

ETSEQ External Internship Regulations

v0 27 February 2013

v1 15 March 2013

v2 18 March 2013

v3 22 October 2013

v3 revised 25 October 2013

v4 revised December 25 2014, School Board 18 December 2014

v5 revised 23 October 2015, School Board 28 October 2015

v6 revised 7 February 2018, School Board 12 February 2018.

Preamble

The ETSEQ External Internship Regulations expand upon the URV's general External Internship Regulations (approved by the Governing Council on 20 December 2012 and modified by the Governing Council on 7 March 2013 and on 27 April 2017 (<http://www.urv.cat/ca/universitat/normatives/normativa-pract-externes/>) in those aspects that are specific to the ETSEQ.

The ETSEQ has established a *Procedure for administering its External Internship and Final Bachelor's/Master's Degree Projects* (hereafter ETSEQ Procedure) which provides detailed instructions to ensure the correct administration of External Internship and Final Bachelor's/Master's Degree Projects in accordance with these regulations.

Article 1. Scope and type of internships

1. These regulations apply to curricular and extracurricular external internships undertaken by bachelor's and master's students at the ETSEQ.
2. External internships can be undertaken in any company, institution or public or private entity, either in Spain or abroad.
3. It should be born in mind that the Master's Degree in Occupational Risk Prevention (MPRL) is closely linked to the national regulations governing occupational risk, which means that External Internship for this course should not be undertaken outside Spain where the occupational risk regulations are different.
4. URV students can also undertake internships at the URV in accordance with URV's Protocol for administering external internships.
5. The ETSEQ delegates the decision on whether a place is suitable for externals internships to its External Internship Commission (EPC). The following general criteria will be applied to curricular internships: all curricular internships for the ETSEQ's bachelor's degrees and professional track master's degrees, in particular the Master's Degree in Chemical Engineering, the Master's Degree in Environmental Engineering and Sustainable Production and the Master's in Occupational Risk Prevention, must be carried out in URV companies or services. The EPC will only consider allowing a student to carry out a curricular internship in a research group if exceptional circumstances whereby the ETSEQ cannot provide the student with a place in a company.
6. Students who have an active employment contract with a company may carry out their internship at this company provided they receive authorisation

from the head of external internships, who will evaluate the training project presented by the company to determine its relevance to the student's course. Once they have received authorisation, the student undertakes the internships in the same manner as an ordinary student.

7. External internships may also be undertaken within the URV's service learning programme.
8. In accordance with the URV's regulations, extra-curricular internships are those that are not specified in the course curriculums. Students will undertake extra-curricular internships voluntarily and with the same training objectives as the curricular internships. They will be added to the European Supplement of the course certificate in accordance with the current regulations.
9. The head of internships for each course is free to decide which criteria to apply when accepting or rejecting a proposal for extra-curricular internships. Their decision must be accompanied by an explanation and taken in accordance with the URV's internship regulations. Authorisation to undertake internships will depend on the availability of teaching staff in the departments participating in the ETSEQ's courses to ensure compliance with Royal Decree 1707/2011, of 18 November. Article 4 of these regulations specifies the requirements that students must comply with to be able to apply for extra-curricular internships.
10. Payment for external internships is regulated by article 5 of the External Internship Regulations of the URV.

Article 2. Legal System

1. External internships undertaken by ETSEQ students have their basis in the URV's Student Statute and are governed by the regulations on external internships by university students, the URV's External Internship Regulations and the present regulations.
2. Curricular internships have their basis in the regulations governing the organisation of official courses and are governed by the specific curriculum for each course.
3. In all cases, the relationship between the student and the collaborating entity is strictly academic. Under no circumstances can the student enter into contractual employment with the collaborating entity.

Article 3. Coordination and management structure of the internships

1. The Teaching Committee is responsible for coordinating, discussing and continuously improving the external internships system for URV students. In this regard, the Teaching Committee has the following functions:
 - a). Resolving conflicts arising from the interpretation of the regulations and proposing unified solutions.
 - b). Ratifying the internship regulations presented by the faculties/schools.

- c). Proposing any modifications to these regulations that it deems necessary.
 - d). Reviewing the external internship template documents and approving any modifications.
 - e). URV courses.
2. The ETSEQ is responsible for organising and administering its internships and must ensure that they are good quality and function correctly. The ETSEQ has the following competencies:
- a). Establishing and defining the nature of the internship programmes in collaboration with the management of the collaborating entity.
 - b). Authorising internships.
 - c). Specifying the student selection requirements and procedures. These criteria must be objective and communicated openly to the students.
 - d). Establishing the procedure for configuring the external internships offered as part of the URV's service learning programme.
 - e). Specifying the mechanisms for monitoring and assessing the internships, in accordance with the applicable regulations.
 - f). Administering the annexes to cooperative education agreements relating to the internships carried out by its students, in accordance with the procedures and templates established by all of the URV's faculties and schools.
 - g). Approving the regulations that expand on the URV's External Internship Regulations.
3. Using the powers bestowed on it by the URV's External Internship Regulations, the ETSEQ has established the External Internship Committee to organise its external internships.
4. The External Internship Committee (EPC) has the following structures:
- Bachelor's Degrees: the course directors and the director of the ETSEQ or delegated individual.
- Master's courses: the master's coordinators and the director of the ETSEQ or delegated individual.
5. The External Internship Committee has the following competencies:
- a). Authorising and validating the proposals for internships at URV faculties, schools, structures and services.
 - b). Approving and modifying the Procedure for managing External Internship and Final Bachelor's/Master's Projects.
 - c). Authorising the recognition of work experience as external internships

Article 4. Student requirements and nature of the internships

1. Students may register for curricular internships at the ETSEQ provided that they have passed 50% of the credits on their courses. If they do not meet the requirements to register during the June registration period, students may register in the following February provided that they now meet the requirements.

