

**ETSEQ EXTERNAL INTERNSHIPS GUIDE**

<b>List of modifications</b>		
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1.0	Initial version	18/12/2014
2.0	Revised	28/10/2015
3.0	Revised	12/02/2018
4.0	Change from regulation to guide	21/07/2021
5.0	Recognition of professional experience as an external internships	15/02/2022
6.0	Amendment to Article 5 (remuneration for extracurricular internships)	23/01/2024

**Preamble**

This guide to external internships is based on the URV's Regulation Governing External Internships and adapted for the specific circumstances of ETSEQ students. The URV's Regulation Governing External Internships was passed by the Governing Council on 20 December 2012 and modified for the last time by the Governing Council of 27 July 2020 (<http://www.urv.cat/ca/universitat/normatives/normativa-pract-externes/>).

**Article 1. Ambit of application and types of internships**

1. This guide applies to the curricular and extracurricular external internships that are undertaken by students on bachelor's and master's degrees at the ETSEQ and that have a duration equal to or greater than one academic semester or that cover the whole period of curricular internships.
2. External internships can be carried out in any company, institution or public or private entity in Spain or abroad (hereinafter referred to as "internship centre". URV students can also do internships within the University, in accordance with the Protocol for managing external internships within the University. External internships may also be undertaken within the URV's service learning programme.
3. Curricular internships are specifically established as such in each curriculum and are consequently eligible for academic recognition.
4. Extracurricular internships are not specifically included in curricula. The student undertakes them voluntarily during their studies and they have the same training

objective as curricular internships. They must be added to the European Supplement of the student's qualification in accordance with the current regulations.

5. Students who have a current employment contract in a company can do their internship in the same company, provided that they have prior authorization from the external internship coordinator of the degree program involved, who must assess how appropriate the training project presented by the internship centre is to the student's degree programme. Once they have been given authorisation, they will complete the internship as ordinary students.
6. The internship coordinator of each ETSEQ degree program decides whether a particular internship is suitable or not. If the program does not have an internship coordinator, the decision must be made by the head of the degree programme. In general terms, the criterion for curricular internships is the following: all students on bachelor degree programmes and master's degrees that have curricular internships must do an internship in an internship centre. Only in exceptional circumstances, if the School cannot find an internship centre for the student, can the student consider doing the internship in a research group. In these cases, the internship coordinator of the degree programme from which the student comes must give his/her approval.
7. For extracurricular internships, it is up to the internship coordinator of each degree programme (or the head of the degree programme, see point 1.6.) to accept or reject an internship, in accordance with the provisions of the URV's Regulations Governing External Internships.
8. In the case of the Master's Degree in Occupational Risk Prevention (MPRL), it must be taken into account that the content is closely linked to state regulations on occupational risks, which is why students cannot do the external curricular internships in foreign organisations, with different occupational risk regulations.

## **Article 2. Legislation**

The legislation governing the ETSEQ's external internships is described in article 2 of the URV's Regulations Governing External Internships.

## **Article 3. Coordination and management structure of the internships**

1. The ETSEQ is responsible for organising and managing the students' internships and for ensuring that they are of the required quality and run smoothly. The School is responsible for:
  - a) Establishing and defining internship programmes in conjunction with internship centres.
  - b) Authorizing the implementation of internships.
  - c) Defining the requirements and the student selection process and criteria. These criteria must be objective and publicly available to the students.

- d) Establishing the procedure for configuring the external internships as part of the service learning programme of the URV.
- e) Defining the mechanisms for monitoring and evaluating the internships in accordance with the applicable regulations.
- f) Managing the annexes to the educational cooperation agreements relating to student internships, in accordance with the procedures and models established by all of the URV's faculties/schools.
- g) Approving this guide to ETSEQ internships, which determines the specific nature of each of the degree programmes in terms of the URV's Regulations Governing External Internships.
- h) In the case of international internships, the URV's International Center will assist the School in all matters pertaining to the agreement and its signature.

