

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

(Approved by the Governing Committee 3/2018 of the Faculty of Sciences of the UdG on 15/03/2018)

Article 1. Aim

The purpose of these regulations is to develop and organize the essential aspects that regulate the external curricular and extracurricular practice 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 the Royal Decree 592/2014, of 11 July, which regulates the external academic internships of university students, and to Regulations for external academic internships for degrees and master's degrees approved by the Governing Council of the UdG on December 20, 2012 and modified by the Delegate Commission for Teaching and Students of March 5, 2015. Curricular internships are regulated in the courses established in accordance with RD 1393/2007, of October 29, amended by RD 861/2010, of 2 July, which regulates official university education. It also considers the document *Criteris que dona la gerència de la UdG a l'Oficina de Serveis a l'Empresa de l'OITT per a gestionar els convenis de pràctiques extra curriculars professionalitzadores (Criteria given by the management of the UdG in the OITT Business Services Office to manage professional extra-curricular internship agreements)*, signed 19 April 2017.

Article 2. Concept

External academic internships are understood to be the training activity developed by a student in any entity, public or private, national or foreign. The aim is to apply and complement the training acquired, bringing the student closer to the reality of the environment in which he will carry out 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 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 external internships are those internships that are configured as academic activities within the curricula of each master's degree, either as part of specific internship subjects or as internships in the Master's Degree Thesis (TFM), and will suppose the surpassing of the requirements established in the corresponding plan of studies (including the enrolment 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 as long as they have not exceeded all of the requirements to obtain the degree, as stipulated by the regulations of the UdG.

Article 3. Academic aspects of External Internships

The regulatory framework in force at the University of Girona will determine the duration of an internship at the FC.

3.1 Curricular external internships

3.1.1 Subjects and duration

Curricular external internships are those marked by the current curriculum. The duration (in credits) will also be determined by this curriculum.

The total duration of the curricular internships for each internship subject in the master's degree curricula will be 25 hours per credit, which can be done from the beginning of the academic year until the last day of the same academic year.

3.1.2- Requisites

To carry out curricular external internships, students must meet the following requirements:

- They are enrolled in the subject linked to the internships in the corresponding curriculum.
- They must not have a contractual relationship with the company, institution, or public or private entity or the university in which the internship will take place, in accordance with art. 3 of these regulations.

3.2- Extracurricular external internships

The regulatory framework in force at the UdG will determine the duration of a student's extracurricular internships at the FC.

In addition, the student may not have a contractual relationship with the company, institution, or public or private entity or the university in which the internship will take place, except with the express permission of the person responsible for external internships linked to each study, **in accordance with art. 3 of these regulations.**

Article 4. Economic remuneration

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

Students may receive economic remuneration from the host entity for extracurricular internships, according to the current regulatory framework.

Article 5. Insurance

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

Article 6. Offer and assignment of places

The offer and assignment of places for curricular internships that form part of the TFM is determined by the FC's regulatory framework of the TFM.

The offer of other external internships in the FC master's degree studies will be channelled through the UdG's PIPE platform. This platform, in addition to including places open and available to all students who meet the requirements, will also include those places that students have proactively sought with a receiving entity (they will be pre-allocated places).

All companies, UdG's own centres, public administrations, foundations and non-profit organizations that want to offer FC students external internships to complement the training acquired during the master's degree must register with on the PIPE platform and to detail the offer and the formative project that the student will have to develop. The announcements of places available in each academic year and the relevant deadlines and dates in each of the announcements will be made public through this platform.

The dean of the FC, or the person the dean delegates, will ensure the quality of the curricular internships published through the PIPE platform that are aimed at the students of the centre. This quality check may lead to the exclusion of some offers. Accepted proposals will be published through PIPE within the deadlines established for each call.

In the case of internship offers that are not pre-assigned, the student will have a period to register as a candidate through the same web platform. Once the registration period has closed, the student will not be able to modify the chosen internship options. There will also be a period for entities that have formalized internship offers to prioritize candidates registered in their offers. This will follow interviews or a selection method that an entity deems most appropriate.

In the case of pre-assigned internship offers, the place will be assigned automatically through PIPE.

Once the entities have sent their priorities for candidates, the UdG will make the final assignment of places, respecting the preferences of the students and receiving entities as far as possible. In the case of non-pre-assigned places, this assignment will be made in accordance with the deadlines established in the calls.

If the student rejects or leaves the place once it has been assigned, he / she will not be able to have any other assignment (pre-assigned or open) during the same academic year, except for the non-fulfilment of the training plan by the company or in cases of justified force majeure.

