

Regulations for External Academic Internships

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Preamble

External academic placements, academically planned and supervised by the universities, are an activity of a formative nature carried out by university students. Their aim is to allow students to apply and complete the knowledge acquired during their academic training, favouring the acquisition of competences and skills that prepare them for professional activities, facilitate their employability and foster their entrepreneurial capacity.

External academic placements are also an excellent mechanism for collaboration and permanent connection between the University and the productive business fabric, as well as with other public or private entities.

The present regulations have taken into consideration Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance; Royal Decree-Law 8/2014, of 4 July, approving urgent measures for growth, competitiveness and efficiency, which establishes the total rebate on Social Security contributions for external academic placements for university and vocational training students; Royal Decree 592/2014, of 11 July, which specifically regulates all aspects related to external academic placements; and Royal Decree 1791/2010, of 30 December, which approves the Statute of the University Student, and Royal Decree 1791/2010, of 30 December, which approves the Statute of the University Student; Royal Decree 592/2014, of 11 July, which specifically regulates all aspects related to external academic placements and Royal Decree 1791/2010, of 30 December, which approves the University Student Statute and defines the concept of external academic placements as a training activity.

The aforementioned state regulations establish the general requirements to be met by external academic, curricular and extracurricular placements, giving universities autonomy in the promotion, design, monitoring and evaluation of placements carried out by their students.

The Euneiz University will be the entity responsible for the management and intermediation in the signing of collaboration agreements with companies, entities and institutions aimed at the incorporation of students in internships through the formalisation of the corresponding cooperation agreement.

Article 0. Purpose

The purpose of these regulations is to regulate the external academic internships for students enrolled in official Euneiz studies.

If necessary, a complementary guide to these regulations may be developed that includes more detailed and specific information due to the characteristics of the study, study group and/or faculty.

Article 1. Modalities of external academic placements

There are two types of external academic placements: curricular and extracurricular.

- Curricular internships: These are academic activities that form part of the undergraduate or postgraduate syllabus, and may take the form of compulsory or optional subjects.
- Extracurricular internships: These are internships that students carry out on a voluntary basis during their training period and are not part of the corresponding study plan, and may be mentioned in the European Diploma Supplement.

Article 2. Student requirements

In accordance with Royal Decree 592/2014, external academic placements may be carried out at the university itself or at collaborating entities, such as companies, institutions and public and private entities at national and international level.

The collaborating institutions with which Euneiz has established the corresponding collaboration agreement for external academic placements for each study will be made known to the students through the different communication channels established by Euneiz University. In this way, the criterion for assigning the curricular external academic placements will be the preference shown by each student with respect to the collaborating centres. In the case of a coincidence of a number of student applications in the same centre, higher than the number of places allocated in the same centre, the assignment criterion will be the student's academic record throughout the study. If there

is a tie or similar when applying this criterion, the placement coordinator and the study coordinator shall decide on the allocation. If there is a tie, the criteria established by the collaborating centre shall be taken into account. This same allocation criterion will be taken into account in extracurricular external academic placements as long as the host institution does not require another type of criterion such as, for example, a personal interview.

The following requirements must be met in order to be able to do an external academic placement:

- Students must be enrolled during the entire period of the internship in any official education provided by Euneiz and in the case of Euneiz's own education, the specific regulations will be followed.
- Undergraduate students who have to undertake **curricular external academic placements in the third year** must have passed at least 90 ECTS credits of their syllabus, including those corresponding to the first full year.
- Undergraduate students who have to undertake **curricular external academic placements in the fourth year** must have passed at least 150 ECTS credits of their syllabus, including those corresponding to the first and second full year.
- Undergraduate students wishing to take extracurricular external academic placements must have passed at least 120 ECTS credits of their syllabus, including those corresponding to the first year. In the event that the study leads to a regulated profession, the provisions of the specific order that regulates it will be taken into account.
- External academic placements may involve contact with minors, so it is essential that students present the University with a negative certificate of sexual offences in compliance with Article 13.5 of Organic Law 1/1996, of 15 January, on the Legal Protection of Minors, amending the Civil Code and the Civil Procedure Act, and its wording in Article 1.8 of Law 26/2015, of 28 July, amending the system for the protection of children and adolescents.

