

Academic internship regulations

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1 General requirements for external academic internships

1.1 Scope of Application

These Regulations shall apply to external academic internships carried out by students of the EAE Barcelona University Centre (hereinafter, EAE) enrolled in Bachelor's or Postgraduate Studies, which contain an academic programme of curricular internships

1.2 External academic internships

For the purposes of the provisions of this regulation, the following is understood:

1.2.1 Curricular external academic internships are those that are specifically established as such in the curriculum of each bachelor's or master's degree and, consequently, entail academic recognition. These are also governed by what is provided for each of the degrees in their respective study plans and teaching guides.

1.2.2 Extracurricular external academic internships: those that are not specifically included in the curricula of official bachelor's or master's degrees. Students carry them out voluntarily during their studies, and they pursue the same training objective as curricular internships.

1.3 Content of external academic internships

The content of external academic internships, curricular and extracurricular, must always be directly linked to the teaching that the students are taking and to the training objectives of the degree.

1.4 Place of external academic internships

1.4.1 The internships may be carried out at the University Centre itself or at collaborating entities, such as companies, institutions and public and private entities.

1.4.2 To this end, it is envisaged that academic internships will be carried out on the premises of the EAE University Centre and in other entities belonging to the Planeta Formación y Universidades Group; Likewise, students may carry out external academic internships in foreign or international entities, these Regulations being of supplementary application on those provisions of the legislation of the country of destination.

2 Competencies for the management and coordination of external academic internships

2.1 Career Development Center

The Career Development Center (CDC) will provide general logistical support to students in the formulation and development of internship programs, and will centralize EAE's institutional relationship with companies. Its core competencies are as follows:

2.1.1 Assistance and advice to students, companies and institutions on internship agreements and their training nature, EAE's current internship regulations and any other regulatory framework, both internal and external, for internships.

2.1.2 Review of the documentation models for external academic internships.

2.1.3 Creation, maintenance and updating of the Register of agreements between SEA and public and private companies and institutions, aimed at developing internship programmes.

2.1.4 Preparation of reports and reports to facilitate the analysis of academic practices and decision-making in the internship policy (especially in the field of training development, learning tools, operational difficulties, the adequacy of the practice to the work programme and the teaching project of the degree, and the contribution of practice to the student's formative employability).

2.1.5 The implementation of the centre's curricular and extracurricular external internship policy, and the coordination between the different heads of internship subjects.

2.2 The teaching staff responsible for external academic internships in the Bachelor's Degrees

2.2.1 The management and ultimate responsibility of a specific curricular external academic internship, in the bachelor's degrees, falls on the teacher who has been assigned in the teaching plan the responsibility for the internship subject. Redirect to the Teaching Plan of the subject: company internships

2.2.2 Centres must appoint a faculty member responsible for extracurricular external academic internships in the case of Bachelor's Degrees.

2.3 The academic tutor

2.3.1 The faculty member responsible for curricular external internships of the corresponding degree must appoint, from among the teachers of the degree, an academic tutor for each training project, who must be responsible for the orientation of the students, the monitoring of the development of the internship and its evaluation, which must include a grading proposal.

2.3.2 The centre may choose to have the faculty member responsible for curricular external internships of the corresponding degree (responsible for the external internship subject) exercise academic tutoring at the same time.

2.3.3 In the case of extracurricular academic internships, the academic tutor is responsible for monitoring and evaluation.

2.4 The tutor of the collaborating entity

2.4.1 The host entity of the internship must designate a tutor responsible for the training of students in the company or institution. In addition, they must issue a final assessment report of the student's academic internship stay according to the model provided at the time of signing the Annex and once the Annex has been completed.

2.4.2 In any case, the tutor of the entity (company or institution) must be a person who is linked to it, with professional experience and with the necessary knowledge to carry out effective guardianship. This appointment cannot fall on the person who performs the functions of academic tutor.

3 Development of external academic internships

3.1 Internship offers

3.1.1 The CDC must ensure that the creation of internship offers by collaborating entities is promoted and that new relationships are established with entities in the field of EAE degrees, in order to respond to the need to collect a sufficient number of offers according to the forecasts of enrolled students who will have to carry out these internships in each academic year.

3.1.2 The CDC may also take into consideration the internship proposals submitted by the students themselves, provided that they are in line with the training objectives of the degree and the requirements established in these regulations.

3.1.3 The CDC has to establish a process and mechanisms to inform enrolled students regarding the different offers and the collaborating entities available.

3.1.4 The CDC has to collect and validate the internship offers, it has to disseminate them among the students of the center.

