

ACADEMIC INTERNSHIP REGULATIONS UNIVERSIDAD EUROPEA DE MADRID

STATEMENT OF REASONS

Academic internships play an important role in students' higher education. In addition to being another educational aspect of the curriculum, they provide students with the opportunity to apply their knowledge and skills in a practical learning environment, to make contact with their future profession, and to have their first opportunity to join the workforce.

The different regulations¹ that govern academic internships for students of higher education develop, clarify, and specify aspects thereof, including their educational nature and the requirement for mentoring, both by the collaborating entity taking on the intern and by the university. However, the regulations leave certain aspects involving internships' internal procedures up to educational centers.

Therefore, this **regulation** specifies the requirements and conditions for internships done by students from **Universidad Europea de Madrid**, (hereinafter the **University**) enrolled in university studies or advanced career and technical education so that they may be considered educational internships and can be recognized as such by the University.

References in these regulations to people using the masculine form are to be understood to refer to people of either sex.

¹

Royal Decree 592/2014, of July 11, regulating academic internships for university students.

Royal Decree 822/2021, of September 28, establishing the organization of university education and of its quality assurance procedure.

Royal Decree 1791/2010, of December 30, regulating the Student Statute.

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CHAPTER I

GENERAL PROVISIONS

Article 1. Definition, Nature, and Features of Internships

1. The academic internships referred to in this regulation are educational activities carried out by University students as part of their education, contributing to the acquisition of skills that will prepare them for work, boost their employability, and foster their entrepreneurial abilities.
2. They can be carried out in public and private sector companies, entities, and institutions both in Spain and abroad, including at the University itself depending on the type and with due authorization from Universidad Europea Human Resources Management.
3. Given the training nature of the internships, no obligations of an employment contract will be derived with the collaborating entity under any circumstances, as the training nature of the internship prevails.

Article 2. Types of Internships

1. **Curricular Internships:** these are internships that are set up as activities that are part of the curriculum for the corresponding degree, which governs the objectives, content, and assessment systems.
2. **Extracurricular Internships:** these are internships that students carry out to supplement their education, but are not necessary to complete their degrees. They are done voluntarily during their educations and, although they have the same aims, they are not included in the curriculum. However, they will be included in the European Diploma Supplement (EDS).

Article 3. Agents Involved

1. **The internship coordinator** (or similar figure) is appointed by the Dean or Director and is responsible for organizing and coordinating internships in each corresponding Faculty, School or area.
2. **The academic advisor** is responsible for assigning students to internships, monitoring them, and assessing them, ensuring the fulfillment of the educational goals and the highest possible quality of internships offered.
3. The **department responsible for the management of curricular and extracurricular internships** for all the University's degrees (hereinafter, the **Internship Department**), has as its objective the signing of new educational cooperation agreements (ECA), the processing of Appendix I to the ECA for each student and the incentivization and management of internships.
4. **The collaborating entity advisor** will be responsible for mentoring the student during their internship with the collaborating entity, as well as issuing an evaluation report on their performance and, where appropriate, an intermediate monitoring report if required.

CHAPTER II

ON EDUCATIONAL COOPERATION AGREEMENTS

Article 4. Formalization of the Educational Cooperation Agreement (ECA)

1. Participating in academic internships will require first signing an educational cooperation agreement (ECA) between the University and the collaborating entity, which will regulate the collaboration between the two parties for the students' practical training.
2. ECAs will be signed on behalf of the University by the person appointed for such purpose and on behalf of the collaborating entity by its legal representative or, where applicable, someone who has been granted such authority.
3. The ECA must be signed by and between the University and the collaborating entity before students begin the internship.
4. ECAs can be initiated at the behest of:
 - A) The collaborating entities themselves.
 - B) The Internship department.
 - C) The university's academic and non-academic Schools, Departments, and Services.
 - D) Professors, students, and other members of the university community.