0.1 Exceptions

In accordance with the provisions of article 8.2.c) of Royal Decree 592/2014 regulating external academic placements for university students, it is established that a student may

carry out his/her external academic placements in the company or institution with which he/she has a contractual relationship if the following requirements are met:

- If the activity to be carried out by the student is in line with the results of the training and learning process of the degree and is in accordance with what is defined in the syllabus for this subject.
- If the student has a valid contract and as long as it does not involve the same performance of functions as those that he/she has been carrying out as a consequence of his/her contract.

In order to ensure compliance with these requirements and to authorise this type of external academic placement, the following procedure shall be followed:

- The study and external academic placement coordinator of the degree in which the student is enrolled shall issue a report stating that the proposed external academic placement is in line with the results of the training and learning process of the degree, which shall be sent to the University service responsible for managing external academic placements.
- The documentation supporting the external academic placements shall state, on the part of the study coordination and/or the coordination of the placement, that it has been verified that they have a training content that is appropriate to the results of the degree's training and learning process and that the company or institution hosting the student guarantees that the external academic placements will be carried out with functions other than those inherent to their employment contract.
- The specific agreement between the University and the collaborating entity will be signed.

Article 3. Requirements of the collaborating entity

In order to be authorised to participate in the University's external academic placement programme, organisations must meet at least the following requirements:

- a) They must be duly constituted.
- b) Not be undergoing a redundancy procedure at the start date of the placement.
- c) Have the appropriate means and facilities for the development of the placement.
- d) Have personnel available to supervise the placement.

The authorisation of the entity as a collaborating entity shall be carried out through the signing of an educational cooperation agreement.

Article 4. Rights and duties of the collaborating entity

The collaborating entity shall be entitled to:

- To be included in the list of Euneiz collaborating entities.
- To respect the confidentiality of the data processed during the internship.
- To ensure that the development of the internship does not interfere with the normal development of the tasks of the collaborating entity.
- To the termination of the placement if the student fails to comply with his/her duties, after notifying the academic tutorship.

The duties of the collaborating entity are:

- To formalise an educational cooperation agreement with the University.
- To provide the University with any information it may request in relation to the placement or its outcome.
- Comply with the conditions contained in the regulations governing external academic placements, in the educational cooperation agreement and in the placement appendix.
- Appoint a professional tutor in charge of guaranteeing the student's training process at the entity, assessing their activity and reporting any incident related to the placement to the academic tutor.
- Comply with current regulations on safety and occupational risk prevention.
- Facilitate student attendance at exams, assessment tests and other compulsory activities of the subjects in which they are enrolled, as well as at meetings of the University's collegiate bodies, in which their presence is required.
- Facilitate access to the academic tutor to the entity for the fulfilment of the purposes of its function.
- To provide the students with the material means necessary for the development of the internships.

Article 5. Educational cooperation agreement and the collaborating centre

The development of external academic placements is subject to the regime established in the Educational Cooperation Agreement signed between Euneiz University and the corresponding collaborating centre.

The educational cooperation agreements will include, at least, the following aspects:

- a) Name and contact details of the undersigned company, entity or institution.
- b) Declaration of the non-employment or non-contractual nature of the external academic placements.
- c) Commitment to appoint tutors by both parties.
- d) The training project to be developed by the student within the framework of the external academic placement.
- e) The insurance policy subscription and payment system in force during the period of external academic placements.
- f) The guarantee of protection of the student's personal data.
- g) The system of leaves of absence to which the students are entitled.
- h) The conditions for early termination of the external academic placement in the event of non-compliance with its terms.
- i) The regulation of the means of resolving any possible conflicts arising from its development.
- j) The terms of Euneiz's recognition of the work carried out by the tutors of the collaborating entities.
- k) The period of validity of the agreement.

The agreements may be formalised throughout the year, and always before the students join the collaborating entity.

Article 6. The training project and tutors for external academic placements

For the development of external academic placements, Euneiz will draw up, in agreement with the collaborating entity where the external academic placements are carried out, a training project that must establish the educational objectives and the activities to be carried out by the students. The training project shall be designed in

accordance with the principles of inclusion, equal opportunities, non-discrimination and universal accessibility. The training project must be annexed to the Educational Cooperation Agreement.

Students will have two tutors to guarantee their learning associated with the external academic placements:

- A professional tutor: designated by the collaborating entity that will ensure the correct development of the training project. The professional tutor will be responsible for supervising the students' activities during the external academic placements, coordinating with the academic tutor and issuing a final report on the development of the external academic placements, which will be sent to the academic tutor.
- An academic tutor: appointed by the Euneiz University from among its teaching staff, will be responsible for ensuring the correct development of the internship; coordinating with the professional tutor and facilitating the students' compatibility with the rest of their academic obligations.

