



**ACADEMIC INTERNSHIP
REGULATIONS**

UNIVERSIDAD EUROPEA

MADRID – CANARY ISLANDS – VALENCIA



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** (Universidad Europea de Madrid, Valencia, Canarias, *hereinafter UE*) 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 School or Center may establish a specific application procedure for all or some of its programs, which may not contradict the general provisions set forth in this regulation. These procedures will be reported to and approved by the General Secretary of Universidad Europea, who, in turn, will send them to any other department related to 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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¹ Royal Decree 592/2014, of July 11, regulating academic internships for university students.
RD 1393/2007 of October 29, establishing the organization of official university education. RD 1791/2010, of December 30, regulating the Student Statute.
Order 2694/2009 of June 9, regulating access, enrollment, assessment processes, and academic accreditation for students taking campus-based vocational training in the Community of Madrid.
Order 77/2010 of August 27, of the Ministry of Education of the Regional Government of the Community of Valencia, regulating the professional module of Workplace Training for Advanced Career Vocational Training.

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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 Universidad Europea 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 educational nature of internships, under no circumstances will they result in an obligation for the collaborating entity to offer employment contracts.

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 (DS) and, where appropriate, the Laureate Professional Assessment (LPA).

Article 3. Agents Involved

1. **The internship coordinator** (or similar figure) and the **graduate director** are appointed

- by the Dean or Director and are responsible for organizing and coordinating internships in each center or department.
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 Professional Careers Department (Professional Careers)** aims to incentivize and manage internships as well as help the centers manage them.
 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 UE and the collaborating entity, which will regulate the collaboration between the two parties for students' practical training.
2. ECAs will be signed on behalf of UE 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 UE 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. After prior validation of the agreement model by UE Legal Advisory Services, Professional Careers will manage the processing and signing of ECAs at UE. In the event the agreements include a clause stipulating financial compensation for the entity, the School or Center will be responsible for processing it, and must have previously contacted the UE Legal Advisory Services Department for validation and approval from the other departments involved.
2. The representatives from the collaborating entity and the UE representative will sign two original copies of the agreement and the collaborating entity will keep one and the University will keep the other.
3. If the collaborating entity wishes to add or modify one or several clauses of the ECA model proposed by UE, they must be accepted by both parties and be approved by UE Legal Advisory Services. Professional Careers will be responsible for keeping documentary records and filing the educational cooperation agreements signed by UE.

Article 6. Educational Cooperation Agreement Content

1. The ECAs will be comprised of two separate parts: the agreement with its clauses and one or several appendices.
2. Appendix I of the ECA is the document signed to specify the incorporation of one or more students into the internship and it states the specific characteristics of said internship as well as the training plan, specifying the educational objectives, the activities to be carried out by the student, and the internship assessment system.

**CHAPTER III
ON THE STUDENTS****Article 7. Requirements**

1. Be a student enrolled in any degree program at Universidad Europea.
2. To do 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 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 academic advisor or master's program director, they will begin their internships in accordance with the terms agreed upon in their training plan.
4. In the event a student does not agree with the internship assigned by UE, it will be their responsibility to find a new internship. In order to do so, and after the 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 contact the collaborating entity to set the details for the internship and start processing the necessary documentation.
5. If the student rejects the internship offered by UE and is not able to find a new internship on their own, they cannot receive credit and therefore, they cannot pass the curricular internship and/or extracurricular internship subject.
6. In order to participate in an extracurricular internship while receiving a bachelor's degree, students must have completed 50% of the credits for their degree. However, through Professional Careers, the student will be able to put in a request to their School or Center for a duly justified authorization exempting them from this requirement.
7. In order to be able to do curricular and extracurricular internships while getting a graduate degree, the program must have officially began.
8. Students who wish to participate in an extracurricular internship at collaborating entities must be registered on the Internship and Job Exchange available for this purpose on the UE website (Trabajando.com).
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. Authorization from the internship coordinator of the student's academic center will also be required.
10. Students may not to participate in internships at a collaborating entity whose advisor is up to a third degree blood relative or relation by marriage. The academic advisor must assess whether an internship can be done in these cases. Extracurricular internships can only be done under these conditions in exceptional cases, with a favorable report from the internship coordinator and as long as the advisor at the collaborating entity is not a relative to the above-mentioned degree.
11. Students from other universities participating in exchange programs with UE 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.
12. UE students may do 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.
13. 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 UE professor and by a professional from the collaborating entity.
2. To receive a grade from the 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, upon request, a certificate from the University indicating the collaborating entity where the extracurricular internship took place, a description of the internship, specifying the duration and dates it was carried out, activities carried out, and, where applicable, their performance.
4. To be included in the Liability Insurance Policy purchased by UE that covers risks of damages to third parties as a result of the student's activity at the collaborating entity. Students enrolled in UE 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 required by law for said stipend.
6. To receive a copy of the document regulating their internship at the start thereof, or Appendix I.
7. To intellectual property in the terms established by current law. For these purposes the student will be considered an employee.
8. To be able to suspend the internship for a justified reason by informing UE 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 Center or School.
9. To receive information on occupational safety and risk prevention regulations from the collaborating entity as well as from the University.
10. To attend exams, assessment tests, and other activities required for their studies, after informing the collaborating entity of said activities with sufficient notice.
11. To have access to another internship 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, 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 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. The student must have prior authorization from the collaborating entity advisor 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 the established follow-up sessions with their academic advisor to ensure fulfillment of the training objectives.
7. At the end of the internship period, the student will complete and present to their academic advisor or internship supervisor from UE the pertinent documentation for it to be properly assessed (internship report, journal, etc.), as well as the satisfaction survey that will be provided by UE 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 any additional regulations that the academic center may establish with regard to curricular internships.