Article 5. Educational Cooperation Agreement Processing

1. The Internship Department will manage the processing and signing of the ECAs that are processed at the University, regardless of whether or not they include an economic clause in favor of the entity. In any case, the content of the ECA will be reviewed by the University's Legal Department and validated by the appropriate departments in accordance with the University's internal procedures.
2. The heads of the collaborating entity and the proxy of the University will sign the agreement digitally and, once signed by both parties, a copy of the agreement will be sent to the heads of the collaborating entity.
3. If the collaborating entity wishes to add or modify one or several clauses of the ECA model proposed by the University, they must be accepted by both parties and be approved by the University's Legal Department. The Internship Department will be responsible for keeping documentary records and filing the educational cooperation agreements signed by the University.

Article 6. Educational Cooperation Agreement Content.

1. The ECAs will be comprised of two separate parts: the agreement with its clauses and Appendix I.
2. Appendix I to the ECA is the document signed to specify the incorporation of each of the students to the internship and reflects:
 - (i) The modality of the internship, its duration and the schedule in which it will be developed.
 - (ii) Name of the collaborating entity.
 - (iii) The contact details of the advisor.
 - (iv) The contact details of the collaborating entity's advisor.
 - (v) The existence or not of study aids.
 - (vi) The training project that is the focus of the internship, in which the educational objectives and the activities to be developed by the student are specified.
 - (vii) The internship assessment system.

CHAPTER III

ON THE STUDENTS

Article 7. Requirements

1. Be a student enrolled in any degree program at University.
2. To complete curricular internships, students must be enrolled in the corresponding subject from the curriculum, which, where applicable, will specify the minimum number of credits the student must have completed before participating in an internship.
3. Students who wish to carry out internships in collaborating entities must follow the procedure specifically provided for this purpose for their degree, which will be published in the Student Portal.
4. Students will be able to choose from different curricular internship options until they are assigned to one. Once they have been assigned, and after approval from their internship academic advisor, they will begin their internships in accordance with the terms agreed upon in their training plan.
5. In the event a student does not agree with the internship assigned by University, it will be their responsibility to find a new internship. In order to do so, and after the new collaborating entity has been contacted:
 - A) They will contact their internship advisor, who will confirm if said internship fulfills the subject's training objectives.
 - B) Once this confirmation has been given, the advisor will inform the Internship Department, who will contact the collaborating entity to set the details for the internship and start processing the necessary documentation.
6. If the student rejects the internship offered by University and is not able to find a new internship on their own, they will not be able to receive credit and therefore, they will not pass the curricular internship and/or extracurricular internship subject.
7. In order to complete extracurricular internships in bachelor's degrees, students must have completed and passed the first academic year at the University. However, through the Internship Department, the student will be able to put in a request to their Faculty or School for a duly justified authorization exempting them from this requirement. Likewise, the University reserves the right not to authorize such internships in case the student does not have the necessary knowledge and skills to make the best use of them.
8. In order to be able to do curricular and extracurricular internships while getting a graduate degree, the program must have officially started.
9. Students with contractual relationships with a collaborating entity will only be able to do their internship there with prior authorization from the entity and as long as they carry out functions different from those usually involved in their position and these functions are related to the degree they are studying. In any case, the authorization of the internship coordinator of the academic center to which the student belongs shall also be required, and the student may not be supervised or advised by the persons to whom they depend directly or indirectly by virtue of their contractual relationship.
10. Students may not perform internships in those collaborating entities in which a relative by blood or marriage up to the third degree of kinship holds a position in the administrative body or performs senior management tasks.
11. The student may not carry out an internship in a collaborating entity with whose advisor they are related by blood or affinity up to the third degree, except in the case of a prior favorable report from the internship coordinator and provided that the advisor of the collaborating entity is not a relative to the aforementioned degree of kinship.
12. Students may not perform internships in those collaborating entities in whose administrative body one of the professors of their degree participates. If the professor does not participate in said body or, in general, in the management of the collaborating entity, and only collaborates with it by virtue of a

commercial or work relationship, the student may carry out the internship at the collaborating entity provided that the internship coordinator authorizes it and that the advising is not the responsibility of the professor.

13. Students from other universities participating in exchange programs with the University are able to participate in internships as long as they comply with the general regulations and the regulations of the center in which they are enrolled. Academic recognition of their internship will be subject to the applicable regulations at their home universities.

