

ACADEMIC INTERNSHIP REGULATIONS

UNIVERSIDAD EUROPEA DE ANDALUCÍA

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 regulations 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 Andalucía**, (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.

Each Faculty, School or Center may establish a specific application procedure for all or some of its programs, which may not contradict the general provisions of these regulations. These procedures shall be reported to and approved by the General Secretariat of the Universidad Europea, which, in turn, shall circulate them to any other department responsible for internships.

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

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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 and Duration

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).

3. Curricular internships will have the duration established in the corresponding study plan.

4. Extracurricular internships should preferably not exceed 50% of the academic year.

Article 3. Agents Involved

1. **The internship coordinator** (or similar figure) and the postgraduate director are appointed by the Dean or Director and are 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 university's academic and non-academic Schools, Departments, and Services.
- C) 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 one or more Appendix.

2. Annex I to the agreement is the document signed to specify the incorporation of one or more students to the external internship and reflects its specific characteristics, as well as the training project in which the educational objectives, the activities to be developed by the student and the evaluation system of the same are specified.

CHAPTER III

ON THE STUDENTS

Article 7. Requirements

1. Be a student enrolled in any degree program at University.

2. In order to carry out curricular internships, the student must be enrolled in the corresponding subject of the study plan which, if applicable, will specify the minimum credits that the student must have previously passed, as a necessary condition to carry out the internship.

3. Students may apply for different curricular internship positions until they are assigned to one of them. Once they have been assigned, and after approval by their academic tutor or master's degree director, they will begin their internship according to the terms agreed upon in their training program.

4. In the event that the student does not agree with the internship assigned by the EU, it will be his/her responsibility to look for a new placement. To do so, and once the collaborating entity has been contacted:

a) The student will contact his/her internship tutor, who will confirm if the internship meets the training objectives of the subject.

b) Once this confirmation has been given, the tutor will contact the collaborating entity to agree on the details of the internship and begin to process the necessary documentation.

5. If the student rejects the internship offered by the EU and is not able to find a new place by himself/herself, he/she will not be able to take and, therefore, pass the curricular and/or extracurricular internship subject.

6. In order to carry out extracurricular internships in undergraduate degrees, it will be necessary to have passed fifty percent of the credits of the degree in which the student is enrolled. However, the student,

through the Internship Unit, may request from the Faculty or Center to which the student belongs, a duly justified authorization, which exempts from this requirement.

7. 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.

8. Students who wish to carry out extracurricular internships in collaborating entities must be registered in the Internship and Employment Exchange available for this purpose and available on the EU website (Trabajando.com).

9. Students who have a contractual relationship with a collaborating entity may only carry out internships in the same, with prior authorization from the entity, and provided that they perform functions different from the usual ones in their job position and these are specific to the degree in which they are enrolled. In any case, the authorization of the internship coordinator of the educational center to which the student belongs shall also be required.

10. The student may not carry out an internship in a collaborating entity whose owner, manager or tutor is related by blood or affinity up to the third degree. Extracurricular internships may only be carried out under these conditions in exceptional cases, subject to a favorable report from the internship coordinator and provided that the tutor of the collaborating entity is not a relative to the aforementioned degree of kinship.

11. Students from other universities participating in exchange programs with the EU have the possibility of doing internships as long as they comply with the general regulations and those of the center in which they are enrolled. The academic recognition of their internship will be subject to the regulations applicable in their universities of origin.

12. EU students may carry out internships in other collaborating entities outside Andalusia, through national or international mobility programs, or bilateral agreements with other institutions. Internships within mobility programs will be governed by their own regulations.

13. If the student temporarily or definitively loses his/her student status, the right to carry out internships shall be limited.

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. To begin the internship on the date and under the conditions and schedule agreed upon in their training program.

2. To inform the University of any incidents that may occur and that may affect the normal development of the internship activity.

3. To diligently carry out the activity established in the internship with diligence and to the best of his/her ability, in accordance with the with the training program and the conditions agreed upon.

4. To keep with absolute rigor the professional secrecy and the personal data of the collaborating entity and of third parties, and of third parties, natural or legal persons, that are related to it and not to use in any case the information not to use in any case the information collected in the collaborating entity for the purpose of advertising or communication to third parties, as well as to publicity or communication to third parties, as well as not to exploit the work carried out in practice, reflected in the agreement to be signed, without the express authorization in both cases of the collaborating entity.

5. The student must have the prior authorization of the tutor in the collaborating entity that supervises his training, when he must use documentation or information of any kind, property of the collaborating entity, not being able in any case to use original documents or copies of the same, without the express approval of his tutor in the collaborating entity.

6. To carry out the follow-up sessions established by their academic tutor to guarantee the achievement of the training objectives.



