

REGULATIONS OF THE FACULTY OF SCIENCES FOR EXTERNAL ACADEMIC INTERNSHIPS OF THE MASTER'S DEGREE STUDIES

(Approved by the Governing Committee 1/2022 of the Faculty of Sciences of the UdG on 3 March 2022)

Article 1. Aim

The purpose of these regulations is to develop and organize the essential aspects of external curricular and extracurricular internships that students from the Faculty of Sciences (FC) of the University of Girona (UdG) carry out in master's degree studies. The regulations adhere to both Royal Decree 592/2014, of 11 July, which regulates the external academic internships of university students, and to the Regulations for External Academic Internships for Bachelor's and Master's Degrees approved by the Governing Council of the UdG on 20 December 2012 and modified by the Executive Committee for Teaching and Students of 5 March 2015. Curricular internships are regulated in the courses established in accordance with RD 1393/2007, of 29 October, and amended by RD 861/2010, of 2 July, which regulates official university education.

Article 2. Concept

External academic internships are understood to be the training activity undertaken by students in any company or external entity, public or private, national or foreign. The aim is to apply and complement the knowledge they have acquired, bringing them closer to the reality of the environment in which they will carry out their his professional activity and develop skills that favour his incorporation into the labour market.

According to the UdG's *Regulations for external academic internships for bachelor's degrees and master's degrees*, students in master's degree courses taught at the FC could carry out their external academic internships (both curricular and extracurricular) at the UdG itself (in departments, institutes, research groups or chairs), according to the requirements established by each master's degree.

Curricular internships are configured as academic activities within the curriculum of each master's degree, either as part of specific internship subjects or as internships completed as part of a master's degree thesis (TFM), and the requirements established in the corresponding curriculum must be met (including the and evaluation of the corresponding subject).

Extracurricular external internships have the same purpose as curricular external internships, but they are not part of the curricula and, therefore, the student can carry them out voluntarily during their training period and wherever at the time of the application has not passed all the requirements to obtain the master's degree, as stipulated by the regulations of the UdG.

Article 3. Academic aspects of External Internships

3.1 Subject and duration

Curricular external academic practices are those marked by the current master's curriculum and always involve registration in the corresponding subject. The duration of these practices is determined by the number of credits assigned to the corresponding subject, with one ECTS equivalent to 25 hours of student work. Students may undertake external curricular academic practices from the beginning of the academic year until 31 August of the same academic year.

The duration of an external extracurricular academic internship at the FC is determined by the regulatory framework of the UdG, and students can undertake them voluntarily during their training period (from the beginning of the academic year until 31 August of the same academic year). Unlike external curricular academic internships, they do not form part of any curriculum, and students are therefore not required to register for any specific subject.

The schedule for external academic internships will be planned in a manner that ensures compatibility with students' academic, training, and representational activities at the University.

3.2 Requisites

Students who wish to participate in internships must be currently enrolled in a master's programme at the Faculty. For external academic internships, students must be enrolled in the corresponding subject of their master's curriculum.

Article 4. Economic remuneration

In the case of curricular internships, the host company/entity decides on the economic remuneration linked to the tasks carried out by the student.

Students will receive economic remuneration from the host company/entity for extracurricular internships. The FC will provide the company or entity hosting the student with the minimum amount required by the Office of the Dean for the internship. This minimum amount must be equivalent to or greater than the financial compensation set by the UdG's University Business Office for extracurricular external academic internships.

Article 5. Insurance

All students who carry out external academic internships must be covered by insurance in accordance with the UdG regulations (as set out in Appendix 1 of these Regulations).

Article 6. Offer and assignment of places

The offer of external internships in the FC master's degree programmes will be channelled through the UdG's Institutional Platform for Business Internships (PIPE, *Plataforma Institucional de Pràctiques Empresariales*): <https://apps.udg.edu/prem>. This platform offers places open and available to all students who meet the requirements as well as those places that students have proactively sought with a host company/entity (pre-allocated/pre-agreed places).

All companies, public administrations, foundations, non-profit organizations and the UdG's own centres that want to offer FC students external internships to complement the training acquired during the master's degree must register on the PIPE and detail the offer and the training project

that students will have to develop. The announcements of places available and calls for applications in each academic year and the relevant deadlines and dates will be made public through this platform and the coordinator of each master's degree.