14. University students may complete internships at other collaborating entities outside of Madrid, through domestic and international exchange programs and through bilateral agreements with other institutions. Internships within the exchange programs will be governed by the provisions of their own regulations.

15. If the student temporarily or permanently loses their student status, their right to participate in an internship will be restricted.

Article 8. Rights

Students who participate in internships will have the following rights:

1. To be advised throughout their time in the internship program by a University professor and by a professional from the collaborating entity.
2. To receive a grade from the academic advisor for curricular internships and, in all cases, both in curricular and extracurricular internships, feedback about their performance and identified areas for improvement.
3. To receive a report from the collaborating entity where the internship was carried out, identifying the entity, description of the internship, specifying its duration and dates, activities carried out and, if applicable, the performance.
4. To be included in the Liability Insurance Policy purchased by the University that covers risks of damages to third parties as a result of the student's activity at the collaborating entity. Students enrolled in University degree programs who participate in internships at collaborating entities are included as insured parties pursuant to the Educational Cooperation Agreements from the start date of the internship until its end date.
5. In the event the student is paid by or receives a stipend from the collaborating entity, this will be paid in the form deemed appropriate by both parties and, where applicable, within the conditions established by applicable law. In all cases, the collaborating entity will be responsible for fulfilling the tax obligations and social security registration required by law for said stipend.
6. To receive a copy of the document regulating their internship at the start thereof (Appendix I).
7. To intellectual and industrial property in the terms established by current law. Only for these purposes will the student be considered an employee.
8. To be able to suspend the internships for a justified reason by informing the University and the collaborating entity, using the form established for this purpose. Accordingly, acceptance of the justification will be up to the internship coordinator of the Faculty or School.
9. To receive information on occupational safety and risk prevention regulations from the collaborating entity as well as from the University.

11. To have access to other internships if necessary in order to complete the curriculum, in the event the collaborating entity suspends the internship for a justified reason.

12. In the case of students with disabilities, to have the resources necessary for mentoring, information, assessment, and performance of the internship in equal conditions.

13. In the case of students with disabilities or with special educational needs, to balance the internship with the personal activities and situations arising from or related to their disability.

Article 9. Obligations

Students will have the following obligations:

1. Start the internship on the date and in accordance with the system and schedule conditions agreed upon in the training plan.

2. Report to the University any incidents that occur and that affect the normal course of the internship activity.

3. Diligently and advantageously perform the internship activity in accordance with the training plan prepared and the agreed upon conditions.

4. Rigorously keep the trade secrets, respect due confidentiality and identifying personal data of the collaborating entity and third parties (whether legal entities or individuals) they may come in contact with; not use under any circumstances the information gathered at the collaborating entity in order to publicize or share it with third parties; and not use the work carried out during the internship without the express authorization of the collaborating entity.

5. Obtain prior authorization from the advisor at the collaborating entity to use documentation or information of any kind belonging to the collaborating entity, and under no circumstances may they use original documents, or copies thereof, without express approval from their collaborating entity advisor.

6. Carry out follow-up sessions of the training objectives established by their academic advisor, issuing, if necessary, the corresponding reports.

7. At the end of the internship period, the student will complete and present to their academic advisor the pertinent documentation for it to be properly assessed (internship report, journal, etc.), as well as the satisfaction survey that will be provided by the University within the agreed upon period (maximum 15 days). The content of the documents for internship assessment will be established by the respective academic centers.

8. Comply with the rules of operation, safety and occupational risk prevention and, in general, with any internal regulations of the collaborating entity.

9. At all times, show a respectful attitude towards the staff of the collaborating entity, protecting the good name of the UNIVERSITY.

Article 10. Offenses

1. The following are considered grave misconduct:

A) Leaving or changing collaborating entities, after having signed the ECA, without the express authorization of their academic advisor.

B) Unjustified absences and tardiness at the internships.

C) Creating conflict within the collaborating entity.

D) Leaving the internships before it ends without authorization from the academic advisor.

2. Misconduct considered serious will entail a failing grade for the internship subject and may lead to the opening of the corresponding disciplinary proceedings in accordance with the University's Disciplinary Regulations.