Any modification of the conditions included in the initial offer of the external academic placement must be communicated by the collaborating entity to Euneiz for acceptance.

Article 7. Rights and duties of the intervening parties

0.2 Rights and duties of the student body

Student rights

- a) To tutoring by an academic tutor at Euneiz and a tutor at the collaborating entity.
- b) To assessment in accordance with the criteria established by the University.
- c) To obtain a report from the collaborating entity where the placement has been carried out, expressly mentioning the activity carried out, its duration and, where appropriate, its performance.
- d) To intellectual and industrial property under the terms established in the legislation regulating the matter.
- e) To receive, on the part of the collaborating entity, information on occupational risk prevention regulations.
- f) To comply with their academic, training and representation and participation activities, after giving sufficient prior notice to the collaborating entity.

In the case of students with disabilities:

- To have the necessary resources for access to supervision, information, assessment and the performance of the placement under equal conditions.
- To reconcile the work placement with those activities and personal situations derived from or connected to the situation of disability.

Any other rights provided for in the regulations in force and/or in the corresponding educational cooperation agreements signed by the University and the collaborating entity.

The duties of the student body

- a) Comply with the external academic internship regulations established by Euneiz.
- b) Be familiar with and comply with the Internship Training Project, following the instructions of the tutor assigned by the collaborating entity under the supervision of the academic tutor at the University.
- c) Maintain contact with the academic tutor at the University during the internship and inform him/her of any incident that may arise.
- d) To join the collaborating entity in question on the agreed date, to comply with the timetable foreseen in the Training Project and to respect the rules of operation and occupational risk prevention.
- e) To develop the Training Project and diligently carry out the activities agreed with the collaborating entity in accordance with the guidelines established therein.
- f) To draw up the work placement report, which must be submitted to the academic tutor.
- g) Keep confidentiality in relation to the internal information of the collaborating entity and professional secrecy regarding their activities, both during and after their stay.
- h) Show, at all times, a respectful attitude towards the policy of the collaborating entity, safeguarding the good name of the University to which they belong.
- i) Any other duty stipulated in the regulations in force and/or in the corresponding educational cooperation agreement signed by the University and the collaborating entity.

0.3 Rights and duties of the tutor of the collaborating organisation

The rights of the guardian of the collaborating organisation

- a) To recognition of their collaborative activity by the University.
- b) To be informed about the regulations governing external academic placements, as well as the Training Project and the conditions for its development.
- c) To have access to the University in order to obtain the information and support necessary for the fulfilment of the aims of their role.

The duties of the tutor of the collaborating entity are as follows

- d) Welcome the students and organise the activity to be carried out in accordance with what is established in the Training Project.
- e) Supervise their activities, guide and control the development of the internship with a relationship based on mutual respect and commitment to learning.
- f) Inform the students about the organisation and functioning of the entity and the relevant regulations, especially those related to occupational risk prevention.
- g) Coordinate with the academic tutor of the University the development of the activities established in the annex to the educational cooperation agreement, including those modifications of the training plan that may be necessary for the normal development of the internship, as well as the communication and resolution of possible incidents that may arise in its development and the control of permissions for exams.
- h) To issue the final placement report.
- i) To provide complementary training and the indispensable material resources required by the students for the work placement.
- j) Evaluate the activities carried out by the students, as established in the annex to the educational cooperation agreement, exclusively related to the activities carried out at the collaborating centre.
- k) Keep confidentiality in relation to any information he/she may know about the students as a consequence of his/her activity as a tutor.

0.4 Rights and duties of the academic tutor

The rights of the academic tutor

- a) To the effective recognition of their academic activity in terms of credits.
- b) To be informed of the regulations governing external placements, as well as the Training Project and the conditions under which the placement of the student to be supervised will be carried out.
- c) To have access to the collaborating entity for the fulfilment of the purposes of its function.

