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1. OBJECT

The purpose of this procedure is to guarantee the quality and coordination of the external academic externships of the students of their respective Degrees, in accordance with the commitments made in the verified Report of the Degrees.

2. SCOPE

The scope of this procedure covers internships carried out by students of the university courses offered by the Universidad Europea de Valencia (hereinafter, the University), with the exception of PhD qualifications.

3. REFERENCES


- Royal Decree 1707/2011, of 18 November, regulating academic externships for university students.
- Royal Decree 592/2014, of 11 July, regulating academic externships for university students.
- Council of the European Communities Directive No 58/342 of 16 September 1985 in Article 2.3.
- Ley Orgánica 1/1996, de Protección Jurídica del Menor, modified by Ley 26/2015 de modificación del sistema de protección a la infancia y a la adolescencia.
- Regulations for academic externships for students of the Universidad Europea de Valencia.

4. DEVELOPMENT OF THE PROCESS

4.1 Educational Cooperation Agreement

Academic externships require the prior signing of an Educational Cooperation Agreement (CCE) between the University and the collaborating entity, which will regulate the cooperation between both parties for the practical training of students.

Educational cooperation agreements may be initiated at the request of the collaborating entities themselves, the Centre, Departments and University Services, both teaching and non-teaching,

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students and other members of the university community.

Chapter II of the University's External Academic Internships Regulations expands on the processes for processing and formalising these agreements. These agreements are managed by the Internships Unit, using models drawn up by the Legal Affairs Department. The Annexes to the agreements are processed by the Work Placement Unit (with the exception of some Degrees in the Faculty of Health Sciences).

Externships can be advertised through 3 channels:

- If it is the company (organisation or centre) that publishes it, it can do so through the University's Internship and Employment Management Platform.
- If you are the Internship Coordinator for the qualification, you do so via the online section of the Virtual Campus designated for this purpose.
- If it is the Internship Unit that publishes the offer, it does so through the platform that the Unit has set up for this purpose, and it will always do so after receiving validation of the offer from the Degree's Internship Coordinator.

The duration of the curricular placements shall be that established in the corresponding Syllabus.


Students may not undertake internships that interfere with their academic calendar, i.e. their internship timetable must be compatible with their class timetable, whose attendance is compulsory, as well as with their other training or representation activities carried out at the University.

In the case of Bachelor's Degree students who finish their studies in the year in which they carry out the internship, they will be allowed to continue their internship until the date indicated in the University's internal internship regulations, and the duration of the internship in the same collaborating entity may not exceed 1 year. In the case of Postgraduate students, they must complete and finish their internships before the end date of the programme edition, published in Gutenberg (date of submission of transcripts and licensing process).

The University will give priority to students undertaking curricular placements over those applying for extra-curricular placements.

4.2 Quality assurance of externships

In order to ensure that the internships are carried out correctly by students and collaborating entities and to introduce measures to improve the internship programme, the satisfaction and skills acquired by the students who carry out the internships and the employers who take on the students are measured. These surveys are managed through a specific internship management platform that consists of 2 distinct blocks, one for document management of educational cooperation agreements, internship annexes and the dissemination of internship offers, which is led by the Internship Unit, and a second block which is for the assessment of the internship, both the student's assessment by the company tutor and the academic tutor's assessment. The block led by the Internships Unit has satisfaction surveys in which both the signatory of the agreement and the appendix indicate their level of satisfaction with the process.

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The two blocks are linked by the synchronisation function, which transfers the relevant information from the practice annex to the Assessment part.

Through this second block, coinciding with the end date of the work placement, the assessment surveys are sent out by the tutor and the student.

- **Student satisfaction surveys:** at the end of the internship, students are surveyed about the functions performed, their comparison with students from other universities, the theoretical/practical knowledge acquired, the collaboration and help received from the company and their satisfaction with the working conditions.
- **Assessment of the company/institution:** The professional tutor (company/institution tutor) where the student has developed the internship, completes a questionnaire about the student's performance in the company and about the professional competences developed by the students. Assessments are made of concepts such as technical competence, personal effectiveness, planning and organisation, communication, availability, creativity, initiative, dynamism, responsibility and personal involvement, respect for ethical values, motivation for one's own learning, presentation and personal image, attendance and punctuality, personal relations, relations with superiors, adaptability, cooperation and team spirit, self-confidence, concern for quality, results orientation or integration/management of information.
- **Satisfaction Surveys from the company/institution.** In addition to the assessment, the professional tutor completes a satisfaction survey, where he/she must assess the student's preparation in comparison with students from other universities who have done internships in his/her organisation, the possibility of hiring him/her in the company, the overall satisfaction with the student and his/her satisfaction with the arrangements with the university.


The conduct of the surveys is set out in procedure PC 11.1 Stakeholder Satisfaction.

The analysis carried out by the Quality Assurance Team will be forwarded to the Heads of Centre and the Internship Unit in order to detect irregular situations and possible shortcomings and to establish the appropriate measures for improvement.

