Regulations on Company Internships Done by ESCI-UPF Students

The new-style curriculums designed in accordance with the European Higher Education Area stress the importance of giving university students the opportunity to do internships in companies or other organisations where they can put their newly acquired theoretical knowledge into practice and acquire the key competences they will need in their professional life.

With this in mind, EU countries have updated and amended their legislation in this field.

Likewise, the UPF University Student Statute, approved by Royal Decree 1791/2010, of 30 December 2010, enshrines students' right to do mandatory and extracurricular company internships and contains an article setting out the general characteristics of company internships and the conditions under which they should be carried out.

More recently, Royal Decree 592/2014, of 11 July 2014, on university students' company internships, sets up a new regulatory framework for company internships in accordance with current legislation, and implements, stipulates and clarifies certain aspects of these internships, including the relevant objectives, partner organisations, target users, requirements, tutorials and the provisions of educational cooperation agreements.

In turn, this legal and regulatory framework for university students' company internships requires new university regulations to ensure that UPF students can undertake company internships in accordance with current legislation and that the specific characteristics of ESCI-UPF students are taken into account.
Article 1. Purpose
These regulations aim to govern company internships undertaken by ESCI-UPF students as part of their degree course.
A student is taken to mean anyone taking an official university course (at either level), a continuing-education course or any other course offered by the University.

Article 2. Subject
2.1. Company internships are taken to mean any educational activity undertaken by students under the supervision of the University in order to put their newly acquired knowledge into practice and to gain an insight into the kind of professional environment in which they will be working after they graduate and acquire competences to boost their employability.
2.2. Company internships may be carried out in academic or administrative departments at the University itself or at public or private partner organisations in Spain or overseas. ESCI-UPF may also accept internship students, in accordance with these regulations.

Article 3. Modalities
3.1. Company internships are divided into two types: mandatory and extracurricular.
3.2. Mandatory internships form an integral part of the course programme and earn students a corresponding number of credits.
3.3. Extracurricular internships are internships which students choose to do on their own initiative during the course of their degree. They do not form part of the course programme.

Article 4. Access Requirements
4.1. Students must meet the following requirements before they may do a company internship:
- Students should be enrolled on a university course linked to the key competences they aim to acquire on their internship.
- Students studying for the Bachelor's Degree in International Business and Marketing should be enrolled on the linked subject in accordance with the course programme in question and should have completed at least 50% of the course credits before they may do a mandatory internship.
- In the case of extracurricular internships, students studying for the Bachelor's Degree in International Business and Marketing should have completed at least 50% of the course credits, and students studying for a master's degree should be duly enrolled.
- Students should have no contractual relationship with the company or organisation (or, if applicable, the University itself) where they will do their internship.
4.2. Exceptionally, if students wish to do their extracurricular internship in an organisation where they have already been employed or which employs a first- or second-degree family member as a director or their external tutor, they shall require authorisation from the manager or the head of the internship department, as applicable, once the nature and quality of the envisaged internship has been assessed. In this case, students should submit a document setting out the nature of their relationship with the organisation in question.
In the case of mandatory internships, students may not have any personal or family relationship with any director of the organisation in question or their external tutor.

Article 5. Assigning Students
5.1. Students interested in doing an internship at a company that has advertised a place should apply to the company in question, which will interview applicants and select the most suitable candidate for the place. Students may also seek internship places outside the framework set up by ESCI-UPF, provided that the internship meets all the course requirements. Final approval shall be given by the head of the internship department at ESCI-UPF.
5.2. In the case of grants or overseas internship programmes with grants, the head of the internship department at ESCI-UPF, or any delegated member of the teaching staff, shall be responsible for setting out the criteria for assigning students, including their grade point average. These criteria shall be published before the process of assigning internships gets under way.
5.2. Students doing mandatory internships shall always take precedence over students applying to do an extracurricular internship.
Article 6. Formalisation
6.1. Before students can do a company internship, the student, the University and the partner organisation shall sign an educational cooperation agreement.
6.2. This cooperation agreement sets out all the current legally required information in terms of the signatories' rights and responsibilities.
6.3. Students who choose to do their internship at ESCI-UPF itself shall sign an educational cooperation agreement with the same legally required terms and conditions.
The manager of ESCI-UPF shall sign the agreement in the case of internships carried out at the University itself.
6.4. Places for extracurricular internships at the University itself may be offered by means of a public call for applications overseen by a department named by the head of ESCI-UPF.