The organisation of the ETSEQ's external internships is the responsibility of:

- a) The ETSEQ's internship coordinator, who is the director of the School.
  - b) For bachelor's degree programmes: the internship coordinator is the head of the degree programme or the person delegated by the internship coordinator.
  - c) For master's degree programmes: the internship coordinator is the coordinator of the degree programme, except for the MPRL, for which coordination is the responsibility of one of the degree's lecturers.
2. The School's internship coordinator is responsible for:
- a) Ensuring that the External Internships Guide is drafted, revised and complied with.
  - b) Coordinating the relations with the internships centres that host the students.
  - c) Acting as the link between the School, the internship centre and the Office of the Vice-Rector.
3. The internship coordinators for each degree programme are responsible for:
- a) Coordinating the academic tutors.
  - b) Coordinating with the internship centres that host students.
  - c) Validating the training plans of the extracurricular internships proposed to students, authorising the corresponding internships and acting as tutors.
  - d) Authorising the recognition of external internships for professional activity.
4. The academic tutor is responsible for:
- a) Monitoring students and ensuring that they fulfil the training objectives at the internship centre.
  - b) Acting as the link between the internship coordinator, the professional tutor and the students.

- c) Evaluating the students on the basis of their internship report or memorandum and the assessment made by the professional tutor.
5. The Student Office is the unit responsible for providing technical assessment and support to the ETSEQ's external internships.

#### **Article 4. Student requirements and nature of the internships**

The general aspects of student requirements and the nature of internships are regulated by article 4 in the URV's Regulations Governing External Internships.

1. The external internships covered by the present regulations are strictly academic. For this reason, the content of the internships must always be linked to the student's degree programme. Those students who engage in external internships enjoy the rights of the applicable legislation in force and must comply with their corresponding obligations.
2. The ESTEQ requires students who register on an external internship programme to have completed 50% of the credits of their degree at the time of registration. Students can register for an internship in February if they do not comply with the requirements in the first instance in the month of July.
3. Bachelor's degree students must have completed 50% of the programme's credits to be able to request an internship programme. Students who have passed all the credits needed to request the issuance of their degree certificate may undertake external extracurricular internships until the end of the academic year.

#### **Article 5. Payment for internships**

1. In general, external extracurricular internships are remunerated in accordance with the URV's Regulations Governing External Internships.
2. The ETSEQ does not contemplate applying any of the exceptions to the obligation of remuneration indicated in the External Internship Regulations of the URV. Extracurricular external internships must be remunerated in all cases.
3. The existence or not of any form of payment, and the amount and the form of payment will be determined in the annex to the agreement for each internship.

#### **Article 6. The period of the internship**

The general aspects of the period of internships for ETSEQ students are regulated by article 6 of the URV's Regulations Governing External Internships.

1. The duration of curricular internships is defined by the curriculum of each degree programme.

2. The number of hours of extracurricular internships in an academic year should preferably be no more than 750 (50% of an academic year, understood to be between 1 September and 31 August) in accordance with the Regulations Governing External Internships. The regulations state that in exceptional circumstances, and if the ETSEQ is in agreement, the internship period can be extended to a maximum of 1,000 hours, depending on the student's academic performance.

## **Article 7. Administrative procedure**

1. All internship centres that wish to host ETSEQ students must enter into an educational collaboration agreement signed by the rector. The agreement must specify the legislation governing the agreement, the general conditions, and the rights and obligation of all the parties.
2. Proposals to host one or more students on internships must be submitted to the ETSEQ and must include the training project designed for the students. The person responsible for the internships at the support unit for ETSEQ, DEM and DEQ (hereinafter USGDQ) sends an email to all collaborating organisations reminding them that they must post the internships available using the ETSEQ's online form.
3. Throughout the academic year, internship centres can complete the online form for every internship position they offer the ETSEQ and they must specify the conditions.
4. If a company is not in the School's database and expresses an interest in providing student internships and a student is interested in an internship there, the person at the USGCD responsible for managing the internships must inform the internship centre of the whole procedure.
5. During the academic year, as offers of internships are received, the person responsible for internships at the USGCD together with the internship coordinator for each degree programme check and revise the profile and the training tasks offered. If they are not suitable for ETSEQ students, the coordinator for the degree programme gets in touch with the internship centre to adjust the tasks and, if this is not possible, reject the offer.
6. Once the proposal has been authorized and validated, the students are selected in accordance with the following criteria:
  - a) The person responsible for internships at the USGCD sends the internship centre a list of students who comply with the requirements.
  - b) The company, which is responsible for selection, notifies the USGCD which student has been selected for the internship.
7. If there are not enough offers to cover the demand by students for the next academic year, the School's internship coordinator must seek new collaborating organisations or new offers from the organisations already registered.
8. Students must apply for an internship by following the procedure below:

