



REGULATIONS ON INTERNSHIPS

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CHAPTER I: DEFINITION, OBJECTIVE AND CHARACTERISTICS OF EXTERNAL INTERNSHIPS

ARTICLE 1. DEFINITION AND OBJECTIVE

External internships are considered to be training activities carried out by students in a company, entity or organisation, private or public, which aim to promote the acquisition of skills that prepare them for the exercising of professional activities.

The legal framework for internships is fundamentally established by Royal Decrees 592/2014 and 1493/2011.

ARTICLE 2. TYPES OF INTERNSHIPS

External academic internships may be curricular or extracurricular in nature.

a) Curricular external internships are configured as academic activities that are part of the attendant study plan and are of a mandatory nature.

b) Extracurricular external internships are those which students may carry out on a voluntary basis and which, despite having the same purposes as curricular internships, are not part of the corresponding study plan.

ARTICLE 3. ADDRESSEES

Students who are enrolled at ESIC may opt to carry out external internships under the provisions of these regulations, provided that they do not maintain any contractual relationship with the company, institution or entity where the internship will be carried out.

Students from Spanish or foreign universities are excluded who, by virtue of academic mobility programmes or agreements established between them, are studying at ESIC.

ARTICLE 4. PERIODS, SCHEDULES AND DURATION

In general, students will have the option of doing external internships for as long as they maintain their status as a current ESIC student.

The periods for carrying out the curricular external internships will be those provided for in the study plan of each degree and included in the teaching guide for the subject.

In general, undergraduate curricular external internships will be carried out in the fourth year of the degree in question and students must be enrolled in the internship subject. However, those students who are going to participate in a mobility programme may enrol and carry out external internships in a different course, having to carry them out before the end of the corresponding academic year.

Curricular internships must be carried out uninterruptedly and at the same entity, except for duly reasoned, justified exceptions that must be communicated and approved by the Internship Department.

In the case of master's students, the completion of internships will be subject to enrolment in all the subjects of the programme, except for those who have requested a change of programme or convening for the following academic year, if any of these requests has been approved by the academic vice deanship.

The schedules for carrying out the internships will be established in accordance with their characteristics and the availability of the collaborating entity. The schedules, in any case, will be compatible with the academic, training and representation and participation activities carried out by the student at ESIC.

The establishment of the schedule must allow the student not only to attend the class but also allow sufficient time to travel to the ESIC facilities. The number of weekly hours of internships may not exceed 35 hours in any case.

The agreements between the company and the student will generally have a duration of between three and six months which is renewable, depending on the number of weekly hours, up to a full year in the same company, provided that both parties so agree and that the end date of the internship does not exceed the deadline of the period established by ESIC for carrying out internships based on the configuration of each programme. If, due to exceptional circumstances, the company or the student requests an internship for a period of less than three months, the Internship Department could make such a concession if it considers that the student's learning is guaranteed.

Given the training nature of external academic internships, their implementation will not, in any case, result in obligations inherent in an employment relationship, nor may their content give rise to the substitution of the work provided inherent in jobs. In the event that at the end of the studies the student joins the staff of the collaborating entity where he/she carried out his/her internship, the time of the said internship will not be calculated for seniority purposes nor will it exempt him/her from the trial period, unless something different is specifically stipulated in the applicable collective bargaining agreement. Furthermore, in the field of Public Administrations, Public Law Entities and other Public Bodies, the performance of external academic internships therein cannot be regarded as a credit for access to public service nor will it be counted for seniority purposes or the recognition of previous services.

ARTICLE 5. TUTORING

The Academic Directorate will be responsible for the organisation, coordination and management of the academic aspects applicable in both the curricular and extracurricular internships defined in these regulations, including the supervision and tutoring of the internships.

During the internship period, the student will have the supervision of a tutor from the company or collaborating entity in addition to an academic figure responsible for the correct development of the internship.

ARTICLE 6. EDUCATIONAL COOPERATION AGREEMENT

The Educational Cooperation Agreement, signed by ESIC and the collaborating entity, is the document that regulates the collaboration between both parties for the performance of internships by students, and it is formalised in line with the criteria and guidelines of Royal Decree 592/ 2014 of 11 July which regulates external academic internships.

