

**REGULATIONS FOR EXTERNAL
CURRICULAR INTERNSHIPS** at
the Universidad Internacional de
la Empresa (Instructions and
Procedures)

Preamble

Universidad Internacional de la Empresa, hereinafter UNIE, is a private academic institution with its own legal personality. It operates on the basis of the principle of academic freedom, which includes freedom of teaching, research and study.

A demonstration of these powers can be seen in the organisation of external internships, which are included in the curricula of both official and private qualification programmes. In this regard, in accordance with Royal Decree 592/2014, of 11 July, regulating external academic internships for university students, and with the regulations of the UNIE, this Regulation laying down the University's internal rules on external curricular internships, was approved by the rector's resolution of 3 June 2024.

This Regulation contains aspects concerning the implementation of external curricular internships, the promotion of student internships within private companies and public administrations, fostering students' entrepreneurial capacity, creativity and innovation, and serving as a channel to fulfil the commitment to economic transformation on the basis of a knowledge-based society – all of which are provided for the preamble of the aforementioned decree.

External extracurricular internships, i.e., those which the student can perform on a voluntary basis during their studies, without being included in the corresponding Curriculum, are governed by their own Regulation.

Chapter I: General provisions

Article 1. Definition and characteristics of the internships

1.1. External curricular internships are defined as the training activities integrated into the corresponding curriculum of an official or private degree. They are carried out by students in companies, public and private institutions and entities, both national and international, enabling the practical application of the knowledge acquired during their academic training, the acquisition of competences necessary for professional practice and their integration into the labour market.

1.2. Due to their educational nature, completing these external internships does not, under any circumstances, imply the existence of any employment or contractual relationship, or any other type of link between the student and the company or entity in which they are carried out, unless expressly authorised by the Academic Committee of the Faculty or, as the case may be, the delegated body.

Article 2. Enrolment, format and duration of external internships

2.1. To undertake external curricular internships, students must be enrolled in the corresponding internship module or course within the regulatory period.

2.2. Enrolment and participation in extracurricular internships may require the completion of a minimum percentage of credits and/or courses within the curriculum, or any other condition specified for the qualification. Furthermore, students whose enrolment is provisional for any

reason set out in this regulation will not be eligible for External Academic Internships until their enrolment is definitively regularised.

2.3. In the event that a student fails, is absent or withdraws from the external internship course during the regular assessment period, they will be subject to the second assessment period and the provisions of the following sections will apply. If the subject is not passed in the two regulatory assessment periods, the student will need to re-enrol for the corresponding credits in the next academic year, as stipulated in the continuation of studies regulations.

2.4. The internships may be carried out in-person and online:

- a) In-person internships will take place in reference centres.
- b) Online internships, in the framework of those qualifications for which it is permitted by the applicable regulation.

2.5. External curricular internships will have the maximum duration as indicated in the programme description for each qualification, and they should preferably be offered in the second half of the curriculum, unless specific regulations applicable to the qualification provide otherwise.

2.6. For internships that involve regular contact with minors, it is a mandatory requirement that the individual has not been convicted by a final judgement of any crime against sexual freedom and integrity. To this end, any student who is to undertake such internships must, prior to starting, provide a negative certification from the Central Registry of Sex Offenders. This is in accordance with Organic Law 8/2021, of 4 June, on the Comprehensive Protection of Children and Adolescents and Law 45/2015 on volunteering. Failure to provide evidence of compliance with this requirement will result in the student being unable to undertake internships in such centres.

Article 3. Eligible participants for internships

3.1. The eligible participants for external internships will be students enrolled at the UNIE and those students from other Spanish or foreign universities who study through mobility programmes or bilateral academic agreements between institutions.

3.2. The student may not have any contractual relationship with the company, institution or public or private entity or the university in which the internships are to be carried out, unless authorised in accordance with the University's internal regulations.

Article 4. Training project

4.1. The external curricular internships of each qualification will include a training project, which will, in any event, provide a description and presentation of the educational objectives, considering the basic, and the generic and/or specific competences that students must acquire.

4.2. The design of the training project will adhere to the principles of inclusion, equal opportunities, non-discrimination, and universal accessibility.

Article 5. Educational cooperation agreement

5.1. To carry out external curricular internships, the UNIE will sign an educational cooperation agreement with public or private, national or international companies, institutions and entities.

5.2. The educational cooperation agreement will lay down the generic terms of the relationship between the University, the partner entity and the student.

