

Regulations for External Internships for Students at Barcelona Institute for International Studies (IBEI).

Agreement made by the Teaching Quality Committee on 26 February 2013, updated by the Teaching Quality Committee on 12 November 2013 and on 23 May 2016.

Article 1. Purpose

The purpose of these regulations is to regulate external internships conducted by students at IBEI within the framework of their academic training, in accordance with the legislation regulating external internships by university students (Organic Law 4/2007, of 12 April, which modified Organic Law 6/2001, of 21 December, for Universities, and by Royal Decree 1393/2007, of 29 October, which developed it, in addition to the University Student Statute, approved by Royal Decree 1791/2010, of 30 December, and Royal Decree 592/2014, of 11 July).

Article 2. Concept

2.1. External internships are understood as training in action conducted by students and supervised by the University, with the aim of applying and complementing the knowledge acquired throughout the academic course, bringing the student closer to the reality of the professional arena in which they will develop their work once qualified, and developing skills that will enhance their transition into the work market.

2.2. External internships can take place in academic or administrative divisions in the same university or in collaborating organisations, whether public or private, national or international.

2.3. IBEI can also act as a receiving organisation for internship students, and apply the provisions of the present regulations.

Article 3. Modalities

3.1. External academic internships can be curricular or extracurricular.

3.2. Curricular internships make up part of the curriculum of each Master's Programme, worth 4 ECTS credits, and are considered an elective course.

3.3. Extracurricular internships do not make up part of the curriculum nor do they appear on a student's academic record, though they will appear on the European Supplement to the Degree.

Article 4. Access Requirements

4.1. In order to conduct external internships, students must comply with the following requirements:

- Be registered for a Master's degree at IBEI to which the basic skills they must acquire during the internship are linked.
- In the case of curricular internships, be registered for the Professional Internship

elective course.

- Not maintain any contractual relationship with the collaborating organisation, or, where relevant, with the university in which the internship will take place.

Article 5. Designation of Students

5.1. The Academic Co-ordinator of Internships, or the person in charge of the internship at the institution receiving the student, is in charge of establishing the criteria to be applied in order to prioritise appropriately the designation of students to internships, one of which may be the average mark obtained in the student's academic record.

5.2. In all cases, priority must be given to students conducting curricular internships rather than those requesting extracurricular internships.

Article 6. Formalisation

6.1. For students to conduct an internship, the prior formalisation of an educational co-operation agreement is necessary between IBEI and the collaborating organisation that will receive the students, without prejudicing the possibility of recognition regulated in Article 11.

6.1.1. The following details must appear in the co-operative education agreement:

- Name of the organisations signing the agreement.
- Name and representation with which the signatories act. On behalf of IBEI, the agreement will be signed by the Director or Chairman of the Institute.
- General conditions of the internship.
- System of student authorisations.
- System of accident and civil responsibility insurance, where relevant.
- Protection of student data.
- Duration of the agreement, reasons for termination of the contract, and conditions for anticipated termination in the event of non-fulfilment of the agreement.
- System of resolution of potential conflict arising in the development of the internship.

6.1.2. Similarly, every time a collaborating organisation receives a student on an internship, an additional document to the co-operative education agreement will be signed. It will be attached as an annex and signed by the representative of the collaborating organisation, the Academic Co-ordinator of Internships at IBEI and the student.

The annex will include the conditions of the internship. The following details must be included specifically:

- Student's personal details.
- Type of internship (curricular or extracurricular).
- Educational project.
- Internship supervision plan (indicating the student's obligation to write a final report).
- Duration, timetable and period of the internship.
- Location of the organization where the internship has been carried out.
- Designation of tutors in both organisations.
- Assessment criteria.
- Amount and payment method for student funding, if relevant.
- Student commitments.
- Specific mention that during internship the student may not enter into any type of contractual relationship with the collaborating organisation.