Annually, the Quality Assurance Team informs the Centre of the results obtained from the satisfaction surveys, who analyse the results of their Degrees and propose the appropriate improvements to systematically offer quality academic externships for all students at the University.

Assignment of internships

The student must have Enrolled in the internship in order to be able to carry it out. The Academic Coordinators of the corresponding Degree programme assigns the student the academic tutor of the Centre and the professional tutor, who will direct and supervise the student's work placement process after holding the relevant meetings, each in their own area.

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corresponding scope of application.

Communication of all information regarding the placement will take place through information meetings, attendance of which is Compulsory for students. -

In this Communication, at least the following information will be given in the different sessions held:

- General information about the course and request for field or specialisation (expectations).
- General information on centres offered.
- Information prior to joining the work placement centre.
- Assessment information and delivery of final report and reflective journal.

In order to gain access to the internship, students must submit a Negative Certificate from the Central Register of Sex Offenders, in the event that they are going to carry out the internship with minors, as well a Curriculum Vitae and other documents requested according to the course and Degree.

The student may propose the placement entity in which they wish to carry out this experience, provided that it complies with the placement regulations, to the placement coordinator, who must decide whether the entity can meet the expectations of the training process of the related courses and that the training objectives stipulated in the verified report are met.

The Work Placement Coordinator at the Centre will contact the company to agree the details of the work placement and provide its contact details so that the Work Placement Unit can sign the aforementioned agreement.


If so, the process of signing the agreement between the entity and the University is activated in order to offer coverage for this experience sufficiently in advance of the start of the student's experience at the centre.

For each placement experience, Centre's Work Placement Coordinator must provide the Work Placement Unit with the details of the student and the professional tutor assigned to manage appendix to the agreement, which contains specific information on each case. The aforementioned appendix must be signed in all cases by: the University representative, the placement entity representative and the student.

Assessment of practices

In all cases, the Assessment criteria for each Subject of the different courses and qualifications will be included in the corresponding Learning Guide of the relevant Degree report. The final grade may be the result of the weighting of different parts:

- Internship report submitted which must include the student's performance at the centre and the work assigned by the tutor academic carried out at the centre.
- Internship diary in which the student's reflection on his or her stay is recorded.
- Assessment of the student's performance by the professional tutorial.
- Assessment of the student's performance during the process by the tutor academic.

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Academic Recognition and Accreditation of Internships


The completion and passing of curricular externships will give rise to the academic recognition of credits, as established in each Syllabus.

Once the curricular externships have been completed, the University will issue, at the request of the interested party, a certificate accrediting the same which will contain, at least, the following aspects: certificate holder, collaborating entity, specifying its duration and activities carried out.

4.3 International internships

Students at the University have the possibility to undertake international internships through 3 ways:

- The student is going to carry out a study abroad in another university and within their Learning Agreement (Learning Agreement (LA) that includes the recognition of the subject of External Academic Practices, as well as its equivalent subject at the host university, which is approved by the Department of International Mobility and managed by the International Mobility Assistant, includes the course of curricular practices, in which case it is the host university provides the student with the internship agreements and who is responsible for the documentary management so that the practices can be carried out. Once completed, the host university will be responsible for grading the course and communicating this information along with the rest of the grades to the international mobility office of the university.
- The student is going to carry out a study abroad, but does not include the curricular internship course in their Learning Agreement, in which case, it is the student who is responsible for finding a company that offers the possibility of doing an internship, and when they find one, they inform the internship manager of the Internship Unit, who will contact the company to request the description of the tasks that the student will carry out. This description of tasks will be sent to the work placement coordinator of the student's Graduate Degree at the University, and if the work placement is validated as a curricular work placement, the Work Placement Unit will be responsible for establishing the educational cooperation agreement and the work placement appendix. At the end of the placement, the company must send its assessment to the placement coordinator at the home university.
- The student wants to do an internship under the Erasmus Framework Agreement. In this case, they must present their application at the time the call for entries is open, present their merits and the company where they are going to do their placement; if they are selected, they must fill in the Training Agreement and Quality Commitment, and hand it in to the International Mobility Office. Once this procedure has been completed, the student provides the company's information to their Internship Unit manager and we will follow the same procedure indicated in the previous paragraph, with the only exception that the student will be the beneficiary of the Erasmus + financial scholarship, and that this scholarship has a maximum duration of 3 months. Once the practical placement is over, the results of the placement will be included in the Erasmus final report that the student will hand in to the International Mobility Office.

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5. SPECIFICITIES PER CENTRE

School of Architecture and

Polytechnic School According to the

Internship Guide of each Degree

Faculty of Social Sciences

At the Faculty of Social Sciences, educational internships in educational centres are formally regulated as a regulated profession, so they are always managed in accordance with the requirements established in the law that regulates them.

Faculty of Health Sciences

In the Faculty of Health Sciences, given that internships are formally regulated as regulated professions, the management of internships will always be carried out in accordance with the requirements established in the law that regulates them for each of the qualifications.