CHAPTER IV

ON THE COLLABORATING ENTITIES

Article 11. Requirements

1. The collaborating entity requesting student interns must be legally formed. In order to sign an ECA, the collaborating entity must follow the procedure established by the University.
2. Internships at collaborating entities with open claims due to non-payment to students or any other type of incidents or processes affecting the ECA signed between the parties will not be allowed until the proceedings have been favorably resolved.

Article 12. Rights

1. The collaborating entity's participation in an Education Cooperation Program will not entail the acquisition of any commitments other than those set forth in this regulation and in current law, and in no case will the obligations of an employment contract be entailed, in accordance with the provisions of RD 592/2014, of July 11.
2. The collaborating entity may suspend the internship for a justified reason by notifying the University and the student, using the form established for this purpose.

Article 13. Obligations

Collaborating entities will have the following obligations:

1. Guarantee the use of their facilities and the resources necessary to carry out the internship, determining the profile and number of students that may participate based on the resources available and objectives of the program.
2. Guarantee the safety and health of the students involved in the internship program in the aspects related to the tasks involved. They must also include students in their occupational risk prevention programs.
3. The collaborating entity may not cover any job with students while they are carrying out the aforementioned internship, not even temporarily or on an interim basis.
4. Appoint advisors, whose functions are detailed in Chapter VI, for the interns. The advisor must be on the collaborating entity's staff and have functions related to those that the students will carry out.
5. Issue, at the end of the internship, the report provided for in Article 8.3 of these regulations.
6. Have the student's Certificate of Sexual Offenses prior to the beginning of the internship, when dealing with minors in the framework of the internship is foreseen.
7. Guarantee the supplementary training required by the student in order to complete the internships. Said training will be part of the training plan which was previously agreed upon with the university.
8. Fulfill the conditions contained in the internship regulations and governing agreement, and Appendix I of the ECA.

9. Foster the student's attendance of exams, follow-up sessions, assessment tests, and other mandatory activities that they are enrolled in.

10. Pay the student the same amount for expenses as paid to employees in the event they must travel outside the workplace established in the ECA appendix for tasks arising from the internship.

11. Inform the University if they have the intention of offering the student an employment contract once the internship period ends. In the event that the contract is formalized before the internship is finished, this must be reported to the academic advisor.

12. Provide the academic advisor access to the entity in order to fulfill the tasks required of them.

Article 14. Internships in internal University centers and departments

1. Exceptionally, internships may be offered in University centers and departments, with the prior approval of the Internship Department and the express authorization of the University's Human Resources Department.

2. Only the University degrees listed in Appendix I of these Internship Regulations are eligible for this modality. Appendix I will be revised for each academic year based on the degree offerings in effect at any given time, with the approval of the University's HR department.

3. For a Degree to be included in Appendix I, at least two conditions must be met:

- I) internships must only be carried out in specific departments of the University because the offer of an external entity is not sufficient,
- II) the contents of the internship must ensure a direct relationship with the competences to be acquired through the course of study.

4. In addition to the degree program, Appendix I will establish the maximum number of students who may apply for this modality.

5. In no case shall this Article 14 apply when any authorized student who is studying the Degree is also an employee of the University. In these cases, the curricular or extracurricular internships will always be carried out in institutions outside the University.

CHAPTER V ON INTERNSHIP COORDINATORS

Article 15. Appointment

At each University Faculty or School there will be an internship coordinator appointed by the deans or directors, and their appointment must be reported to the Internship Department and all other departments involved in internships. If this figure does not exist, the powers and functions will go to the appointed academic advisors. In the case of master's degree courses, the figures of internship coordinator and director will coincide.

Article 16. Powers and Functions

The internship coordinators for the academic centers will take on the following functions and powers:

1. Organize, coordinate, manage, and provide information about the internships at their academic center (in collaboration with the Internship Department to attract internships, place students into said internship spots, and assign academic advisors).
2. Work with the Internship Department on the formalization of ECAs and their appendices for their students.
3. Organize and coordinate the internship assessment system, including the initial, follow-up, and exit interviews with their students.
4. Authorize internships in the cases specifically provided for in these regulations.
5. Any other functions and powers that this regulation expressly states.

Article 17. Recognition

The role of internship coordinator/internship advisor will be recognized by University centers for the applicable academic purposes.