5.3. The cooperation agreement or its annexes shall contain at least the following items:

- a) The training project.
- b) The leave policy in accordance with current legislation.
- c) The conditions for early termination of the internship due to non-compliance.
- d) Where applicable, the subscription and payment terms for required insurers, both for accidents and civil liability, or equivalent financial guarantees.
- e) where applicable, the existence of scholarships or financial support for the students and the method of payment.
- f) Data protection and confidentiality regulations.
- g) The procedures for resolving any conflicts that may arise during the internship.
- h) The regulation of the recognition of the work carried out by the tutors of the internship centre.

5.4. The Educational Cooperation Agreement between the Company and the UNIE will be formalised when the student, with the advice of the Careers Department, has chosen and received approval from the company.

5.5. Until the Educational Cooperation Agreement and the Internship Annex are signed by all the parties involved, the student may not begin the internship, meaning that they are will not be able to start the agreed work at the internship centre.

Article 6. Content of the offer of external curricular internships

6.1. Sufficiently in advance of the period for undertaking external curricular internships, and in view of the characteristics of each qualification, the University will provide information on the procedure for managing, selecting and assigning internship centres and partner entities.

6.2. The internship offer will include the following information:

- a) The name or corporate name and the TIN of the companies, entities or bodies where internships can be carried out, distinguishing between those offering in-person and online internships, within the framework of qualifications where the latter format is permitted by the applicable regulations.
- b) In the case of in-person internships, the location and address where they will be carried out.
- c) The start and end dates of the internship.

- d) The number of daily hours or the established workday as per each agreement.
- e) The activities to be carried out and their frequency, within the framework of the training project.

6.3. The internship offer may also contain the following information:

- a) The list of academic and external tutors.
- b) The requirements set by the company, entity or organisation for students to complete internships there. Any subsequent changes to the conditions stated in the initial offer must be communicated by the company, entity, or institution to the UNIE Internship Coordinator for approval. The response must be issued within seven calendar days from the day following the receipt of the modification request. If no response is formalised within this period, the proposed modification will be considered accepted.

6.4. The scheduled hours for the internships will take into account the nature of the internships, the availability and schedule of the partner entity and, in any event, will be compatible with the student's academic, training, representation and participation activities at the UNIE.

Article 7. Procedure for managing external internships

7.1. In the case of curricular internships, the student must be enrolled in the corresponding course in the curriculum, which will specify, as the case may be, the minimum credits the student must have passed beforehand as a necessary condition for undertaking the internship.

7.2. Students who wish to carry out non-curricular external internships in partner entities must be registered in the Internship and Employment Programme set up for this purpose by the Careers Department and available on the UNIE website and virtual campus.

7.3. Students may apply for different internship offers until they are selected for one of them. Once selected by a partner entity, and following approval from their academic tutor, external internship coordinator or programme director, the student will begin their internship according to the terms agreed upon in their training programme.

7.4. In the event that a student disagrees with the selected internship, they must immediately inform the academic internship tutor, who will assess whether or not to initiate a new search, and notify the Careers Department.

7.5. In the above case and for students who independently find institutions for their internships, the following procedure will be followed once the partner entity has been contacted:

- a) The coordinator of the curricular internship course will be contacted and will confirm whether the internship aligns with the educational objectives of the course, ensuring quality and alignment with the expected learning outcomes.
- b) Upon this confirmation, the Careers Department, which manages agreements with companies, will contact the partner entity to agree on the internship details and begin the necessary documentation process.

7.6. If the student rejects the initially offered internship and is unable to secure a new position

on their own, or does not accept new offers from the Careers Department, they will not be able to complete or pass the curricular internship course.

7.7. A student who has a contractual relationship with a partner entity may only undertake an internship at said entity with prior authorisation from both the entity and the University. For curricular internships, it must also be ensured that the internship is related to the academic programme of the internship course.

7.8. Students from other universities and business schools participating in exchange programmes with the UNIE may undertake internships provided that they comply with the general regulations and those of their home institution. The academic recognition of their internship period will be subject to the applicable regulations of their home universities or business schools.

7.9. UNIE students may carry out internships in other partner entities outside Madrid, through national or international mobility programmes or bilateral agreements with other institutions. Internships within mobility programmes will be governed by their own regulations.

7.10. If a student temporarily loses their student status (in accordance with the Student Code of Conduct and Disciplinary Regulations), the code of conduct committee will inform the student about the process to be followed in order to comply with the sanction. In the event of a permanent loss of student status, the student will lose the right to undertake internships.