Article 7. Tutorials
7.1. Tutors
The partner organisation and the University shall each assign a tutor to jointly oversee the smooth running of the internship.
The tutor assigned by the partner organisation (the external tutor) should be a duly qualified employee in the area of the internship and project in question.
The tutor assigned by the University (the academic tutor) shall be assigned by the head of the internship department and should meet the following requirements:
- In the case of mandatory internships, the academic tutor should be a member of the teaching staff at the University, preferably at the same centre, department or other academic division where the student is enrolled, and should have expertise in the area in which the internship will be carried out.
- In the case of extracurricular internships, the academic tutor should preferably be a member of the teaching staff at the University assigned by the manager of ESCI-UPF.
7.2. Role of the tutors
The tutors should work together to carry out the following functions:
- Prepare the educational project.
- Monitor the project and ensure it is being carried out as planned.
- Offer advice and support to students on all aspects related to the internship.
The external tutor should prepare a final report and send it to the academic tutor, in accordance with the provisions of Article 13 of Royal Decree 592/2014, of 11 July 2014. Furthermore, if expressly envisaged in the appendix to the educational cooperation agreement, the external tutor may duly prepare an intermediary progress report.
The academic tutor is responsible for assessing internships and for authorising any changes made to the educational project. The academic tutor’s teaching involvement shall be approved by the University.

Article 8. Educational Project
The external and academic tutors should prepare an educational project setting out the educational goals and professional activities to be carried out. The goals should take account of the key (and, if applicable, specific) competences to be acquired by students.

Article 9. Duration and Schedule
9.1. The duration of mandatory internships is set out in the course programme, in accordance with the equivalent ECTS credits.
9.2. Extracurricular internships should have a maximum duration of 800 hours per academic year. The head of the internship department may authorise an increase in the number of hours in exceptional cases.
9.3. Extracurricular internships should be scheduled outside term time or at a time of day that does not interfere with students’ classes.

Article 10. Assessment
10.1. Once they have finished their internship, students should write a final report, in accordance with Royal Decree 592/2014, of 11 July 2014. In the case of mandatory internships, they should also produce an intermediary progress report. The deadlines, content and assessment criteria for these reports shall be set out in the subject syllabus.

10.2. The academic tutor shall be responsible for the final assessment of company internships, in accordance with the assessment criteria set out in the subject syllabus.

10.3. Company internships are graded in accordance with the curricular provisions set out in Royal Decree 1125/2003, of 5 September 2003. Extracurricular internships are marked as simply Pass/Fail.

Article 11. Academic Recognition and Accreditation

11.1. Students
After students have successfully completed their internships, the company shall award them a certificate detailing, at the least, the general nature of the internship and the number of hours and dates worked.
The University may, at the student's request, issue an accrediting certificate for the internship, which should set out, at the least, the aspects linked to Article 16 of Royal Decree 592/2014, of 11 July 2014.

11.2. External tutor
The University may accredit the collaboration of external tutors, if requested with due notice.
The University is responsible for issuing accreditation that should contain, at the least, the details of the collaboration, the educational content delivered, the number of students supervised and the total number of hours supervised by the tutor.

Article 12. Economic and Insurance Framework

12.1 Remuneration
The educational cooperation agreement should set out any remuneration to be received by the student, which may not be less than the amount annually approved by the ESCI-UPF board. This remuneration shall be paid directly to the student. Financial aid shall be mandatory for extracurricular internships.
In the case of extracurricular internships, the head of the internship programme or the manager of the business school may, exceptionally, exempt the partner organisations from having to pay financial aid if there are extenuating social, charitable, cultural or public-interest circumstances. In the case of mandatory internships, this exception may be granted by the subject head.

12.2. Insurance
While carrying out their internship, students will be covered by the business school's insurance policy. In addition, the company is bound by regulations concerning Social Security payments, in accordance with Royal Degree 1493/2011.
Any students who do not meet the necessary requirements to be covered by the business school's insurance policy should take out a private insurance policy that covers the same risks.
All students will be covered by the University's collective civil liability insurance policy during the period they are doing their internship.
Any other kind of insurance required by the company offering the internship should be taken out by the student, as stipulated in the agreement or its appendices.


13.1. Any behaviour or actions by students that have a detrimental effect on the internship programme in terms of relationships with work colleagues, other students at the University, teaching staff or facilities at the business school or the company where they are doing their internship shall be classified as either misdemeanours or serious misconduct, as appropriate, by the head of the internship programme, who shall be responsible for preparing a report for the director of ESCI-UPF and proposing a proportionate disciplinary measure for the case in question. Within five days, the director of ESCI-UPF shall decide on the final disciplinary measure, which shall be imposed immediately. The student in question shall be notified in writing.
First Final Provision
All matters not covered expressly herein shall be governed by Royal Decree 592/2014, of 11 July 2014, on university students' company internships.