- a) Register on the online form posted on the ETSEQ Internship website in response to the informative email that is sent during the first semester.
- b) If students have arranged an internship with a company they are interested in, they should say so on the form.
- c) This application does not substitute registering formally for the external internships.

9. Assigning internship places:

Companies notify students if they can be considered for an internship place. If they reach an agreement, the company must send an application to formalise the agreement.

10. From this point on, the person responsible for managing internships at the USGCD:
  - a) Checks whether the company has a framework agreement with the URV. If it does not, he/she asks the URV's Employment Office to activate one.
  - b) If the framework agreement exists, or when it does, the specific agreement is drafted.
11. Students can find all the information about the necessary procedures and the evaluation system, with all the required documentation, in the course guide and on the section of the ETSEQ website about internships.

**Article 8. The training project and the tutors**

1. The teaching of the subjects External Internships is assigned to academic tutors. The School assigns different departments with different amounts of teaching, as is stipulated on each curriculum.
2. The internship coordinators of each degree programme assign the teaching of the subjects External Internships to lecturers on a particular degree programme and tell the head of department how many tutors they are going to need.
3. For extracurricular internships, the internship coordinator of each degree programme acts as tutor.
4. The professional tutor designated by the host entity, company or institution does not necessarily have to be the company's representative, but he/she must have their place of work in the same centre as the student because they must be in close proximity if they are to be able to carry out their functions. This tuition cannot be assigned to a person who is structurally subordinate to the student or to family members (up to the second degree of consanguinity).
5. The professional tutor must have sufficient professional training and experience to guarantee that the internship will comply with its training function.

## **Article 9. Internships within the University**

The general aspects of ETSEQ students undertaking internships at the URV are regulated by article 9 of the URV's Regulations Governing External Internships.

## **Article 10. Recognition of professional experience as an external internships**

1. Accreditation of professional and work experience can be recognized as academic credits used to obtain an official degree. This option can be given when this experience is closely related to the knowledge, skills and abilities of the official university degree.
2. . Recognition is established as being 6 ECTS credits per year of full-time employment. If students wish to have their professional experience recognised as an external internship, they must provide:
  - An employment contract that shows that they have been employed full time for at least 12 months or part time for 24 months.
  - An employment history that shows the social security contributions for the contracts they have had. The groups of the social security contributions that are considered are 1, 2 and 3.
  - It is also advisable to ask the company to submit a description of the students' duties
3. The School's internship coordinator reserves the right to ask the company or the student for any other documentation he/she deems necessary to determine the suitability of the work done as an equivalent to the subject External Internships.
4. The School's internship coordinator and the internship coordinator of the degree programme are responsible for deciding whether to recognise the experience as valid.

## **Article 11. Internships abroad or in the frame of mobility programmes and agreements**

Internships that take place in the frame of mobility programmes involving the ETSEQ are regulated by article 11 of the URV's Regulations Governing External Internships.

## **Article 12. Disabled students**

The general aspects of the internships of disabled students are regulated by article 12 of the URV's Regulations Governing External Internships.

### **First transitory provision**

This guide is also applicable to the internships of those degree programmes that are in the process of being discontinued.

**Final provision**

The URV Internships Guide enters into force in the academic year 2020-21.