7. At the end of the internship period, the student will complete and submit to his/her academic tutor or EU internship manager the relevant documentation for proper evaluation (internship report, reflective diary, etc.), as well as the internship satisfaction survey within the period agreed for this purpose (maximum period of 15 days). The contents of the documents for the evaluation of the internship will be established by the respective educational centers.

8. Comply with any additional regulations that may be established by the educational center in the case of curricular internships.

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

The collaborating entities will have the following obligations:

1. Guarantee the use of their facilities and the necessary resources for the internships, determining the profile and number of students that can be attended depending on the resources available and the objectives pursued.

2. Guarantee the health and safety of the students involved in the internship program in aspects related to the tasks involved. They must also include students in the entity's occupational risk prevention programs.
3. The collaborating entity may not cover, even on a temporary or interim basis, any job position with the students while they are doing the referred internships.
4. Appoint tutors for the internship students, whose functions are detailed in Chapter VI. The tutor must be a professional from the staff of the collaborating entity, related to the functions to be performed by the students.
5. At the end of the internship and at the request of the student, the collaborating entity will issue a certificate expressly mentioning the specialty to which the training has been oriented, its duration and performance.
6. To guarantee the complementary training required by the student to carry out the internship. Such training will be included in the training project, previously agreed with the University.
7. Comply with the conditions contained in the regulations and agreement regulating the internship.
8. Facilitate the student's attendance to exams, follow-up sessions, evaluation tests and other compulsory activities of the subjects in which he/she is enrolled.
9. To pay the student, in case of displacement caused by tasks derived from the internship outside the location of the place established in the annex of the CCE, the per diem that, in general, is paid to its employees.
10. Communicate to the University if it intends to offer the student an employment contract once the internship period is over. In the event that the contract is formalized prior to the end of the internship, it must be communicated to the academic tutor.
11. Facilitate access to the academic tutor to the entity for the fulfillment of the purposes of its function.

Article 14. Internships in internal University centers and departments

Exceptionally, internships may be offered in centers and departments of the EU with the prior approval and authorization of the Human Resources Department of the University, provided that the contents of such internships ensure the direct relation of the competencies to be acquired with the studies taken.

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 at the educational centers will assume the following functions and competencies:

1. organize, coordinate, inform and manage internships at their educational center (from the recruitment of internship places, the distribution of students to such places, to the assignment of academic tutors).
2. Collaborate with the Internship Unit in the formalization of the Educational Cooperation Agreements and the annexes of their students.
3. Organize and coordinate the internship evaluation system, including the initial, follow-up and end of internship interviews with their students.
4. 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

Academic Internship Regulations – Universidad Europea de Andalucía

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Article 24. Internship Offer Content

1. External internship offers will be published in the University's Internship and Employment Exchange (Trabajando.com), unless the educational centers, for strategic reasons, decide to publish internship offers.
2. In any case, the internship offers must contain, at least, the following information:
 - a) Economic activity in which the collaborating entity is engaged.
 - b) Location where the internship is to be carried out.
 - c) Period during which the internship is to be carried out.
 - d) Number of daily hours of dedication or working day and assigned timetable.
 - e) If applicable, the amount of the scholarship or study aid provided by the collaborating entity.
 - f) Training project, activities and skills to be developed.

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. Annex I to the Cooperation Agreement shall stipulate the dates on which the internships are to be carried out. Said dates must be within the duration of the academic year and, exceptionally, until September 30, for students participating in international mobility scholarship programs or similar.
2. In the case of undergraduate students who finish their studies in the academic year in which they carry out the internship, continuity in the internship will be allowed until September 15 of said academic year, provided that it does not exceed a maximum of 900 hours (36 ECTS).
3. In the case of graduate students, they must complete and finish their internships before the end of the edition to which their master's program belongs (date of delivery of minutes and licensing process).
4. Students of Higher Level Training Cycles will start and finish their internships in the periods established in the current regulations of the different Education Departments.

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. Upon completion of the extracurricular external internship and after an evaluation report from the academic tutor, the University shall issue, at the request of the interested party, a certificate accrediting the internship, which shall contain, at least, the following aspects: certificate holder, collaborating entity, description of the internship specifying its duration and activities carried out.

2. The European Diploma Supplement will include the extracurricular external internships carried out by the student.

Article 31. Recognition of credits

Optional credits for extracurricular external internships may be recognized when their extension is equal to or greater than that required in the degree program and when their type and nature are similar to those required in the study plan and similar competencies have been developed, in the judgment of the committee or person responsible for the recognition and transfer of credits of the corresponding degree program.

CHAPTER X

INTERNSHIP QUALITY ASSURANCE

Article 32. Internship Quality Assurance

Academic Internship Regulations – Universidad Europea de Andalucía

Approved by the Academic Council on October 22nd, 2024

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 2025/2026 Academic Year.

APPENDIX I
DEGREES COVERED BY CLAUSE 14 OF THESE INTERNSHIP REGULATIONS
ACADEMIC YEAR 2025/2026

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.