To formalise the Agreement, it will be signed on behalf of ESIC, by its representative, and on behalf of the collaborating entity, by the person holding its legal representation.

The formalisation of the Agreement constitutes an essential prerequisite for the incorporation of students into the collaborating entity. ESIC is exempted from any liability for the incorporation of intern students at the collaborating entity without the signing of the Educational Cooperation Agreement and its attendant annexes by all parties.

ARTICLE 7. ANNEXES TO THE EDUCATIONAL COOPERATION AGREEMENT

For each student who does an internship in a company or entity, an Annex to the Cooperation Agreement will be signed.

The specific conditions of each internship will be included in said Annex. Any subsequent modification of the terms included in said document must be communicated by the collaborating entity to the ESIC Internships Department for acceptance. Only then will a new annex be formalised that includes the new conditions valid from the date as from which they take place.

Each Annex must necessarily include the period and time where the internship will be carried out and the description of the training project.

To formalise the Annex, it will be signed (a) on behalf of ESIC, by its representative, (b) by the collaborating entity, by the person who holds its legal representation and the tutor designated by the entity and (c) by the student.

The formalisation of the Annex constitutes an essential prerequisite for the incorporation of any ESIC student into the collaborating entity. ESIC is exempted from any liability for the incorporation of intern students into the collaborating entity without the signing of the Educational Cooperation Agreement and its attendant annexes by all parties.

ARTICLE 8. INSURANCE

Students will be included in the collective accident and civil liability insurance taken out by ESIC during the time they are carrying out their internships.

ARTICLE 9. EARLY END AND ABANDONMENT OF INTERNSHIPS

ESIC considers four cases in which an internship may end early:

- a) Non-compliance by any of the parties with the conditions set out in the documentation associated with said internship (Educational Cooperation Agreement and Annexes to said agreement).
- b) The existence of risk to the physical and/or mental health of the student.
- c) A negative economic-financial or other type of situation on the part of the entity which is incompatible with the incorporation or permanence of intern students.
- d) The incorporation with an employment contract of the student by the entity in question or a different one.

In any of these cases, the collaborating entity or the student, as the case may be, has the obligation to immediately inform the ESIC Internship Department.

The entity has the right to terminate the external internship if the student, in its opinion, fails to comply with the company rules or with the conditions set out in the Annex to the Educational Cooperation Agreement, as long as it informs the student himself/herself and the ESIC Internship Department. From the Internship Department it will then be sent to the company tutor, and it will have the obligation to return, completed and signed, the *Early End of Internship Report* form. If the student is not satisfied with the decision, he or she will have the right to make any allegations that he or she deems appropriate within a period of five days as from the communication by the collaborating entity, having to request to this end from the ESIC Internship Department by e-mail the *Allegation of Early Termination of Internships* form and sending it completed via that same channel to the tutor of the entity with a copy to the ESIC Internship Department.

If the request for early termination is made by the student, the latter must request, as well as send a completed form by e-mail to the Internship Department, a *Request for Early Termination of Internship* form detailing the information and a reasoned justification for pursuing it. The ESIC Internship Department, based on the information provided by the student, will validate, or not validate said request in the days following its receipt. Any failure by the student to comply with the above provisions will mean that an early termination of the internship will be regarded as abandonment. In the case of external curricular internships, abandonment will mean that the internship subject is classified as "Failed to attend" on first convening, not taking into account the internship time completed for the purposes of passing the subject. In the case of extracurricular internships, the ESIC Internship Department reserves the right to formalise a new extracurricular internship between the student and a new entity. In the event of abandonment of both curricular and extracurricular internships, ESIC reserves the right to provide the student with access to the Internship Portal.

The early termination of the internship by the company as a result of the student's failure to comply with the commitments acquired will have the same consequences as described for abandonment.

CHAPTER II: PROCEDURE FOR ASSIGNMENT OF EXTERNAL INTERNSHIP

ARTICLE 10. INTERNSHIP OFFER

The ESIC Internship Department will guarantee the appropriate proportion between the offer of external internships and the number of enrolled students.