Article 7. Formalization of the framework and specific agreement

7.1- Framework agreement

The Business Service Office (OSE) will guarantee the existence of a Framework Agreement with the company / entity interested in hosting an UdG student in internships, and if there is not one, will contact the entity to produce one.

If the internship is carried out in a foreign entity / company, it will not be essential to produce the Framework Agreement.

7.2- Educational Cooperation Agreement

Once the place has been assigned, it will be necessary to formalize the educational cooperation agreement between the student, FC and the company / entity. This must include **the training project and the period of the internship.**

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 last day of the current academic year.

Article 8. Enrolment

The student must enrol for the internship subjects established by each master's degree before starting the internship in the company.

Article 9. Tutoring

The assignment of the tutor for the internships for the Master's Degree Thesis (TFM) is regulated by the TFM regulations.

In order to ensure the development of the internships, the entity / company, on the one hand, and the UdG, on the other, will designate a company tutor and an academic tutor, respectively. These tutors will coordinate with each other. The tutor of the entity / company must be proposed in the offer of the place and this cannot be academic tutor.

9.1.- The academic tutor

For external internships, the academic tutor will be a professor of the corresponding master's degree, who will ensure the effective use of the internships.

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 finally accepted by the dean, or the person the dean delegates.

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

- Ensure the correct development of the training project
- Effectively monitor the internship
- Authorize modifications to the training project
- Collect the report produced by the student

The academic tutor must validate and sign the training plan described in the educational cooperation agreement, and subsequently monitor it. At the same time, the academic tutor can contact the company tutor as appropriate when deemed necessary.

The academic tutor has the right to the effective recognition of his/her activity, to be informed of the conditions in which the student will 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, entity or public institution

The tutor must be a person linked to the host organization and to an experienced professional, appropriate to the objectives of the training project and who will monitor that the rights and duties of the students in their charge are met.

The responsibilities of the tutor of the entity are set out in art. 11 of Royal Decree 592/2014, of 11 July. These include:

- Accept the training project.
- Monitor the project and check the student is benefitting from the training.
- Write a final report.
- Support and guide the student on aspects related to the internship.

Article 10. Assessment of external internships.

The TFM subject will follow the assessment criteria proposed in each master's degree study at the FC.

In the assessment of students of the practical subjects established in the curricula of each master's degree, the final report of the tutor of the company and the report presented by the student may be taken into account.

For extracurricular internships, the academic tutor must state whether the internship has been graded as a *pass* or a *fail*.

Article 11. Content and structure for the Company Internship Report

The student will prepare and deliver the final report to the academic tutor. This will contain at least the following points:

- a) Student's personal details.
- b) Name and location of the collaborating entity where the internship has taken place.
- c) Specific and detailed description of the tasks, work carried out and departments of the entity to which the student has been assigned.
- d) Assessment of the tasks developed with the knowledge and skills acquired in relation to university studies.
- e) List of the problems posed and the procedure followed for their resolution.
- f) Identification of the contributions that the internship has made in the matter of learning.
- g) Evaluation of internship and suggestions for improvement.

The report must be at least three pages long and must not exceed 15 pages (including any appendices).

The student will submit the report within the deadline, which will be approved 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 degrees and master's degrees approved by the UdG Governing Council, the recognition of professional activity is contemplated. This may exempt the student from the internship, but not from the enrolment, the tutoring and the assessment, and therefore of the production of the internship report which will be the basis for grading the subject.

In order to process the recognition of professional activity and exemption from the internship, it will be necessary to request it and attach the documentation accrediting the relationship with the institution (contract, administrative appointment, census registration or others) and a report from the company specifying the tasks, functions performed and hours of dedication. The student must accredit a work experience of at least the same number of hours as the internship subjects established in the curricula of each master's degree, according to section 3.1.

Article. 13. Confidentiality

In the educational cooperation agreements, or in the appendices of the framework agreements, it will state that the students and the academic tutors maintain confidentiality in relation to internal information of the company or institution where they have carried out the internships. Data obtained in the internship must not be used without the express authorization of the entity where the internship was carried out and the UdG.

The host company / entity may produce a specific bilateral confidentiality document, according to specific needs, in the event that the clauses present in the educational cooperation agreement do not include the required confidentiality aspects.

Final provision

This regulations will come into force in the 2018/19 academic year.

Appendix I

Insurance

Students doing an internship must be covered by insurance and will be formalized as follows:

Within Spain,

If the student is under the age of 28, he / she is covered by the compulsory school insurance that he / she signs at the time of registration for each course.

If the student is over 28 years old, or will be before the end of the internship in the company, he / she must take out the UdG's voluntary insurance, which is done at the time of registration.

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.

This mobility insurance can be taken out through the UdG or directly through an insurance company. In any case, the student must justify that he / she has contracted insurance for the entire period of external internships.