

## INSTRUCTIONS FOR STUDENTS' COMPANY INTERNSHIPS

### ESCI-UPF

ESCI-UPF has adapted the **Regulations Governing UPF Students' Company Internships** (<https://seuelectronica.upf.edu/normativa-reguladora-de-les-practiques-academiques-externes-del-s-estudiants-de-la-upf>) in accordance with the new legislative framework.

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.

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.

Given this new legal and statutory framework for university students' company internships, the Universitat Pompeu Fabra has issued its Regulations Governing UPF Students' Company Internships, passed by the Governing Body on 9 May 2012 and subsequently modified by the Governing Body on 18 July 2012, 20 March 2013, 1 July 2015 and 11 April 2018.

In turn, this legal and statutory framework for university students' company internships and the new UPF regulations make clear the need for a set of instructions to ensure that ESCI-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 instructions aim to govern the company internships undertaken by ESCI-UPF students as part of their degree course.

A student is taken to mean anyone taking an official Bachelor's or Master's degree course, a continuing-education course or any other course offered by ESCI-UPF.

### ARTICLE 2. ACCESS REQUIREMENTS

2.1. 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 should be enrolled on the linked subject before they may do a mandatory internship.
- As set out in the report on the Bachelor's Degree in International Business and Marketing, students studying for the Bachelor's Degree in International Business and Marketing who

want to do an extracurricular internship should have completed at least 50% of the course credits or have had the equivalent credits recognised.

Duly justified exceptions may be granted by the director of ESCI-UPF.

- Students studying for the Bachelor's Degree in Bioinformatics and all Master's Degree students should remain enrolled on their course if they want to do an extracurricular internship.
- Students should have no contractual relationship with the company or organisation (or, if applicable, the University itself) where they will do their internship.

2.2. Exceptionally, if students wish to do their 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 both from a committee set up expressly for that purpose and from the head of the Careers Department, once the nature and quality of the envisaged internship has been assessed. In this case, students should submit a document to the head of the Careers Department setting out the nature of their relationship with the organisation in question.

Failure to comply with this requirement (to inform the University of such circumstances and to obtain the necessary authorisation) shall lead to the immediate termination of the internship agreement. Furthermore, in the case of mandatory internships, students who fail to comply with this requirement shall automatically receive a Fail grade for this subject.

### **ARTICLE 3. ASSIGNING STUDENTS**

3.1. 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 Careers Department at ESCI-UPF.

3.2. In the case of grants or overseas internship programmes with grants, the head of the Careers 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. Students doing mandatory internships shall be given greater priority than those doing extracurricular internships. These criteria shall be published before the process of assigning internships gets under way.

### **ARTICLE 4. DURATION AND TIMETABLE**

4.1. The duration of mandatory internships is set out in the course curriculum, taking account of the equivalent ECTS credits. Internships are carried out in accordance with the programme and timetable set out in the subject syllabus.

In exceptional cases, students may be granted authorisation to do a mandatory internship outside the set timetable. Students should submit such requests to the head of the Careers Department, who will then make a decision on a case-by-case basis.

4.2. Extracurricular internships should have a maximum duration of 800 hours per academic year. The head of the Careers Department may authorise an increase in the number of hours in exceptional cases.

4.3. Extracurricular internships should be scheduled outside term time or at a time of day that does not interfere with students' classes.

## **ARTICLE 5. RECOGNITION OF PROFESSIONAL ACTIVITY**

5.1. In accordance with the provisions of the report on the Bachelor's Degree in International Business and Marketing, students will not receive recognition for any professional activity carried out during their internship.

5.2. In accordance with the provisions of the report on the Bachelor's Degree in Bioinformatics, students will not receive recognition for any professional activity carried out during their internship.

## **ARTICLE 6. ECONOMIC MATTERS AND INSURANCE**

### **6.1 Remuneration**

For each internship, the partner organisation in question shall pay ESCI-UPF the fee set annually by the ESCI-UPF Board of Overseers to cover the cost of managing internship agreements.

#### **6.1.1 Remuneration (Bachelor's Degree in International Business and Marketing)**

The educational cooperation agreement should set out any remuneration to be paid to the student, which may not be less than the amount approved annually by the ESCI-UPF Board of Overseers. This remuneration shall be paid directly to the student. All students doing extracurricular internships should be remunerated.

In the case of extracurricular internships, the head of the Careers Department or the manager of the business school may, exceptionally, exempt the partner organisations from the requirement to remunerate the student if there are extenuating social, charitable, cultural or public-interest circumstances.

#### **6.1.2 Remuneration (Bachelor's Degree in Bioinformatics)**

The educational cooperation agreement should set out any remuneration to be paid to the student. This remuneration shall be paid directly to the student.

### **6.2. 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.

## **ARTICLE 7. DISCIPLINARY PROVISIONS**

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 Careers Department, who shall be responsible for preparing a report for the director of ESCI-UPF and putting forward 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.

## **ARTICLE 8. ENROLMENT AND TIMETABLING ISSUES**

8.1. Students may enrol on the Company Internships subject as part of the Bachelor's Degree in International Business and Marketing provided that they have no more than one subject yet to pass from the same term and, where applicable, have passed the Language subject in their second year.

8.2 If students are taking other subjects that clash with the Company Internship subject, the University will contact the company or organisation to see whether students' internship timetable can be adapted to enable them to attend classes regularly and thus meet all the continuous assessment criteria. If this does not prove to be possible, the teachers of the other subjects in question shall design a specific assessment system for the students in question that takes account of this timetabling clash. Any such assessment systems should be authorised by the head of studies before the start of term.