



REGULATIONS GOVERNING EXTERNAL INTERNSHIPS BY URV STUDENTS

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PREAMBLE

The teaching model at the Universitat Rovira i Virgili (URV) is centred on active learning by the student and includes external internships as one of its strategic element. Time spent working in businesses and other organisations enable students apply the competencies that they have acquired during their academic training in a professional setting and to learn new ones. Furthermore, through the internships they get to know institutions and centres connected to their own particular area of study and to acquire experience that will help them to find employment.

The current regulations governing external internships at the URV came into force during the 2008-2009 academic year and coincided with the initial implementation of new curricula adapted to the European Higher Education Area. This change to the methodology behind university qualifications led to the creation of those regulations and, four years later, we are now reaching a situation where the new methodology has been applied to every curriculum and where internships have been adopted across the board.

Furthermore, during this period, two further sets of regulations affecting external internships have been adopted. On one hand, there is the Statute of the University Student, which specifically states that bachelor's and master's students have the right to undertake external internships and the right to effective academic and professional tuition. On the other hand, there was the review of the regulations governing the external academic internships of university students, approved by



Royal Decree 592/2014, of 11 July, which eliminated to a large extent the legal uncertainties of thirty years regarding the administration of external internships and establishes a comprehensive regulatory framework fully adapted to the new curricula.

This new situation is what has led to the need to review the system of external internships at the URV and to the design of a new common regulatory framework for all the University's faculties, schools and administrative units.

ARTICLE 1. AMBIT OF APPLICATION AND TYPES OF INTERNSHIPS

1. These regulations apply to the curricular and extracurricular external internships that are undertaken by students on bachelor's, master's, doctoral and URV specific courses and that have a duration equal to or greater than one academic semester.

The term 'centres' in the present regulations includes all of the URV's faculties and schools and the URV's Lifelong Learning Centre.

2. External internships can be carried out in any company, institution or public or private entity in Spain or abroad.

URV students can also do internships within the University, in accordance with the Protocol for managing external internships within the University.

The possibility of undertaking internships at an entity, company or institution where a student carrying out professional activity must be established in each centre's guide for administering internships.

External internships may also be undertaken within the URV's service learning programme.

3. Curricular internships are specifically established as such in each curriculum and are consequently eligible for academic recognition.
4. Extracurricular internships are not specifically included in curricula. The student undertakes them voluntarily during their studies and they have the same training objective as curricular internships. They must be added to the European Supplement of the student's qualification in accordance with the current regulations.

ARTICLE 2. LEGAL REGIME

1. The right of URV students to undertake external internships is specified in the University Student Statute and they are governed by the regulations governing the external internships of university students, by the present regulations and by the various guides for administering internships approved by the board of each centre in accordance with article 3.2 of the present regulations.
2. The right of URV students to undertake curricular internships is specified in the regulations governing official qualifications and are also governed by curriculum of the course that the student is following.
3. In all cases, the relationship established between the student and the collaborating entity is strictly academic and under no circumstances will constitute a labour relationship.



ARTICLE 3. COORDINATION AND MANAGEMENT STRUCTURE OF THE INTERNSHIPS

1. The Committee for Students and the University Community is responsible for coordinating, discussing and continually improving the systems of external internships for URV students. The Committee for Students and the University Community has the following functions in this specific ambit:
 - a) To resolve and to propose coherent solutions for any disputes regarding the interpretation of the regulations.
 - b) To propose any modifications to the present regulations that it may deem appropriate.
 - c) To review the document templates relating to external internships and to approve any modifications to them.
 - d) To foster coordinated policies aimed at promoting, evaluating and improving the quality of the external internships undertaken as part of the courses offered by the URV.
2. The URV's centres are responsible for organising the management of their students' internships and for ensuring that they are of the required quality and that they function correctly. The centres are responsible for:
 - a) Establishing and defining internship programmes in collaboration with internship-hosting entities.
 - b) Authorizing the implementation of internships.
 - c) Defining the student selection process and criteria. These criteria must be objective and publicly available to the students.
 - d) Establishing the procedure for configuring the external internships offered as part of the service learning programme of the URV.
 - e) Defining the mechanisms for monitoring and evaluating the internships according to the stipulations of the applicable regulations.
 - f) Managing the annexes to the educational cooperation agreements relating to their students' internships, in accordance with the procedures and models established by all of the URV's centres.
 - g) Approving internship administrative guides that establish the specific nature of each course in relation to the present regulations.

