



## 9. INTERNSHIPS

In accordance with Royal Decree 592/2014, of 11th July, which regulates external academic internships for university students; external academic internships are defined as a training activity undertaken by university students and supervised by the universities. The aim of these internships is to provide students with the opportunity to apply and supplement the knowledge that they have acquired as part of their academic training and to encourage the acquisition of skills that will prepare them to carry out professional activities, facilitate their employability and encourage their capacity to learn.

### RECIPIENTS

Students enrolled on programs with an academic value of **15 ECTS credits** or more are eligible to undertake external academic internships of a curricular or extracurricular nature. The term student defines anyone that is studying official courses (*Másters Universitarios* recognized by the Spanish Ministry of Education) in any of the three university cycles, continuous training courses or other studies offered by the universities (Article 1.3 of the University Student Statute). The possibility of undertaking an external academic internship is always subject to successfully passing the appropriate selection process carried out by the participating organization. The participating organization will have the final decision as to whether or not to accept the student on the internship program. Under no circumstances will the Careers Service be responsible for the student's acceptance.

### TYPOLOGY

Internships can take place in the **university itself** (or centers that are affiliated with it) or in **participating organizations**, such as companies, institutions and public and private entities within the national and international sphere.

There are two types of external academic internships, **curricular** and **extracurricular** internships.

#### A) Curricular Internships (PAE C):

Curricular internships are academic activities that form part of the course's syllabus.

- They are compulsory. Students that find a job after the third term in a field related to their studies can get this experience recognized to count as their curricular internship. To this effect, the student must present a formal request to the Careers Service which must be accompanied by a report which specifies the tasks and duties carried out, the schedule and hours devoted, together with appropriate proof that certifies their professional experience. This request will be evaluated and decided on accordingly.
- Requests are managed through the Careers Service (abbreviated in Spanish to SCP). The SCP will maintain an active relationship with companies and organizations in order to identify internship opportunities and promote students as candidates for said opportunities, and in case of the student being selected to undertake the internship, it will also manage the signing of the appropriate Educational Cooperation Agreement so that the student may do the internship. It will also manage the signing of this agreement when the student has independently found a participating organization to do the internship, provided that the situation complies with the applicable regulations.

#### B) Extracurricular Internships (PAE E):

- Do not form part of the course's syllabus. Students can choose to undertake them while they are studying. They have the same objectives as curricular internships.
- The applicant must show his/her interest in undertaking an extracurricular internship when he/she makes his/her application to the course.
- Depending on the type of program that includes this type of internship, the Careers Service will determine in advance to what extent they can assist students in undertaking the internships and will provide this information in the corresponding section of the course's webpage. To this end, the Careers Service makes a distinction between two types of services:
  - **Advising and management of the internship agreement:** This includes active contact between the Careers Service and the companies as well as the promotion of students as candidates. It also involves formalizing the internship through the signing of the appropriate Educational Cooperation Agreement in the case of the student being selected by the participating organization. The SCP will also manage the signing of the Agreement in cases where the student has independently found a participating organization where he/she can do the internship, provided that the situation complies with the applicable regulations. This service corresponds to that provided in the case of curricular internships.

- **Management of the internship agreement:** This service includes managing the signing of the appropriate Educational Cooperation Agreement for undertaking the internship when the student has independently found a participating organization in which to do it, provided that the situation complies with the applicable regulations.

The Careers Service will endeavor to establish agreements with companies and institutions, giving priority to students that undertake curricular internships over students that request to do extracurricular internships, in compliance with the applicable regulations.