Students may request external internships at a company, entity or institution with which they have had contact, even if this is different from those with which the ESIC Internship Department maintains a relationship.

The Internship Department will be responsible for the institutional relationship and for sending the documentation for the formalisation of the internship.

ARTICLE 11. TECHNOLOGICAL SUPPORT

The offer of external internships will be published at the Internship Portal hosted at the website <https://udp.esic.edu/candidatos/login>, also accessible using the “UDP” (Professional Development Unit) button that appears in the ESIC virtual classroom.

In general, it will be the companies who publish the internship offers at said portal, accessible to them via the website <https://udp.esic.edu/empresas/>, so that they are visible to students, unless they specifically request the Internship Department to publish them owing to some technical issue or other type of difficulty.

The Internship Portal will be accessible to students as from such time as their implementation based on the characteristics of the offers that appear thereat is compatible with their academic activity. When a student is on an internship, he or she will have the right to access said portal 15 days before the end of the internship, as long as there is no renewal by mutual agreement between the company and the student.

ARTICLE 12. CRITERIA FOR SENDING STUDENTS

Taking into account that the criteria for the selection and incorporation of intern students will be those set by the companies and entities, the sending of students as potential candidates by ESIC will be carried out according to two guidelines:

- a) Students who have to carry out curricular internships will be prioritised over those who wish to carry out extracurricular internships.
- b) Priority will be given to students with disabilities, so that they can opt for companies where all universal accessibility measures are ensured, including those related with transportation for their transfer and access to them.

CHAPTER III: RIGHTS AND OBLIGATIONS DERIVING FROM EXTERNAL PRACTICES

ARTICLE 13. OBLIGATIONS OF STUDENTS WITH ESIC

Any student who carries out external internships will have the following obligations with ESIC:

- a) In the case of curricular external academic internships, be enrolled in the internship subject in the corresponding convening.
- b) Comply with these regulations regarding external internships, as well as any other duty provided for in the applicable legislation and in the attendant Annex(es) to the Educational Cooperation Agreement signed between ESIC and the collaborating entity.
- c) Maintain contact with the academic area of ESIC during the development of the internship and communicate any incident that may arise thereat, as well as submit the documents and intermediate and final monitoring reports that are required.
- d) Prepare the final internship report.
- e) Inform the academic tutor and the ESIC Internship Department about any incidents that may occur, and which affect the regular progress of the internship.
- f) Safeguard the good name of ESIC in its business and institutional relationships.

ARTICLE 14. OBLIGATIONS OF STUDENTS VIS-À-VIS THE ENTITY

Any student who carries out external internships will have the following obligations with the collaborating entity where they carry them out:

- a) Join the collaborating entity in question on the agreed date, comply with the anticipated schedule (duly justifying any absences from attendance) and respect its operating, safety and occupational risk prevention rules.
- b) Show, at all times, a respectful attitude towards the policy of the collaborating entity, safeguarding the good name of the entity. ESIC will not admit misconduct on the part of its students, such as the use of inappropriate language, lack of respect towards workers or other students on internships of the entity, misuse of the material provided or any other conduct that may cause harm to third parties and damage the image of ESIC. If the ESIC Internship Department receives conclusive evidence from the entity that a student has engaged in any behaviour of this type, ESIC will reserve the right to formalise new internships for said student.
- c) Know and comply with the Training Project of the internships following the instructions of the tutor assigned by the collaborating entity.
- d) Develop the Training Project and comply with the activities agreed with the collaborating entity in accordance with the guidelines established therein.
- e) Maintain confidentiality in relation to the internal information of the collaborating entity and maintain professional secrecy regarding their activities, during their stay and at the end of it.
- f) Inform the company tutor of any incidents that may occur and that affect the regular progress of the internship.