The dean of the FC, or the person the dean delegates, will ensure the quality of the external academic internships announced on the PIPE. This quality check may lead to the exclusion of some offers. Accepted proposals will be announced on the PIPE within the deadlines established for each call.

In the case of internship offers that are not pre-assigned or where there is no prior agreement, students will have a period to apply on the same platform. Once this application period has ended, students will not be able to change the internships they have chosen. There will also be a period for company/external entities that have made internship offers to prioritize candidates who have applied for them. This will follow interviews or the selection method that the company/external entity deems most appropriate.

Once the companies/external entities have sent their priorities for applicants, the UdG will make the final assignment of places, respecting the preferences of the students and host companies/entities as far as possible.

If students reject or leave the internship once it has been assigned, they will not be able to have any other assignment (pre-assigned or open) during the same academic year, except the non-fulfilment of the training plan by the company or in cases of justified force majeure.

Article 7. Formalization of the framework specific agreement

Once the external academic internship has been assigned and before the start date of the internship, it will be necessary to formalize the educational cooperation agreement (CCE) between the student, FC and the company/entity, always attaching the Training Project (PF). The CCE will be signed by the representative of the company/external entity, by the head of the centre and by the student, attaching the PF as an annex.

Both the CCE and the PF must follow the model stipulated in the UdG external academic practice regulations for undergraduate and master's degrees. The formalization of the CCE will require that the company/external entity meet the price established, if applicable, in the budget of the UdG for each financial year. The CCEs will identify whether it is appropriate to apply bonuses or exceptions on these prices. The deadline for starting the CCE procedures is conditioned by the deadline for making offers by companies/external entities and for submitting candidacies by students that will be published in each call for each academic year and in any case not it may be beyond the first fortnight of June of the current academic year.

In the event of any modification to the agreement, the student must request this formally from the FC academic secretary within 10 working days of the end of the agreement. In no case will this modification extend the period of the internship beyond the deadline for the end of the external academic internships determined for each call.

Article 8. Enrolment

For external curricular academic internships, the student **must first register** for the corresponding subject before beginning the internship and starting the process of signing the Educational Cooperation Agreement (CCE).

When registering for the subject, the student must **choose** the appropriate group depending on when they want to present their report:

- **GROUP-F:** for the **February** evaluation call
- **GROUP-J:** for the **June** evaluation call
- **GROUP-S:** for the **September** evaluation call

Internships that take place during the summer months correspond to the previous academic year and are evaluated in September. If students need to change the evaluation call, they must notify the Academic Secretary's Office of the Faculty at least 15 working days before the deadline for submitting their report.

Article 9. Tutoring

To ensure the successful implementation of external academic practices, both the company/ external entity and the UdG must designate tutors (a company tutor and an academic tutor), who will work in coordination with each other. The name of the company tutor must be included in the offer and cannot be the same person as the academic tutor.

9.1. The academic tutor

For external academic internships, the academic tutor will be a professor from the University, whose field is related to the programme of study, preferably from the FC. The coordinator of the corresponding master's degree programme proposes the academic tutor, who will ensure that the student takes advantage of the internship.

If the company tutor is the same person proposed as the academic tutor, the master's coordinator will propose another professor as academic tutor.

The offer and the acceptance of extracurricular internships will require the proposal and acceptance of an academic tutor. The proposal of academic tutor can come from the student or the company and will be approved by the dean, or the person the dean delegates.

The academic tutor must be a professor from the UdG who preferably teaches in the same branch of knowledge as the course the student is taking.

The academic tutor's responsibilities (see art. 12 of Royal Decree 592/2014, of 11 July), include:

- ensuring the correct development of the training project,
- effectively monitoring the internship,
- authorizing modifications to the training project and
- evaluating the report produced by the student.

The academic tutor must contact the student at least twice to monitor the training project. At the same time, the academic tutor can contact the company tutor when deemed necessary. The academic tutor will evaluate the internship report presented by the student.

Academic tutors have the right to have their activity recognized, to be informed of the training project and conditions in which students develop the activity, and to have access to the entity to ensure the training project is developing well.

