoring functions of the collaborating entity and the evaluation report that the student makes on their experience, evaluating the opportunities and knowledge acquired and developed. Both reports will follow the model established by the Common Center for all programs, which will include different questions assessing the experience, content and dynamics, and learning acquired.

In the case of the PAE C, additionally, the evaluation must follow the criteria included in the academic guide and the provisions included in Royal Decree 1125/2003, of September 5.

Article 12. Recognition of professional experience

12.1. For programs with PAE C and, if the approved report of the program contemplates it, students who accredit professional experience in a field related to their studies may request its recognition as curricular internships.

12.2. Likewise, if the program's Study Plan allows it, students may carry out studies or research projects that involve the application of each one of the skills acquired throughout the program and that will allow them to pass the mandatory credits of the PAE C.

12.3. Similarly, students who demonstrate that they are working in a field connected to their studies may seek recognition for their job activity.

12.4. To be eligible for the recognition described in this article, the student must make a formal application along with the necessary evidence, and the academic management of the programme will decide on the corresponding recognition.

Article 13. Academic recognition and Accreditation

At the end of the external academic internship period:

- a) The collaborating entity will issue a certificate to the student which will include, at a minimum, the orientation of the practices, the number of hours and the period of completion.
- b) The Center will issue the students a certificate accrediting the external academic internships that will contain, at a minimum, the aspects related to current regulations.
- c) The Centre will certify collaboration with tutoring functions if requested in advance. The accreditation will cover, at a minimum, the collaboration's characteristics, the teachings that have been established, the number of students tutored, and the total hours tutored.

Article 14. Economic regime

14.1 The formalization of each educational cooperation agreement, whether new or modified, implies paying the Center the stipulated amount for management expenses of the agreements.

Exceptionally, if there are extraordinary social, charitable, cultural, or public interest situations that warrant them, these management expenses may be exempt with prior authorization from the respective responsible body.

Likewise, the document annexed to the agreement must include, if applicable, the amount of study aid that the student will receive. The payment will be made directly to the students.

Article 15. Insurances

15.1. During the external academic internship, the student will be covered by school insurance benefits.

15.2. If a student does not meet the requirements to be covered by school insurance, he/she will be required to take out private insurance that covers the same benefits.

15.3. Likewise, the student body will be covered for the civil liability that they may incur in the development of external academic practices, based on the collective civil liability policy that the Center has subscribed to.

15.4. If the collaborating entities require any other type of insurance, this will always be the responsibility of the student body. This obligation will be reflected in the educational cooperation agreement or its annexed document.

Article 16. Situations of unjustified abandonment

16.1. Students who abandon their external academic internship without reason will not be able to carry out another internship during the same academic year, whether PAE C or PAE E, until their case is reviewed and resolved.

16.2. It will be the responsibility of the vice dean in teaching matters, once the student has been heard, to assess whether the causes of this abandonment are justified and, therefore, whether the student has the right to carry out another internship period during the same academic year.

Final provision one

Royal Decree 592/2014 and other applicable regulations shall apply for any matters not addressed in these regulations.

Final provision two

The Dean, or the Vice Dean to whom the Dean delegates, shall be responsible for issuing the instructions necessary for interpreting, applying, and developing these regulations.



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