ARTICLE 15. STUDENTS' RIGHTS

Any student who is on an external internship will have the right to:

- a) Comply with their academic, training, representation and participation activities, subject to communication with sufficient advance notice to the collaborating entity. The student must not make up any absences caused by academic, medical reasons or for any other duly justified reason.
- b) Tutoring during the duration of the corresponding internship.
- c) Receive, from the collaborating entity, information on safety regulations and occupational risk prevention.
- d) Have the necessary resources for access in the case of students with disabilities to guardianship, information, evaluation and the performance of internships under equal conditions.
- e) Intellectual and industrial property under the terms established in the legislation regulating the matter.
- f) Receive, in cases where this is stipulated, the financial contribution of the collaborating entity, in the form of a scholarship or study grant.
- g) Reconcile, in the case of students with disabilities, the carrying out of internships with those activities and personal situations deriving from or connected with the disability situation.
- h) The evaluation according to the criteria established by ESIC.
- i) Obtaining a report from the collaborating entity where the internship was carried out, specifically mentioning the activity undertaken, its duration and, where applicable, its performance.
- j) Those other rights provided for in current regulations and/or in the relevant Educational Cooperation Agreement signed by ESIC and the collaborating entity.

ARTICLE 16. DUTIES OF THE COLLABORATING ENTITY

The collaborating entity where ESIC students are carrying out their external internships will be obliged to:

- a) Register intern students with Social Security under the conditions and assumptions indicated by the regulations applicable at all times.
- b) Comply with the conditions contained in both the Educational Cooperation Agreement and the Annexes thereunto. When the entity fails to comply with these conditions, the student must immediately notify the ESIC Internship Department, which will contact the entity, urging compliance therewith. In line with the response received from the entity, the Internship Department will assess whether it is appropriate for the student to continue the internship or, where appropriate, allow its early termination.
- c) Appoint a tutor who will be responsible for guaranteeing the student's training process at the entity, as well as communicating any incident regarding the internship to the ESIC Internship Department. The tutor must be a professional on the staff of the collaborating entity, with the experience and knowledge necessary to carry out effective guardianship. The entity's tutor may not be the same person who performs tutoring duties at ESIC.

- d) Facilitate the student's attendance at exams, appraisal tests and other mandatory activities of the subjects on which they are enrolled, as well as, where appropriate, at meetings of the governing bodies as a representative of ESIC students.

ARTICLE 17. RIGHTS OF THE COLLABORATING ENTITY

As provided for in article 9 of these regulations, the entity has the right to terminate the external internship if the student, in its opinion, fails to comply with the rules in force of the company or with the conditions that appear in the Annex to the Educational Cooperation Agreement, as long as it informs the student himself/herself and the ESIC Internship Department and request, complete and send signed the *Early End of Internship Report*.

The student will have the right to draw up such allegations as he/she deems appropriate within a period of five days as from the communication by the collaborating entity, having to request to this end from the ESIC Internship Department by e-mail the *Allegation of Early End of Internship* form and send it completed via that same channel to the tutor of the entity with a copy to the ESIC Internship Department.

ARTICLE 18. DUTIES OF ESIC ACADEMIC TUTORS

ESIC academic tutors will have the following duties:

- a) To ensure the regular progress of the Training Project, guaranteeing the compatibility of the internship schedule with the academic, training and representation and participation obligations of the student.
- g) To provide monitoring and issue an assessment of the student's internship.
- b) To authorise any modifications that occur in the Training Project.
- c) To maintain confidentiality in relation to any information known to them as a result of their activity as a tutor.
- d) To inform the body responsible for ESIC's external internships about any possible incidents that may arise.
- e) To supervise, and where appropriate request, the adequate provision of the necessary support resources to ensure that students with disabilities carry out their internships under conditions of equal opportunities, non-discrimination and universal accessibility.

ARTICLE 19. RIGHTS OF ESIC ACADEMIC TUTORS

The ESIC academic tutor will have the following rights:

- a) To the effective recognition of their academic activity under the terms established by ESIC.
- b) To be informed about the regulations that regulate external internships as well as the Training Project and the conditions whereunder the stay of the student to be tutored will take place.
- c) To have access to the entity to fulfil the purposes of their post.