School of Doctoral Studies and Research

This procedure does not apply


6. RECORDS

NAME	CUSTODIAN
Agreements for academic externships	Internship Unit
Annexes of academic externships	Internship Unit

7. MONITORING AND MEASUREMENT

The monitoring of students' externships, as well as the possible implementation of an improvement plan, is carried out on an ongoing basis by both the Heads of Centre and the Degree's internship tutor, based on the satisfaction of the students who carry out externships and their professional tutors.


The results obtained from students and employers, in surveys and through follow-up meetings, are analysed in order to detect improvements to be incorporated into the procedure and to continue improving the process.

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IDENTIFIER	DEFINITION	RESPONSIBLE	CALCULATION PERIOD
IND01 PC 7.2	Number of Agreements established	Internship Unit	Academic year
IND02 PC 7.2	Number of Annexes established	Internship Unit	Academic year
IND03 PC 7.2	Ratio of students with assigned academic externships	Internship Unit	Academic year
IND04 PC 7.2	Student satisfaction with internships (Bachelor's Degree)	Quality Assurance Team	Academic year
IND05 PC 7.2	Student satisfaction with internships (Postgraduate)	Quality Assurance Team	Academic year
IND06 PC 7.2	Satisfaction of professional tutors with internship students (Bachelor's Degree)	Quality Assurance Team	Academic year
IND07 PC 7.2	Satisfaction of professional tutors with internship students (Postgraduate)	Quality Assurance Team	Academic year

8. RESPONSIBILITIES

RESPONSIBLE	TASK DESCRIPTION
Internship Unit	<p>Supervise/verify the non-academic documentary management of academic externships.</p> <p>Develop prospection to open new Educational Cooperation Agreements for new Degrees, for verified Degrees with increased places, Degrees that increase the number of enrolled students, or when the Degree has lost the Educational Cooperation Agreements.</p> <p>To manage all the paperwork for the signing of educational cooperation agreements, being the link between the companies, the Faculties and the Legal Affairs Department of the University.</p>

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	<p>Leading the documentary process for the signing of the internship annexes, being the link between the company, the University and the student.</p> <p>Send and receive the internship application form and the choice of centre.</p> <p>Provide prospecting through the Internship Application Forms of students Enrolled in internships.</p> <p>Inform internship coordinators/academic tutors of actions taken by means of reports and shared files.</p> <p>Inform the Head of Centre or Master's Programme Directors of new agreements signed, with a copy of the same and/or reports.</p> <p>Disseminate the offers of the internship management platform, and the Internship Coordinators of the Centres.</p> <p>Publish internship offers on the platform.</p> <p>Attend internship meetings, led and convened by the Internship Coordinators of each Degree, to explain to students how the documentary management of their internships will be carried out, as well as the platforms where they can register.</p> <p>To ensure compliance with internal internship regulations in the processing of internship documents.</p> <p>Follow up and take care of the documentation of the internship agreement and the internship annex.</p>
<p>Coordinator Academic Coordinator Internship</p>	<p>Inform the Internship Unit and the other parties involved in the subject of internships of the designation of the internship.</p> <p>Assume the organisation, coordination, information and management of internships in the assigned qualifications (recruitment of internship places, allocation of students to these places) until the assignment of tutor academic tutors.</p> <p>Collaborate with the Internships Unit, validating the suitability of companies for the signing of educational cooperation agreements, and validating the training project, ensuring that it is in line with the objectives set out for the course/module in the Degree's Verification Report.</p>
Academic Tutor	<p>Follow up the assigned student during the externships.</p> <p>Assess the student on the internship management platform using the assessment system established in the Degree Report.</p>
International Mobility Office	Registration of documentation for international Erasmus mobilities and payment management.

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	Support to the Internship Unit and the student in the management of the Erasmus Scholarship.
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9. STAKEHOLDERS AND ACCOUNTABILITY

As described in procedure, all stakeholders are involved. The University Governing Bodies of the Centre and the University must approve and sign the agreements of the entities, companies/organisations/centres for externships.

For their part, students are represented on the different committees, as described in CP 12.2 Analysis and Improvement. The analysis of student satisfaction and their complaints and suggestions have an impact on the review and improvement of this procedure and the teaching.

The teaching and non-teaching staff also take part in the Degree's Quality Committees and other bodies of the centre. The analysis of their satisfaction, complaints and suggestions have an impact on the review and improvement of this procedure and the teaching.


In the externships processes, there is a particularly fluid relationship with employers, both with the direct representatives of the collaborating entities and with the people in charge of tutoring the student. The analysis of the satisfaction of the professional tutors also has an impact on the review and improvement of this procedure.

Alumni satisfaction also provides useful information for the revision and improvement of the procedure and teaching.

The general society has the lists of companies/agencies/centres for externships available on the web page of the qualifications.

10. EXCHANGE CONTROL

EDITION	DATE	REASON FOR AMENDMENT
04	29/10/2021	IQAS update
05	13/05/2022	Replacement of the term "guarantee" by "assurance". in line with the new AUDIT model (2018 version) and "PGC" for "PC".
06	08/01/2024	Updating the process

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11. ANNEXES

Not applicable