Chapter II: Student rights and duties

Article 8. Student rights

8.1. Internship students have the rights recognised by current legislation and implementing regulations during the course of their internships, including:

- a) Supervision by a lecturer or teaching assistant from the University, and a professional from the partner entity.
- b) Fulfilment by the company, institution or organisation of the conditions offered.
- c) Being informed of the responsibilities and tasks they will undertake during the internship.
- d) Receiving guidance, advice and ongoing support throughout the internship.
- e) Attending exams, meetings of the UNIE's collegiate governing bodies, and fulfilling other academic, training, representation, and participation duties, provided they notify the internship centre in advance. These days will not need to be made up.
- f) Evaluation of the internship according to the criteria laid down in this regulation and the training project.
- g) Receiving a report from the internship centre detailing the tasks performed, the duration and, where applicable, performance and assessment.
- h) Receiving, in cases where stipulated, financial support from the partner entity in the form of a grant or study allowance.

- i) The recognition of the intellectual and industrial property rights in accordance with specific regulations.
- j) Receiving information from the internship centre regarding occupational risk prevention.
- k) Access to necessary resources for students with disabilities, ensuring equal conditions for supervision, information, evaluation and performance. The right to balance their internship with other activities and personal situations related to their disability.
- l) Any other rights established by current regulations and/or the corresponding Educational Cooperation Agreement signed between the University and, where applicable, the internship management entity linked to the University, and the partner entity.

Article 9. Student duties

9.1. Internship students must comply with the duties recognised by current legislation and its implementing regulations during their internships, including:

- a) Adhering to the general regulations applicable to internships, as well as those specific to the University.
- b) Complying with the training project and the instructions of both the academic tutor and the tutor of the partner entity.
- c) Joining the partner entity on the agreed date, adhering to the established schedule, and complying with the operational rules and occupational risk prevention rules of said entity, as the internship centre.
- d) Diligently performing the tasks assigned by the partner entity.
- e) Maintaining confidentiality regarding internal information.
- f) Maintaining the necessary contact with the academic tutor assigned to supervise the internship and reporting any issues related to the internship's progress.
- g) Submitting the final report and other evaluative tasks to the academic tutor by the deadlines set by the tutor.
- h) Showing a respectful attitude towards the internal operating policy of the partner entity where the internships are carried out, as well as towards the UNIE itself.
- i) Fulfilling any other duties laid down by current regulations and/or the corresponding Educational Cooperation Agreements signed between the University and, where applicable, the internship management entity linked to the University, and the partner entity.

Chapter III: On the tutors

Article 10. Tutors

10.1. Curricular internships will be supervised by two tutors: an academic tutor proposed by the UNIE and an external tutor designated by the partner entity.

10.2. The academic tutor, in the context of curricular internships, will preferably be a lecturer from the field of study or qualification in which the student is enrolled, or someone with a background related to the area in which the internship is being carried out.

10.3. The external tutor must be linked to the company, entity or body that designates them and must have the necessary professional experience and knowledge to effectively supervise the student's internship in accordance with the specific characteristics and competences corresponding to each qualification.

10.4. An academic tutor who wishes to withdraw from their supervision duties must submit a written, reasoned request to the Internship Coordinator, who will decide on the validity of the withdrawal and, if appropriate, will assign a new tutor within a maximum of seven calendar days from the day after the receipt of the reasoned request.

Article 11. Functions of the tutors

11.1. Academic tutors and external tutors will have the rights and duties provided for by the applicable regulations.

11.2. The academic tutor will perform the following functions:

- a) Ensuring the proper performance of the student's activity in accordance with the training project and ensuring that the internship schedule is compatible with the student's other academic, representative or participatory obligations.
- b) Effectively monitoring the internship in coordination with the external tutor, and reviewing, where applicable, the progress reports.
- c) Resolving any issues that may arise during the internship.
- d) Proposing any suggestions they deem appropriate for improving the internship experience.

11.3. External tutors, within their supervisory role, will carry out the following functions:

- a) Welcoming the student and organising their activities in accordance with the training project.
- b) Supervising and guiding the student's activities based on respect and commitment to learning and the acquisition of competences.
- c) Coordinating and collaborating with the academic tutors in the performance of the internship.
- d) Issuing a final report and, if necessary, an intermediate report on the student's performance during the internship.