6.2. Internships carried out at IBEI cannot be formalised by a co-operative education agreement and hence they will be formalised by an authorisation, following the conditions established on a case-per-case basis. In order to establish the internship conditions, an annex will be added to each authorisation, signed by the Academic Co-ordinator for Internships at IBEI, the internship tutor and the student, which will contain the information detailed in point 6.1.2 of these regulations.

Article 7. Supervision

7.1. Supervisors

In order to monitor the development of the internship, the organisation, on one hand, and IBEI, on the other, will each nominate a supervisor.

The on-site supervisor must be a qualified employee in the hosting organisation with the appropriate training for the objectives of the internship and the educational project. In this document, the on-site supervisor is designated as an external supervisor.

The academic supervisor at IBEI will be nominated by the director and must be a member of the teaching staff at IBEI.

7.2. Functions of supervisors

Supervisors will be designated to conduct the following functions:

- To develop the training project.
- To supervise and verify that the internship has been conducted correctly.

- To advise and support the student on aspects related to the internships.

The external supervisor will complete a final report and will send it to the academic supervisor within the timeframe provided for in Article 13 of Royal Decree 592/2014, of 11 July.

The academic supervisor is in charge of assessing the internship and authorising modifications to the training project.

Article 8. Training Project

Both supervisors must develop a training project specifying the educational objectives and professional activities to be carried out. The foreseen objectives must take into account the basic skills, both general and specific, which the student should acquire.

Article 9. Internship Duration and Period

9.1. Curricular and extracurricular internships are required to have a minimum duration of 120 hours and a maximum duration of 900 hours. Internships must be completed before 30 September of the academic year following the beginning of the Master's programme.

9.2. Curricular Internships will start preferably after the lecture period or at least will be carried out during the timeframe that enables the greatest compatibility with the studies in accordance with the academic calendar.

Article 10. Assessment

10.1. On completion of the internship, students must submit a final report, within the timeframe provided for in Article 14 of Royal Decree 592/2014, of 11 July.

10.2. The assessment of the internship will be done by the academic supervisor, taking into account the external supervisor's report and the personal report submitted by the student

10.3. The assessment report is prepared by the student's supervisor at the organisation where the student carried out the internship. This report is a standardised form assessing the professional skills and competencies acquired by the student from 0 to 10, with 10 being the highest grade. The external supervisor will send this report to the Academic Co-ordinator of Internships for the Master's degree at IBEI through an online system, once the student has completed the internship, and no later than one month after completion. IBEI will only keep the academic record open during the following academic year after the end of the curricular internship.

The final grade for the internship is the average of the supervisor's report and the student's report. The final assessment will be made once the internship has been completed.

The grade for curricular internships is pass or fail.

Article 11. Academic Recognition and Accreditation

11.1. Student

On the correct completion of the internship, the external organisation will issue the student with a certificate displaying, at least, the focus of the internship, the number of hours and the period in which it was carried out.

Similarly, IBEI will issue a certificate accrediting the internship, which must include, at least, the aspects related to Article 16 of Royal Decree 592/2014, of 11 July.

11.2. External Supervisor

IBEI will provide evidence of the collaboration of external supervisors if requested beforehand.

IBEI or the office managing the internship programme will issue the certification, which will include, at least, the characteristics of the collaboration, the studies developed, the number of students supervised and the total number of hours supervised.

Article 12. Financial System and Insurance

12.1. Financial remuneration

The annex to the agreement should include, where relevant, the amount of financial remuneration that the student will receive. The payment will be made directly to the student.

12.2. Insurance

IBEI will provide students with insurance against accident for the duration of the professional internship. Other risks will be covered by the student or the host institution.

Students who do not fulfil the requirements for the university insurance will be required to purchase private insurance covering the same aspects.

If the organisation receiving students requires a different type of insurance, it will always be covered by the student. This obligation will be included in the agreement or in the document attached as an annex.

Final provision 1

For any aspect not provided for in these regulations, Royal Decree 592/2014, of 11 July, is applied, which regulates external internships by university students.

Final provision 2

It is the responsibility of the Director of IBEI to define the instructions necessary for the interpretation, application and development of these regulations.