CHAPTER VI ON COLLABORATING ENTITY ADVISORS

Article 18. Requirements

1. The collaborating entity advisor must be a qualified employee appointed by the entity with professional skills in the area in which the student is going to carry out their activity or, failing this, with the knowledge necessary to effectively advise students.
2. The advisor designated by the collaborating entity cannot be the same person as the professor who is acting as advisor for the University.
3. In the event that the advisor is the junior clinical professor, the two points above will not apply (e.g., this is the case for certain degrees in Health and Biomedicine).

Article 19. Rights

The collaborating entity advisor will have the following rights:

1. Right to effective recognition by the University for the work carried out as a student internship advisor.
2. To be informed about the regulations governing internships as well as the training plan, and the conditions of its implementation.
3. To have access to the University to receive the necessary information and support to fulfill the objectives of their role.

Article 20. Obligations

The collaborating entity advisor must help the intern resolve any professional issues that the student may have when performing the activities of the internship. The collaborating entity advisor's obligations will be at least the following:

1. In collaboration with the academic advisor, establish the training objectives and the activities to be carried out by the student, which will be specified in the corresponding Appendix I, except in curricular internships, whose training objectives are included in the curriculum and academic programming.
2. Welcome the student and provide them with information on the entity's organization and operations.

3. Organize and supervise the student's activity during their stay at the entity.
4. Provide supplementary training for the student where necessary.
5. Collaborate with the academic advisor on the academic aspects of the internship and with the Internship Department on its administrative aspects.
6. At the end of the internship period, complete and present the academic advisor with the pertinent documents for assessment, as well as the End of Internship Assessment Questionnaire.

CHAPTER VII

ON ACADEMIC ADVISORS

Article 21. Requirements

1. The academic advisor must be an active professor at the University, who preferably teaches in the degree program in which the student is enrolled.
2. The Faculty or School Directorate will determine the procedure for assigning academic advisors to students who participate in the academic internship program.
3. In the case of graduate degrees, the role of academic advisors will be assumed by the directors of each program unless the Faculty or School Directorate designates another person.

Article 22. Rights

The academic advisor will have the right to recognition for the work carried out in their academic role as determined by the corresponding center.

Article 23. Obligations

The academic advisor's obligations will be at least the following:

1. The academic advisor of an intern (where applicable, in collaboration with the internship coordinator) must help the student resolve any academic shortcomings that may arise in the performance of their activities during their time at the collaborating entity.
2. Prepare the training plan specified in Appendix I of the ECA. The training plan must detail the activities that the student is expected to carry out at the collaborating entity; these activities must be in line with the tasks that they will carry out when practicing their profession.
3. Collaborate with the internship coordinator, where applicable, and with the Internship Department administrators on all aspects related to the internship, such as any kind of incident that occurs during the internship, suggestions for improvement, etc.
4. Lead the internship follow-up and assessment process, following the protocols established by the University and the training objectives for the subject.
5. Prepare the final internship assessment report in the standard format, once the student and collaborating entity advisor reports are available.

CHAPTER VIII

INTERNSHIP REQUIREMENTS AND MANAGEMENT

Article 24. Internship Offer Content

1. Internship offers will be published by the Internship Department on the in the University's Internship Exchange platform for this purpose, except when for strategic reasons, the Faculty or School decide to publish internship offers internally.
2. Companies may publish their internship offers directly on other platforms with which the University has a collaboration agreement.
3. Internship offers must contain at least the following information:
 - A) Economic activity the collaborating entity carries out.
 - B) City where the internship will take place.
 - C) Internship period.
 - D) Whether they are campus-based or online internships.
 - E) Number of spots offered.
 - F) Number of hours per day of the working day and the timetable in which it is carried out.
 - G) Where applicable, the salary or stipend amount provided by the entity.
 - H) Activities to be carried out.