ARTICLE 20. DUTIES OF THE TUTORS OF THE COLLABORATING ENTITIES

The tutor of the company or entity will have the following duties:

- a) To welcome the student and organise the activity to be carried out in accordance with that which is established in the Training Project.
- b) To supervise their activities, guide and control the progress of the internship with a relationship based on mutual respect and commitment to learning.
- c) To inform the student about the organisation and operation of the entity and the regulations of interest, especially those related with safety and occupational risks.
- d) To inform ESIC about the carrying out of the activities established in the educational cooperation agreement, including those modifications to the training plan that may be necessary for the regular progress of the internship, as well as the communication and resolution of any possible incidents that may arise during the carrying out thereof and the monitoring of permits for carrying out exams.
- e) To issue the final monitoring report.
- f) To provide the complementary training that the student needs to carry out the internship.
- g) To provide the student with the material resources which are essential for the carrying out of the internship.
- h) To facilitate and stimulate the contribution of innovation, improvement and entrepreneurship proposals by the student.
- i) To provide the person from the ESIC academic area responsible for supervision with access to the entity to fulfil the purposes of their post.
- j) To maintain confidentiality in relation to any information they know about the student as a result of their activity as a tutor.
- k) To provide help and assistance to the student, during their stay at the entity, to resolve any professional issues that they may need in the performance of the activities they carry out there.

ARTICLE 21. RIGHTS OF TUTORS OF COLLABORATING ENTITIES

The tutor of the collaborating entity will have the following rights:

- a) To the recognition of their collaborative activity by ESIC, if required. They may thus, if requested, receive a certificate from ESIC proving the work carried out as a tutor for intern student(s).
- b) To be informed about the regulations that regulate external internships as well as the Training Project and the conditions of its development.
- c) To have access to ESIC to obtain the information and support necessary to fulfil the purposes of their posts.

CHAPTER IV: ACADEMIC EFFECTS OF EXTERNAL INTERNSHIPS

ARTICLE 22. ACADEMIC RECOGNITION

The recognition of academic credits pertaining to curricular external internships will be carried out in accordance with the provisions of the study plan of each degree.

ARTICLE 23. APPRAISAL

The academic tutor will be the person responsible for appraising the internships undertaken by the student.

The appraisal system for curricular external internships will be that provided for in the study plan of the relevant degree and included in the teaching guide for the subject. This subject will be incorporated into the virtual classroom, where its academic development will be carried out.

ARTICLE 24. RECOGNITION OF PROFESSIONAL EXPERIENCE

Professional experience may be recognised in the form of credits for passing the subject of curricular external internships as established in the report of each degree.

In general, professional experience for recognition purposes will be taken to mean the activities carried out by the student as a public worker or employee, provided that these comply, both in timewise and in terms of content, with the provisions of the teaching guide for the subject of external academic practices of the corresponding degree.

The request for recognition will be processed through the academic tutor or, failing that, the attendant Degree Directorate, who will make a decision in this regard. With this in mind, the student must provide, as appropriate, the following documentation:

- Work experience as an employee:
 - Lifetime Work Record issued by the General Treasury of Social Security in which the name of the company or companies and the length of service in the attendant contribution group are proven.
 - Employment contracts or appointments with registration in Social Security.
 - Certificate from the company stating the position held, the duties performed, and the hours worked.
 - Internship report.
 - Request for recognition.
- Self-employed work experience (self-employed and/or entrepreneurs):
 - Deed/founding document of the company where the student's name appears (only for entrepreneurs).
 - Certificate from the company administrator indicating that the company is still active.

- Certification from the General Treasury of Social Security of the periods of registration with Social Security under the attendant special regime and description of the activity carried out and the time during which it was carried out.
- Internship report.
- Request for recognition.

If the application is approved, the recognition of credits will not include their classification so they will not be counted for the purposes of grading the file and will be classified as “Appropriate.”

ARTICLE 25. ENDORSEMENTS

The endorsement of the internship subject may be requested for internships carried out in previous official studies, provided that they coincide in duration and there is adequacy or agreement between the skills and abilities acquired and the competencies described for said subject.

To this end, the student must submit the following documentation to the Student Secretary's Office within the deadlines established for this purpose:

- Copy of the annex signed by the centre, the student and the entity.
- Appraisal obtained in internship.
- Evidentiary certificate from the collaborating entity.
- Internship report.