Centres can create the internal units that they deem necessary for managing the external internships of their students and must adopt their own administrative guides that establish their specific nature in relation to the present regulations. The internship administrative guides must be reviewed by the Student Office (OFES) before they are approved by the board of the centre.

3. The Office of the Dean or Management of the Faculty/School will designate, from among the teaching staff, an internships coordinator or coordinators for each qualification or group of qualifications. Internships coordinators are the individuals responsible for all communications regarding internships and for transmitting important information to the people at their faculty/school who are involved in the processes relating to external internships.



The responsibilities of the internship coordinators include:

- a) Coordinating the tasks of the academic tutors.
 - b) Coordinating relations with the companies and entities where students carry out their internships.
 - c) Validating the training plans of the proposed extracurricular internships aimed the students for whom they are responsible, authorizing the resulting internships and assigning an academic tutor.
 - d) Acting as the liaison between the centre and the company, the competent vice-rector and the internships administrative unit.
 - e) All those competences of the centre established in the previous article which the Office of the Dean or Management delegate to the coordinator.
4. In the ambit of the present regulations, the Student Office is the overall unit responsible for providing technical assessment and support to the administrative units of the centres and to the Committee for Students and the University Committee. The Student Office is responsible for implementing management improvement projects based on the needs of centres, for assessing the interpretations and revisions of internship regulations and for ensuring the creation of reports.
 5. Within the ambit of the present regulations, the Educational Resources Service (SREd) is responsible for providing evaluations and methodological support for the external internships.

ARTICLE 4. STUDENT REQUIREMENTS AND NATURE OF THE INTERNSHIPS

1. External internships may be undertaken by URV students and students from other Spanish and foreign universities who are studying at the URV through mobility programmes or through collaboration agreements.
2. Students who undertake curricular internships must register for the subject established in the curriculum and must comply with the requirements and obligations stipulated in the course curriculum.
3. Students who undertake extracurricular internships must be registered during the academic year in which their internships take place.

In general, bachelor's students who undertake extracurricular internships must have passed 120 credits by the time they begin the internship. Each centre's administrative guide for internships must stipulate any exceptions given the specific nature each course.

Students who have passed all the credits needed to request the issuance of their degree certificate may undertake external extracurricular internships until the end of the academic year.

4. Students who carry out external internships have the rights and obligations stipulated in the current applicable legislations.
5. The external internships covered by the present regulations are strictly academic. For this reason, the content of the internships must always be linked to the student's studies. The educational cooperation agreement must state the relationship is non-contractual.

Nevertheless, if the internships include any form of financial remuneration



for the student, the collaborating entity must register the student with the general Social Security regime, as stipulated in the current regulations.

All students who undertake external internships are covered in the event of any accident by their compulsory academic insurance or, if they do not have such cover, by the alternative private insurance that University has provided.

ARTICLE 5. PAYMENT FOR INTERNSHIPS

1. External curricular internships may be remunerated if this is agreed by the teaching centre and the collaborating entity, company or institution.
2. In general, external extracurricular internships are remunerated. The minimum amounts awarded as grants or bursaries are approved each academic year by the Committee for Students and the University Committee, as delegated by the Governing Council. The internship administrative guides can establish higher minimum amounts regarding financial remuneration for the internships that form part of their courses.

The obligation to provide remuneration may be waived if the following conditions and requirements are complied with:

- a) The collaborating entity is a non-profit organisation.
 - b) The centre deems it appropriate to waive the obligation, either in all cases or in specific circumstances.
 - c) The collaborating entity registers the student with the Social Security regime, despite the fact that the student receives no remuneration. In exceptional cases, if the duration of the internships is less than three months and the centre authorizes it, students may undertake internships without being registered with the Social Security Regime.
3. In all cases, the funds received by the student have the status of a study grant or award, must be paid by directly the collaborating entity and are subject to the applicable fiscal regime.
 4. The existence or not any form of remuneration, the amount paid and the form of payment will be determined in the annex to the agreement for each internship.