Article 25. Duration and Limits to Hours per Week

1. The duration of curricular internships will be set forth in the corresponding curriculum.
2. Extracurricular internships will last until the final transcript closing date indicated for each program. External internships will preferably last no more than fifty percent of the academic year and will be calculated from the start date to the end date, excluding those periods in which the collaborating entity interrupts its activities due to vacations. In any case, external extracurricular internships must be compatible with the proper development and monitoring of the student's academic activities.
3. Each Faculty or School, through its internship coordinators, may establish limits to the maximum number of hours per calendar year or academic year depending on the degree of progress of the student in their studies, as well as the necessary adaptations for students with disabilities and specific educational needs.
4. Students may not participate in internships that interfere with their academic calendar, i.e., their internship schedule must be compatible with their class schedule, and they must attend classes as well as their other educational and representation activities at the University.

Article 26. Start and Completion

1. Appendix I to the ECA will stipulate the dates for the Internship. Said dates must be within the academic year or, exceptionally, until September 30, for students participating in international exchange scholarship programs or similar programs.
2. In the case of students pursuing a bachelor's degree who complete their studies the year in which they are doing their internship, said internship may continue until August 31 of said academic year, as long as the duration of the internship at the collaborating entity does not exceed one year
3. Graduate degree students must carry out and complete their internships before the graduation of their master's program class (Date of grade record delivery and license processing).

Article 27. Stipends

1. In the cases where there is a stipend, it must be paid directly to the student using the method chosen by the collaborating entity, as long as there is proof of payment.
2. Except in the event of a justified reason previously stated to the student and the University, the corresponding amount must be paid monthly and not at the end of the internship.
3. Pursuant to the provisions of the applicable regulations for university internships, if the collaborating entity establishes some kind of stipend for the student, it must register the student in the General Social Security System as an employed worker and a specific contribution account must be requested for these purposes. In the case of curricular internships, 100% will be subsidized in accordance with current law.

Article 28. Internship Dissemination and Placement

1. The University will establish procedures to organize the offering, dissemination, and placement of internships in accordance with objective criteria and will guarantee in all cases the principles of transparency, publicity, universal accessibility, and equal opportunities.
2. The University will give priority to students who are carrying out curricular internships over those requesting extracurricular internships. In addition, the University will pay special attention to students with disabilities.

CHAPTER IX

RECOGNITION AND ACCREDITATION

Article 29. Academic Recognition and Accreditation of Curricular Internships

Completing and passing external curricular internships will lead to academic recognition of the credits in accordance with the provisions of each curriculum.

Article 30. Academic Recognition and Accreditation of Extracurricular Internships

1. Once extracurricular internships have been completed and after the academic advisor's assessment has been received, the University will, at the request of the student, issue a certificate accrediting said internship that will include at least the following details: certificate holder, collaborating entity, description of the internship specifying its duration and the activities carried out.
2. Those Internships that the student performs without having established in the CCE and Appendix I prior to the beginning of the internship will not be recognized as either curricular or extracurricular.
3. The European Diploma Supplement will include the extracurricular internships carried out by the student.

CHAPTER X

INTERNSHIP QUALITY ASSURANCE

Article 31. Internship Quality Assurance

1. In order to ensure that internships are properly carried out by the students and collaborating entities and to introduce improvement measures in the internship program, a quality assurance procedure will be established through an evaluation system based on satisfaction questionnaires from students and collaborating entity advisors. The analysis carried out by the bodies responsible for quality must allow irregular situations and potential shortcomings to be detected and it must establish, where applicable, the appropriate improvement measures.

2. Every year, the Internship Department will analyze the results obtained from the satisfaction surveys and, in collaboration with the academic centers, after approval from the Academic Council, it will provide and include in the internship management procedure the appropriate improvements that allow them to systematically offer quality internships for all Universidad Europea students.

Sole Additional Provision.

This regulation is applicable as of the 2021/2022 Academic Year.

**APPENDIX I
DEGREES COVERED BY CLAUSE 14 OF THESE INTERNSHIP REGULATIONS
ACADEMIC YEAR 2021/2022**

UNIVERSITY MASTER'S IN UNIVERSITY EDUCATION (MUE), with a maximum quota of 25% of the students enrolled.

In order for students to carry out their internships in these departments, they must have an assigned advisor who complies with what is described in CHAPTER VI ON COLLABORATING ENTITY ADVISORS (Articles 18, 19 and 20) of these internship regulations.