Article 12. Change of academic tutor and partner entity/tutor

12.1. A student who wishes to change their academic tutor must submit a written, reasoned

request to the UNIE Internship Coordinator, who will decide on the validity of the withdrawal or request for change based on the reasons provided. If appropriate, a new tutor will be assigned within a maximum period of seven calendar days, starting from the day following the receipt of the reasoned withdrawal request.

12.2. In the event of a withdrawal or request to change the partner entity where the internship is being carried out, the student must submit a written withdrawal from their initial choice or a written, reasoned request for change, directed to the UNIE Internship Coordinator. The Coordinator will assess the validity of the withdrawal and, if appropriate, will assign a new partner entity as soon as possible, considering the availability of other partner entities where the internship can take place.

Chapter IV: On passing the internship

Article 13. External tutor and student reports

13.1. At the end of the internship period, the student and their external tutor will send the evaluation reports to the academic tutor. Where appropriate, an interim monitoring report may be prepared in accordance with the characteristics of the practices of each qualification.

13.2. The external tutor will include in their final report the number of internship hours completed by the student, together with an assessment of the aspects outlined in the training project for each qualification.

13.3. At the end of the internship, the student must complete and submit to the academic tutor through the virtual campus all the activities listed in the corresponding course syllabus for evaluation, including a final report that will contain the following points:

- a) Student details.
- b) Identification of the partner entity and the address where the internship was carried out.
- c) Specific and detailed description of the assigned areas and departments and the tasks performed.
- d) Assessment of the competences and knowledge acquired in relation to the tasks performed.
- e) Identification of problems addressed and solutions proposed in the context of the tasks performed.
- f) Evaluation of the internship and proposals for improvement.

13.4. Upon satisfactory completion of the internship, certificates for both the student and external tutor may be issued upon request.

Article 14. Report and evaluation by the academic tutor

14.1. The academic tutor will evaluate the internship, taking into account the final report and the reports presented by the external tutor and the student in accordance with the evaluation

criteria set out in the training programme. The academic tutor will complete the student internship evaluation report and the corresponding grade record.

14.2. The grade for external internships will be awarded on the basis of the following numeric scale from 0 to 10, to one decimal point, to which a corresponding qualitative grade will have to be added:

- 0 - 4.9: Fail
- 5.0 - 6.9: Pass
- 7.0 - 8.9: Credit
- 9.0 - 10: Distinction
- 9.0 – 10: Honours

14.3. In the event that the student does not pass the course in the ordinary assessment period, they must redo the internship report and submit it on the date of the second assessment period.

Article 15: Academic recognition and accreditation

15.1. Academic recognition of external internships will be carried out in accordance with the rules and procedures established by the University.

15.2. The competent academic management body of the University, the Faculty or the person delegated shall issue, at the student's request, a document certifying the evaluation obtained, containing the following details related to the internship:

- a) Student details.
- b) Partner entity and place where the internship took place.
- c) Start and end dates.
- d) Activities performed.
- e) Any other relevant details as deemed appropriate.

15.3. The University will ensure that the format of the document certifying the internships facilitates communication with partner entities and promote student international mobility by adopting a format similar to that used for European mobility programmes.

15.4. The European Diploma Supplement will include the external internships carried out.

Chapter V: Quality assurance of external internships

Article 16: Coordination

16.1. Each official and private qualification will have an External Internships Coordinator assigned from among the programme's faculty. Their responsibilities will include, but are not limited to, the following:

- a) Providing students with information about the course, with particular attention to the schedule, submissions and assessment criteria.

- b) Coordinating with the Programme Director the implementation of the course syllabus.
- c) Coordinating the assignment of academic tutors.
- d) Informing students of the assignment of academic tutors.
- e) Resolving academic issues related to the course.
- f) Coordinating the evaluation of the course and managing the evaluation records.

Article 17: Quality committee for the programme's external internships

17.1. The qualification's External Internships Committee will be made up of the Programme Director, the Careers Service and the External Internships Coordinator of each programme, who will meet at the start of each assessment period with the aim of:

- a) Reviewing the course syllabus.
- b) Coordinating the tutoring and monitoring mechanisms.
- c) Validating external internship centres.
- d) Analysing the progress of the course and establishing relevant improvement plans.

Additional provision

All gender-neutral terms used in this regulation shall be understood to apply equally to both masculine and feminine, depending on the sex of the person performing the function.

Final provision

This regulation shall come into force the day after its approval, and will be published through the commonly used internal and external information system of the UNIE.