Article 10. Misconduct

1. The following are considered grave misconduct:
 - a) Leaving or changing collaborating entities, after having signed on to the internship, without the express authorization of their academic advisor.
 - b) Unjustified absences and tardiness at the internship.
 - c) Creating conflict within the collaborating entity.
 - d) Leaving the internship before it ends without authorization from the academic advisor.
2. Misconduct considered grave will entail a failing grade for the internship subject and may lead to the opening of 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 a ECA, the collaborating entity must register online using the UE web application (Trabajando.com).
2. Internships at collaborating entities with open claims due to non-payment to students or any other type of proceedings 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.
2. The collaborating entity may suspend the internship for a justified reason by notifying UE, 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. At the end of the internship and at the student's request, the collaborating entity will issue a certificate expressly mentioning the specialization of their training, the duration of the internship, and the student's performance.
6. Guarantee the supplementary training required by the student in order to complete the internship. Said training will be part of the training plan which was previously agreed upon with the university.

7. Fulfill the conditions contained in the internship regulations and governing agreement.
8. Foster the student's attendance of exams, follow-up sessions, assessment tests, and other mandatory activities that they are enrolled in.
9. 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.
10. 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.
11. Provide the academic advisor access to the entity in order to fulfill the tasks required of them.

Article 14. Internships at UE Centers and Departments

Internships at UE Centers and Departments may be offered exceptionally, after approval and authorization from the University's Human Resources Management and as long as the content of said internships directly relates to the skills to be acquired and the studies pursued.

CHAPTER V**ON INTERNSHIP COORDINATORS/MASTER'S PROGRAM DIRECTORS****Article 5. Appointment**

At each UE School there will be an internship coordinator appointed by the deans or directors, and their appointment must be reported to Professional Careers and all other parties 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 programs, these powers and functions will be the responsibility of the director of said program.

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 (from attracting internships, placing students into said internship spots, and assigning academic advisors).
2. Work with Professional Careers 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. Any other functions and powers that this regulation expressly states.

Article 17. Recognition

The role of internship coordinator/internship advisor/master's program director will be recognized by UE 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 (common 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 UE 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 training plan to be completed for such purpose, 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 internship coordinator from the student's center with regard to the academic aspects of the internship and with Professional Careers on the administrative aspects thereof.
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 Universidad Europea, who preferably teaches at the center where the student is enrolled.
2. The Management of the centers will determine the procedure for assigning academic advisors to students who participate in the academic internship program.
3. In the case of graduate schools, the role of internship academic advisors will be assumed by the directors of each program.

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 center's 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 the appendix of the agreement. 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 Center's internship coordinator, where applicable, and with the Professional Careers specialists 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 academic Center 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 on the University's Internship and Job Exchange (Trabajando.com), except when, for strategic reasons, academic centers decide to publish curricular internship offers internally.
2. 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) Number of hours per day or shift and schedule.
 - e) Where applicable, the salary or stipend amount provided by the entity.
 - f) Training plan, 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. The duration of the internship will be calculated from the start date until the end date, excluding any periods in which the collaborating entity suspends its activity for vacation.
3. Through their internship coordinators, the centers or schools may set limits for the maximum number of hours per calendar year or academic year based on the student's academic progress.
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 internships. Said dates must be within the academic year or, exceptionally, until September 30, for students participating 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 September 15 of said academic year, as long as the duration of the internship at the collaborating entity does not exceed one year
3. Graduate 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).
4. Advanced Career and Technical Education students will start and finish their internships within the periods established by the current regulations of the different regional Ministries of Education.

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 UE, 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 and vocational training 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

Carrying out and completing 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. The European Diploma Supplement and the Laureate Professional Assessment, where applicable, 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, Professional Careers 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 2017-2018 Academic Year.