2. In accordance with the URV's Internship Regulations, bachelor's students who apply for extra-curricular internships must have passed 50% of their course credits.

Article 5. Length of internships

1. The duration of curricular internships will be specified in the curriculum of each course. For each course, the ETSEQ Procedure will indicate the number of hours a student has to be *physically present* at a company during the external internships.
2. Students may do not more than 750 hours of external internships during any one academic year, in accordance with Article 5, 1b of the URV's regulations.

Article 6. Recognition of work experience as external internships.

1. Students who wish their prior work experience to be recognised as external internships must provide:
 - An employment contract demonstrating that they have worked for a minimum of 12 months full-time or 24 months part-time.
 - A description by the company of the tasks that the student carried out. In this instance, the job description in the ISO 9000 would be sufficient.
2. The ETSEQ's External Internship Committee (EPC) reserves the right to ask the company and/or student for any other documentation that the EPC deems necessary to determine whether the work carried out can qualify as an external internship. The EPC will communicate its decision regarding the recognition process.
3. The recognition of professional and work experience in place of another subject will be decided by the head or coordinator of each course, who may require the student to do a test to ensure that the student's professional experience has provided the student with the competencies that are taught during the subject.

Article 7. Management procedure

1. Any entity that wishes to accept ETSEQ students for internships must sign an educational cooperation agreement. The agreement will also be signed by the rector or a delegated individual. The agreement will specify the legal regime, the general conditions and the rights and obligations of the parties.
2. The entity must sign an annex to the educational cooperation agreement for each student or group of students that it accepts for internships. The annex must be drawn up using one of the URV's official templates. Each annex will state the names of the students and the tutors, describe the project that they will carry out, and stipulate the specific conditions governing the internships.
3. Proposals for accepting one or several students must be presented to the ETSEQ and must state the training project that the student will be expected to carry out.

Once the proposal has been authorised, the students will be selected in accordance with the criteria set out in this article and in the *ETSEQ Procedure*.

4. To increase the employability of our students, both their preferences and those of the external entity will be taken into account when assigning students to external internship projects. At the beginning of the selection process the students registered for the subject will be informed of the internship projects that are on offer. On the basis of this information, students will be assigned to companies in accordance with the ETSEQ Procedure. The process will conclude with a formal agreement.
5. This procedure will be applied only to external internships offered by the ETSEQ. Students may also reach a personal agreement with a company to carry out external internships. The only requirement in these instances is that the internships are authorised by the head of the course to ensure that they are suitable.
6. The ETSEQ Procedure gives further details on the management procedure for ETSEQ internships.

Article 8. The training project and the tutors

1. The ETSEQ Procedure will establish the specific procedures for designating academic tutors and will distinguish between curricular and extra-curricular internships.

Article 9. Internship at the URV

1. Students may carry out external internships at URV faculties, schools, structures or services. The Teaching Committee will approve the places that have been jointly proposed for internships by the faculties, schools, structures or services of the URV.
2. Once the places for the internships, the student assignation and the remaining details of the internships have been approved, an agreement will be signed between the director of the ETSEQ and the head of the URV faculty/school, structure or service, with the approval of the superior, if appropriate.
3. The Teaching Committee will approve the management procedure, the joint proposal templates and the internship agreement specified in the article.
4. At the ETSEQ, the External Internship will determine their suitability, in accordance with point 1.5 of Article 1 of these regulations.

Article 10. Internships abroad or within the frame of mobility programme and agreements

1. Internships carried within the frame of mobility programmes in which the URV participates are governed by these regulations, procedures and specific

documents. Any circumstance that is not expressly covered by the programme regulations will be subject to these internship regulations.

2. All other internships carried out abroad will be governed by these regulations.
3. In all cases, students carrying out internships abroad must have a specific insurance policy that covers healthcare, accidents and repatriation.

Article 11. Students with disability

1. Students with a disability who carry out external internships have the right to resources that will enable them to receive tuition, information and assessment and to carry out their internships under equal conditions. They also have the right to attend to personal activities and situations resulting from their disability while they are engaged in their internships.
2. The ETSEQ will provide the academic tutors of students with disability with the information and training required to carry out this role. Tutors must supervise and, if necessary, request the necessary resources to ensure that students with disability can carry out their internships under equal conditions, without discrimination and with universal access.
3. When assigning students to entities, the ETSEQ will prioritise students with disability to ensure that they have the chance to go to entities, companies or institutions that have implemented all measures relating to universal accessibility.
4. The ETSEQ will encourage collaborating entities, companies and institutions to be accessible to students with disability providing the human resources, materials and technologies needed to ensure equal opportunities.