9.2. The tutor of the company or entity

The company/entity tutor must be a person linked to the host organization and an experienced professional, whose work is relevant to the objectives of the training project and who is able to monitor the rights and duties of the students. The responsibilities of the tutor of the company/entity are set out in art.11 of Royal Decree 592/2014, of 11 July. These include:

- accepting the training project,
- monitoring the project and checking that the student is benefitting from the training,
- writing the final assessment report and
- supporting and guiding the student on aspects related to the internship.

Article 10. Assessment of external academic internships

Upon completion of both curricular and extracurricular internships, the company/external entity tutor is required to provide a final evaluation report. Similarly, the student should submit an internship report, and the academic tutor should make a final assessment report based on the evaluation of the company/external entity tutor and the student's report. All these procedures are carried out electronically on the PIPE.

The final assessments will be based on the following criteria:

- **50% of the total will be based on the company/external entity tutor's report**, which will qualitatively assess the student's professionalism and mastery of skills.
- **50% will be based on the academic tutor's report**, which will assess the practices carried out, the skills and knowledge acquired by the student during the stay at the company/entity based on the report presented. This report should include the description of the company/entity, clarity in the description of the methodologies learned, the order and presentation of the report, and the use of bibliography, among other factors.

In the case of curricular internships, the master's coordinator will collect the evaluation reports from both the company tutor and the academic tutor and enter the final grade on the students' transcripts.

For extracurricular internships, the academic tutor should indicate whether the internship has been completed on the UdG's PIPE platform.

Article 11. Content and structure for the internship report

The report submitted by the student must meet certain requirements to ensure its quality and completeness. It should be at least five pages long and not exceed 15 pages, including any appendices, but not counting the title page and index. The report should contain the following elements:

- A description of the internship subject and the host company/entity. This should include information on the type of activity, the organization, the work dynamics, and the agents involved.
- A detailed account of the activities carried out during the internship, including information on the methodology used, instrumentation, campaign design, analysis protocols and techniques learned and practiced. The report should also include an evaluation of the usefulness of each of the techniques employed.
- If necessary, the report may include examples of results, such as laboratory sheets, field sheets or a practice diary.
- Information on any research conducted during the internship, including databases, framework directives and a bibliography.

The student must submit the report before the deadline, which will be determined by the FC in the academic calendar for each year.

Article 12. Previous work experience

According to the Regulations for External Academic Internships for Bachelor's and Master's Degrees, the aim of these internships at the UdG is to provide students with a learning experience in a company or external entity, without creating an employment relationship between the host and the student.

If students have prior professional experience related to their degree's skills (minimum of 800 hours), they may be exempt from completing the internship but not from registering for the subject, having a tutor, or preparing an internship report, which will be used to grade the subject.

To apply for exemption, students must submit a request to the Academic Secretary's Office of the Faculty with supporting documents, including an employment contract and a certificate from the company or external entity describing the tasks performed, the duration of the contract, and the number of hours worked (minimum of 800 hours). The corresponding master's degree coordinator will assess the application, and the dean of the Faculty will make the final decision based on the coordinator's report and submitted documents.

Article. 13. Confidentiality

In the CCE, the students and the academic tutors agree to maintain confidentiality in relation to internal information of the company or entity where the internships have been carried out. Data obtained during the internship must not be used without the express authorization of the company/entity and the UdG.

If the clauses present in the CEE do not include the required aspects of confidentiality, the company/external entity may draft a specific bilateral confidentiality document according to specific needs.

Final provision

This regulation will come into force for all students enrolled in a master's programme in the academic year 2021-22 from the day after the date of its approval by the Governing Committee of the FC of the UdG.

Appendix 1

Insurance

Students doing an external academic internship must be covered by insurance, according to the following guidelines.

Within Spain:

- Students under the age of 28 are covered by the compulsory school insurance that they sign up for each year when they register.
- Students over 28, or who will be before the end of the internship in the company/entity, must take out the UdG's insurance when they register.

Outside Spain:

Since school insurance does not cover students going abroad, they must take out mobility insurance as follows:

- For countries within the European Union, they must obtain the European health card and take out mobility insurance.
- For other non-EU countries, they must take out international mobility insurance to cover the UdG period of the internships. Before the start of the internship, students must present proof of the insurance taken out to the Academic Secretary's Office of the Faculty.