ARTICLE 6. THE PERIOD OF THE INTERNSHIP

1. The duration of external internships is:
 - a) In the case of curricular internships, defined in the curriculum.
 - b) In the case of extracurricular internships, preferably no greater than 50% of the academic year (750 hours) from 1 September to 31 August. Every effort must be taken to ensure that the student's academic activities are correctly undertaken and supervised. The centre's administrative guide for internships may establish a minimum duration for its internships.

In exceptional cases, the duration of an internship may be extended to a maximum of 1000 hours depending on the academic performance of the student.

2. The student has the right to carry out their academic, educational,



representative and participatory activity provided that the corresponding collaborating entity, company or institution is informed with sufficient notice and the corresponding documentation is presented.

Specifically, students may be absent from the place of the internships for the time they require in the following cases:

- a) To attend evaluation activities or tutorials.
- b) To attend activities involving representation or participation in University bodies.
- c) For medical appointments.
- d) For other personal or academic situations that are approved by the tutors.

The recuperation or compensation of hours lost during an internship due to permitted absences or illness or accident must be agreed on by the academic tutor and the professional tutor, who will base their decision on the specific circumstances of each case and the achievement of the objectives stipulated in the training project.

If the hours are not recovered, the absence of the student due to illness or accident up to 5% of the total hours of the internship will not lead to the loss of any monthly grant or bursary payment that may be stipulated in the internship annex.

3. Extracurricular internships may be extended with the approval of the centre, the collaborating entity and the student and by the signing of a new annex. Including the additional hours of the extension, the total number of hours for the internship may not exceed the maximum limit established in article 6.1 or the present regulations. The application for an extension must be submitted by the collaborating entity with the approval of the student. The application must be submitted using the appropriate template document and sent to the URV centre at least 10 natural days before the end of the agreement. If the agreement finishes during August, the extension must be applied for before 20 July.
4. Internships automatically expire on the date specified in the agreement, provided that the parties do not agree to an extension. Internships may finish earlier for the following reasons:
 - a) By mutual written agreement of the parties.
 - b) If the collaborating entity, the centre or the student submits a written application for withdrawal before the expiry date. The withdrawal must be submitted in accordance with the procedures and using the template documents established by the Committee for Students and the University Community.
 - c) In the case of clear non-compliance with the clauses of the agreement, the internship agreement or the applicable regulations.

ARTICLE 7. ADMINISTRATIVE PROCEDURE

1. Entities that wish to host URV students on internships must enter into an educational collaboration agreement. These are identical for all URV centres and courses and are signed by the rector or delegated individual. The agreement establishes the legal regime governing the internship, the



general conditions and the rights and obligations of the parties.

2. Proposals to host one or more students on internships must be presented to each centre and must include the training project that the students to carry out. Once the proposal has been authorized and validated, the students are selected in accordance with the criteria specified in the centre's administrative guide for internships.
3. The internships of each student or group of students must be formalized by an annex to the previously signed cooperation agreement. The annex must take the form of one of the official template documents provided by the URV for this purpose. Each agreement must state the identities of the students and tutors, the agreed training project and the other conditions specific to the internship.
4. All internship agreements and annexes are administered in accordance with procedures and template documents specified in the present regulations and approved by the Committee for Students and the University Community. In exceptional circumstances, agreements and annexes may be drawn up in a format other than the URV's official template documents. In these cases, the documents proposed must respect the provisions of the present regulations and follow the URV's agreement signing protocol.
5. Students cannot begin internships without the existence of an educational cooperation agreement and the internship annex specified in this article. Agreements and annexes cannot be signed retroactively; that is all of the conditions must be formalized prior to the period when the internship comes into effect.

ARTICLE 8. THE TRAINING PROJECT AND THE TUTORS

1. The training project included in the annex must state the training objectives and the tasks that are to be carried out. The learning outcomes are established according to the professional competencies that the student is intended to acquire during the internship and correspond to the training and competence objectives of the student's course.
2. The training project cannot include activities that are unhealthy, harmful or dangerous, or activities that must be completed at night or on rotating 24-hour shifts.

In exceptional circumstances, the centre can authorize the undertaking of internships at night if it is essential to do so due to the nature of the activities proposed and provided that the educational value of the activities has been fully assessed.