3.2 Formalisation of the Agreement on Educational Collaboration

3.2.1 Academic internships require the prior formalisation of an Agreement on Educational Collaboration as a regulatory framework for relations between students, the collaborating entity and EAE Business School Barcelona. This agreement establishes the legal regime, the general conditions for the development of the internships and the rights and duties of the parties. The agreement will be valid for two years.

3.2.2 Students cannot start the internship without the existence of the Agreement on Educational Collaboration and without all parties having signed the training project document established in these regulations.

3.3 Nature and possible remuneration of external academic internships

3.3.1 External academic internships covered by these regulations are strictly academic. The Agreement on Educational Collaboration agreed between EAE Business School Barcelona and a specific company or institution must explicitly mention the non-employment nature of the relationship, as well as the fact that coverage for any accident is guaranteed by compulsory school insurance or complementary private insurance held by the University.

3.3.2 It is not mandatory for external academic internships to be paid. In the event that the parties agree on an economic consideration to the student body in the form of a grant or study grant, the host entity has to assume the rights and obligations in terms of social security, in accordance with the provisions of Royal Decree 1493/2011, which regulates the terms and conditions of inclusion in the general social security regime of people who participate in training programs.

3.4 The training project

3.4.1 The training project is the official document that includes the training programme for the development of each external academic practice (curricular or extracurricular), whether it is a bachelor's or master's degree. It determines the objectives, characteristics, duration and commitments of the parties, and is linked to the corresponding Agreement on Educational Collaboration between EAE Business School Barcelona and the collaborating entity in which the internship is carried out. Specifically, it must explain, at least, the following information:

- a) The data of the collaborating entity, including those of the tutor of the collaborating entity.
- b) The details of the University: centre, faculty member responsible for the internship subject (if it is curricular), academic tutor (whether curricular or extracurricular).
- c) The student's data.
- d) The details of the internship stay: total number of hours, schedule, period of completion, address of the place of stay, the department or unit of the company or institution where it is carried out.
- e) The training objectives and the tasks or functions that the student has to carry out.
- f) In the event that, as a grant or study grant, the internship incorporates an economic consideration to the student, this condition and its amount must be recorded.

3.4.2 The teaching staff responsible for the subject of curricular external internships must manage and process the training projects corresponding to each enrolled student, and must ensure that their content is adapted to the training objectives of the degree.

3.5 Internship report and grading

3.5.1 The faculty member responsible for the external internship subject in the Bachelor's Degree must award the final grade taking into account the degree of performance of the training project, taking into consideration:

- a) The report issued by the tutor of the collaborating entity.
- b) The memory of the student in practice.
- c) The academic tutor's report and his or her grading proposal.

3.5.2 In the event of irregularities in the course of the internship, the Career Development Center is the interlocutor with the collaborating entity to seek the modifications or actions necessary for the resolution of the incidents. The faculty member responsible for curricular external internships of the degree is ultimately responsible for the student's qualification.

3.6 Management app and web portal

Enrolled students will be able, through Jobteaser, to access the list of curricular and extracurricular internship offers, register for the offers and update their CV and personal data.

3.7 Insurance Coverage

3.7.1 EAE University Insurance guarantees compulsory accident coverage through the School Insurance for students aged 28 or under at the time of enrolment, and of Spanish nationality, or foreigners residing in Spain, who are doing academic internships in an entity in Spain.

3.7.2 In the event of external academic internships by students of the EAE University Centre who are not covered by the School Insurance, who meet the requirements set out in these Regulations, it will be compulsory for the student to take out personal accident insurance similar to the coverage of the School Insurance. The student must provide at the time of formalizing the Project, a copy of the insurance policy subscribed, without which the corresponding academic internships will not be authorized.

3.7.3 Likewise, the subscription of accident insurance will be mandatory to cover the stay in foreign countries of students on an external academic internship basis. This subscription will be made at the expense of the student himself, who must provide at the time of formalizing the Project, a copy of the insurance policy subscribed, without which the corresponding academic internships will not be authorized

4 Curricular external academic internships

4.1 Compulsory curricular external academic internships

4.1.1 Curricular external academic internships are mandatory for all official degrees

4.1.2 To carry out curricular internships, students must be enrolled in the subject established in the curriculum.

4.1.3 Curricular external academic internships in the bachelor's degrees must be carried out in the fourth year of the respective bachelor's degrees.

4.2 Specific student requirements

To carry out curricular internships, students must be enrolled in the subject established in the curriculum.

4.3 Course for the completion of curricular external academic internships

Curricular external academic internships in the bachelor's degrees must be carried out in the fourth year of the respective bachelor's degrees.