The duties of the academic tutor

- a) Ensure the normal development of the Training Project, guaranteeing the compatibility of the work placement timetable with the academic, training and representation and participation obligations of the student body.
- b) Effectively monitor the work placement, coordinating with the tutor of the collaborating entity.
- c) To authorise any modifications to the Training Project.
- d) To carry out the assessment process of the placement of the supervised students.
- e) To maintain confidentiality in relation to any information known to him/her as a result of his/her activity as tutor.
- f) Supervise, and if necessary request, the adequate provision of the necessary support resources to ensure that students with disabilities carry out their placements under conditions of equal opportunities, non-discrimination and universal accessibility.
- g) Propose the termination of the placement, upon presentation in writing of a reasoned justification, to the person in charge of the collaborating centre.

Article 8. Duration and timetable of external academic placements

The duration of the curricular external academic placements will be adjusted to the credits of the external academic placements subject corresponding to the syllabus. After this time, the hours will be counted as extracurricular external academic placements. The

duration of the extracurricular external academic placements shall not exceed 50% of the total number of credits enrolled in the academic year.

The timetable for external academic placements shall be established in accordance with the availability of the institution and the characteristics of the external academic placements. In any case, it must be compatible with the academic and training activity of the studies being undertaken.

In the case of absences due to common illness, it will be the centre that establishes whether or not these hours can be made up. Attendance at exams or final exams and those corresponding to orientation and monitoring appointments of the internship by the University will not be recoverable.

Article 9. Start and end of external academic placements

The external academic placement will begin when the student joins the collaborating entity, once all the necessary administrative procedures have been completed.

The end of the internship will take place on the following dates:

- a) The end of the period fixed for the performance.
- b) The will of any of the parties to terminate the practice, when any of the following circumstances apply:
 - Cessation of the activity of the collaborating entity.
 - Justified circumstances that prevent the development of the programmed activities.
 - Mutual agreement of the intervening parties.
 - Breach of the agreement by any of the parties.
 - Express resignation of the students or of the collaborating entity.
 - Loss of student status, as established by the University.

Article 10. Evaluation of curricular external academic internships

The assessment of the curricular external academic placements will be the responsibility of the academic tutor in accordance with the procedures established by the university, completing the corresponding assessment report. It will be carried out on the basis of:

- The report submitted by the student in relation to the development of the external academic placements.
- The professional tutor's report.

The weightings established for each item must follow what is established in the corresponding teaching guide/programme and the verified report of the degree.

The final grade for the subject curricular external academic placements must follow the stipulations of article 5 Grading system of RD 1125/2003, of 5 September, which is as follows:

The results obtained will be graded according to the following numerical scale from 0 to 10, to one decimal place, to which the corresponding qualitative grade may be added:

- 0 - 4.9: Fail (SS).
- 5.0 - 6.9: Pass (AP).
- 7.0 - 8.9: Very good (NT).
- 9.0 - 10: Outstanding (SB).

0.5 External academic internship report

Students shall prepare and submit a final report to the person responsible for the academic tutoring of the university, at the end of the placement, which shall include, among others, the following aspects:

- a) Personal details of the students.
- b) Collaborating entity where the placement has been carried out and its location.
- c) Specific and detailed description of the tasks, work carried out and departments of the entity to which they have been assigned.
- d) Assessment of the tasks carried out with the knowledge and competences acquired in relation to the university studies.
- e) List of the problems posed and the procedure followed for their resolution.
- f) Identification of the learning contributions made by the placement.
- g) Assessment of the placement and suggestions for improvement.

0.6 0.6 Report from the professional tutor

The tutor of the collaborating entity shall draw up and send to the person responsible for academic tutoring at the university a report, at the end of the placement, which shall include the number of hours completed by the students and in which he/she may assess the following aspects referring, where applicable, to the training and learning outcomes foreseen in the corresponding training project:

- a) Technical capacity.
- b) Learning ability.
- c) Job management.
- d) Oral and written communication skills. In the case of students with disabilities who have difficulties in oral expression, the degree of autonomy for this skill should be indicated and whether it requires some kind of technical and/or human resources for it.
- e) Sense of responsibility.
- f) Ease of adaptation.
- g) Creativity and initiative.
- h) Personal involvement.
- i) Motivation.
- j) Receptiveness to criticism.
- k) Punctuality.
- l) Relations with their working environment.
- m) Ability to work as part of a team.
- n) Any other aspects considered appropriate.

ADDITIONAL PROVISIONS

First. Entry into force

This modification of the regulations will be applicable as soon as it has been approved by the Academic Council and ratified by the Board of Directors. It will be disseminated and published as appropriate for the information of the entire university community.