3. At the URV, the tutorials of the student undertaking the internship must be provided by a member of the teaching staff from the course that the student is following (or from a related course). The academic tutors are responsible for supervising and evaluating the activities carried out by the students.



At each centre or on each course, the procedure for designating academic tutors must be included in the administrative guide for internships, and it must make clear the distinction between curricular and extracurricular internships.

The rights and obligations of academic tutors are stipulated in the current applicable legislation.

4. The professional tutor designated by the collaborating entity, company or institution is responsible for the student's training at the place of work.

The rights and obligations of tutors at the collaborating entity, company or institution are specified in the current applicable legislation.

The centres' administrative guides for internships may establish specific mechanisms for the effective recognition of the activities by tutors at the collaborating entities.

ARTICLE 9. INTERNSHIPS WITHIN THE UNIVERSITY

1. Students can undertake external internships at centres, structures or services of the URV.
2. The place to which the student is assigned and the specification of the other characteristics of the internship must be formalized in an agreement signed by the deans, heads of department and the heads of centres, structures or services of the URV.
3. The Committee for Students and the University Community must approve the administrative procedure and the proposal documents and internships documents that are specified in this article.

ARTICLE 10. INTERNSHIPS DURING DOCTORAL STUDIES

1. Doctoral students can undertake external internships provided that they are included in the Doctoral Students Activities Document evaluated by the academic committee responsible for the doctoral programme.
2. The proposed activities must be authorized by the coordinator of the doctoral programme. This authorization must make clear the relationship and suitability of the internships activities proposed with regard to the student's research work.

ARTICLE 11. INTERNSHIPS ABROAD OR IN THE FRAME OF MOBILITY PROGRAMMES AND AGREEMENTS

1. Internships that are undertaken in the frame of mobility programmes in which the URV participates are governed by the applicable regulations, procedures and specific documents. Anything that is not specifically covered by the programme regulations is governed by the present internship regulations.
2. All other internships that are undertaken abroad are governed by the present regulations.
3. In all cases, students who undertake internships abroad must have a specific insurance policy that covers health care, accidents and repatriation.



ARTICLE 12. STUDENTS WITH DISABILITY

1. Students with disability who undertake external internships have the right to receive tuition, information and assessment and to carry out their internships in the same conditions as any other student. Likewise, they have the right to balance their internships with their personal activities and situations related to their disability.
2. URV centres have to provide the academic tutors of students with disability with the information and training they need to carry out their role. For their part, tutors must supervise and, if necessary, request the supporting resources needed to ensure that students with disability can undertake their internships under conditions of equal opportunity, non-discrimination and universal access.
3. The centres must prioritize the selection and awarding of internships to students with disability so that they can be assigned to entities, companies or institutions that guarantee universal access including access to transport to and from these entities.
4. The centres must encourage entities, companies and collaborating institutions to provide the means for students with disability to undertake internships with them, including the human, material and technological resources needed for them to do so under conditions of equality.

FIRST TRANSITORY PROVISION

These regulations are also applicable to students on courses first cycle, second cycle, and first and second cycle courses that are in the process of being discontinued.

SECOND TRANSITORY PROVISION

During the implementation period of the new system for administering educational cooperation agreements that is specified in the present regulations, the centres may continue with the previous system followed by deans and directors when signing specific agreements, provided that no educational cooperation agreement has been signed with the collaborating entity, company or institution in accordance with the present regulations and that the specific circumstances require the immediate signature of the agreement in order to initiate the student's or students internship.

THIRD TRANSITORY PROVISION

Each centre's administrative guides for internships must be adapted to the present regulations and to the current regulations applicable to external internships.

FORTH TRANSITORY PROVISION

Temporarily, and to facilitate introduction to all URV centres and courses, the exception specified in section C of article 5.2 may also be applied to profit-based companies and entities during the 2017-2018, 2018-2019, 2019-2020 and 2020-2021 academic years, if deemed necessary by the academic staff of the centre.

REPEAL PROVISION

The present regulations repeal the Regulations governing external internships by URV students, approved by the Governing Council on 10 July 2008.

They also repeal any provisions in the internship regulations of centres that



contravene or are incompatible with the present regulations.

FINAL PROVISION

These regulations will enter into effect for the 2013-2014 academic year.