4.4 Duration of curricular external academic internships

4.4.1 The duration of curricular external internships is determined in the degree curriculum. They will not be eligible to carry out external academic internships, beyond the end date of the academic year in which they have obtained said university degree.

4.4.2 In any case, the student must be enrolled in university education to which the basic, generic or specific skills to be acquired through the corresponding internship are linked, and maintain this enrolment in force during the period of the internship.

4.4.3 If both curricular and extracurricular internships are taken in the same academic year, the total duration of both, added together, will not exceed 750 hours per academic year.

4.4.4 The simultaneous carrying out of curricular and extracurricular internships, as well as the carrying out of internships in two different entities during the same period, will be incompatible.

4.4.5 The timetables, in any case, will be compatible with the academic, training, representation and participation activities carried out by the student at the EAE University Centre.

4.4.6 Given the formative nature of the university academic internships developed in these Regulations, the schedules may not exceed eight hours per day, or 40 hours per week.

4.4.7 The completion of university academic internships will not imply, in any case, the establishment of an employment or contractual relationship between the student and the entity in which they are carried out, nor will it count, except as expressly provided in the collective agreement applicable to the collaborating entity, for the purposes of seniority or probationary period in it. Likewise, the completion of such internships will not count for the purposes of seniority, recognition of previous services, or as merit for access to the public service, in the event that such internships are carried out in the public sphere.

4.4.8 In any case, the student who intends to apply for the internships regulated in these Regulations may not maintain a contractual relationship with the corresponding entity at the time of carrying out said internships, unless expressly authorized by the EAE University Center, upon request of the interested party, and provided that the internships took place at a different time and position than those of the working day they carry out.

4.5 Extinction of curricular external academic internships

4.5.1 Curricular internships are automatically terminated when the period agreed in the training project expires, if the parties do not agree on an extension period. They can be terminated early for the following reasons:

- a) Mutual agreement of the parties, expressed in writing.
- b) A legal or material supervening impossibility of complying with the purpose of the agreement or training project.
- c) Serious breach by any of the parties of the obligations provided for in the agreement or the training project.

4.5.2 The student has the right to carry out his/her academic, training, representation and participation activity, so he/she must communicate his/her circumstances and obligations to the academic manager, prior to his/her assignment to an offer. And, during the course of the internship stay, they must notify the tutor of the collaborating entity sufficiently in advance, to whom they must present the corresponding supporting documents. Specifically, the student is allowed to be absent from the internship site during the hours necessary to carry out the activity in the following cases:

- a) For attendance at evaluation activities or tutorials.
- b) For attendance at representation or participation activities in SEA's bodies.
- c) By medical visit.
- d) For those other personal or academic situations that are considered by the academic tutors or the collaborating entity.

5 Extracurricular External Academic Internships

5.1 On the remuneration of extracurricular external academic internships

The regulations of the centre may establish limitations and requirements regarding the financial compensation of external academic internships extracurricular to its teaching.

5.2 Specific student requirements

5.2.1 Students who carry out extracurricular academic internships must have current enrollment in the course in which the internship is carried out. Bachelor's degree students must have passed 50% of the total credits required to achieve the degree at the time of starting the extracurricular internship stay.

5.2.2 Students who have passed all the credits necessary to apply for the degree may carry out extracurricular external internships until the end of the academic year.

5.3 Duration of extracurricular external academic internships

5.3.1 The duration of extracurricular external internships preferably does not have to exceed 750 hours

5.3.2 Extracurricular external internships can be extended, with the approval of the parties, by signing a new training project. Adding the hours of the extension, the total hours of practice cannot exceed the maximum limit of 750 hours.

5.4 Extinction of extracurricular external academic internships

Extracurricular external academic internships are extinguished in accordance with the provisions of article 4.5 of these regulations.

5.5 Quality assurance of external academic internships.

In order to ensure that academic internships are carried out correctly by students and collaborating entities, and to introduce measures to improve the External Internship programme, the EAE University Centre will articulate a quality assurance procedure, through an evaluation system based on student satisfaction questionnaires. of the tutors

of the entities and of the academic tutors, as well as in the reports of the latter tutors, and their analysis by the bodies responsible for Quality in the Centre, managed by CDC, which allows irregular situations and possible shortcomings to be detected, establishing the appropriate improvement measures where appropriate.

6 Provisions

6.1 Additional gender provision

Everything that refers to positions or persons in this regulation must be understood in neutral gender and is applicable to all people regardless of their gender identity.

6.2 Final Disposition

These regulations will enter into force on the day following their approval by the Academic Committee.

6.3 Repealing provision

Any previous regulations that existed on the subject matter of this document are hereby repealed.