

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

Agreement by the Quality Teaching Commission on 26 February 2013 and modification approved by the Quality Teaching Commission on 12 November 2013

### **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 1707/2011, of 18 November).

### **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 are integrated into the Study Plan, with the corresponding designation of 4 ECTS credits, and are of an elective nature.

3.3. Extracurricular internships are those that students can carry out voluntarily throughout the course of their studies, which are not integrated into the Study Plan. These internships can only be carried out in exceptional circumstances and with prior authorisation from the Director of IBEI.

### **Article 4. Access Requirements**

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

- Be registered for the 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 internship subject.
- 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 report.

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 the University 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 educational co-operation 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 placement.

6.1.2. Similarly, every time a collaborating organisation receives a student on an internship, an additional document to the educational co-operation 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 by the student.

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

- Name of the student.

- Type of internship (curricular or extracurricular).

- Educational project.

- Internship supervision plan (indicating the student's obligation to prepare a final report).

- Duration, timetable and period of the internship.

- Place conducted.

- Designation of tutors in both organisations.

- Assessment criteria.

- Amount and payment method for student funding, if relevant.

- Student commitments.

- Specification that the internship does not assume a professional relationship between the organisation and the student.

6.2. For students who conduct internships at IBEI, the internships will be formalised by means of a regulating agreement for internships between IBEI and the organisation receiving the student.

In order to establish the internship conditions, an annex will be added to each authorisation, signed by the Academic Co-ordinator of 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. Tutoring**

### **7.1. Tutors**

In order to supervise the development of the internship, the organisation, on one hand, and IBEI, on the other, will each designate a tutor.

In the first case, the tutor must be a qualified employee with the appropriate training for the objectives of the internship and the educational project. In this document, the tutor is designated as an external tutor.

The tutor at IBEI, designated in this document as an academic tutor, must be designated by the director and must be a member of the teaching staff at IBEI.

### **7.2. Functions of tutors**

Tutors must conduct the following functions:

- Develop the educational project.
- Supervise and verify that the internship has been conducted correctly.
- Advise and support the student on aspects related to the internships.

The external tutor must prepare a final report and send it to the academic tutor within the timeframe provided for in Article 13 of Royal Decree 1707/2011, of 18 November. The academic tutor is in charge of assessing the internship and authorising modifications to the educational project.

## **Article 8. Training Project**

Tutors must develop an educational project specifying the educational objectives and professional activities to be developed. The objectives established must take into account the basic skills, both general and specific, which the student should acquire.

## **Article 9. Placement Duration and Period**

9.1. Curricular internships have a minimum duration of 120 hours and a maximum duration of 900 hours, and can extend into the month of September in the following academic year.

9.2. Internships will be designated preferably after the lecture period or during the timeframe that enables the greatest compatibility with the studies.

#### **Article 10. Assessment**

10.1. On completion of the internship, students must prepare a final report, within the timeframe provided for in Article 14 of Royal Decree 1707/2011, of 18 November.

10.2. The academic tutor conducts the final assessment of the external academic internship, taking into account the report prepared by the external tutor and the student's final report.

10.3. The assessment report is prepared by the student's supervisor at the organisation in which the student is conducting the internship. This report is a standardised form in which the supervisor must assess the different types of professional skill acquired by the student from 0 to 10, with 10 being the highest mark. The supervisor will send this report to the Academic Co-ordinator of Internships for the Master's degree at IBEI, by means of an online system, once the student has completed the internship, and no later than one month after completion.

The final mark for the internship is the average of the supervisor's report and the student's report. Internships will be assessed on completion.

The mark for extracurricular 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 conducted.

Similarly, IBEI will issue a certificate accrediting the internship, which must include, as a minimum, the aspects related to Article 16 of Royal Decree 1707/2011, of 18 November.

##### **11.2. External Tutor**

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

IBEI or the organisation managing the internship issues the certification, which will include, as a

minimum, the characteristics of the collaboration, the studies developed, the number of students tutored and the total number of hours tutored.

## **Article 12. Financial System and Insurance**

### 12.1. Financial remuneration

The document in annex to the agreement should include, where relevant, the amount of study funding that the student will receive. The payment will be made directly to the student.

### 12.2. Insurance

While conducting internships, students will be covered by the university insurance.

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

If the organisations 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.

Unique additional provision. Specificities for the system of extracurricular internships for students of the Master's degree and Doctorate.

### Final provision 1

For any aspect not provided for in these regulations, Royal Decree 1707/2011, of 18 November, 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.