



RULES AND REGULATIONS FOR ACADEMIC INTERNSHIPS

CUNEF Universidad

*Initial Approved: 21 November 2022
Modification: 17 July 2023*

1. BASIC REGULATIONS

Academic internships for university students are governed by:

- Royal Decree 1791/2010, of 30 December, which approves the University Student Statute and establishes the concept of academic internships as an educational activity.
- Royal Decree 592/2014, of 11 July, which specifically regulates all aspects related to academic internships.
- Royal Decree-Law 8/2014, of 4 July, which approves urgent measures to promote growth, competitiveness and efficiency, and establishes the total discount in Social Security payments for academic internships for university and vocational training students.
- Royal Decree 822/2021, of 28 September, which determines the organisation of university education and the corresponding quality assurance procedures.

CUNEF Universidad has established these rules and regulations for academic internships in accordance with the legislation listed above.

2. ACADEMIC INTERNSHIPS

Academic internships are an educational activity carried out by university students and supervised by universities, aimed at allowing students to apply and complement the knowledge acquired, and enhancing students' competencies, employability and entrepreneurship skills.

2.1. Types of academic internships

There are two types of academic internships: curricular and extracurricular.

- a) **Curricular internships:** academic activities included in the Undergraduate or Graduate Curriculum as compulsory or elective courses.
- b) **Extracurricular internships:** internships that are not included in the corresponding curriculum, done by students of their own accord.

2.2. Requirements

To do an academic internship, students must meet the following requirements:

- a) They must be enrolled throughout the internship in an official or university-specific degree at CUNEF Universidad.
- b) Undergraduate students must have obtained at least 120 of the ECTS included in their curriculum, including all the ECTS for the first year.
- c) If the internship is curricular, students must also be enrolled in all the courses necessary to complete their degree, including the internship course.

2.2.1 Exceptions

Pursuant to the provisions of article 8.2.c) of Royal Decree 592/2014, which specifically regulates all aspects related to academic internships, university students may do their internship at a company or institution with which they already have a contractual relationship, provided that:

- a) The role and functions assigned to the student are in line with the learning outcomes of their degree and with the characteristics of the course as specified in the curriculum.
- b) The role and functions assigned to the student in the internship agreement are not identical to those already included in their contract.

To ensure that these requirements are met, we have in place the following procedure to authorize this internship scenario:

- a) The Dean or Director of the student's School at CUNEF Universidad will issue a report stating that the internship model proposed is in line with the learning outcomes of the student's degree and submit it to the department in charge of managing academic internships at CUNEF Universidad.
- b) The supporting documents required for the internship must state that it has been verified that the training content of the internship is suited to the learning outcomes of the degree and that the host company or institution guarantees that the student's internship functions will be different from those included in their employment contract.

2.3. Duration and working hours of academic internships

The duration of curricular academic internships will be determined by the ECTS of the internship course included in the curriculum. Any hours worked beyond the established duration will be counted as extracurricular academic internship hours. Credits awarded for extracurricular academic internships may not exceed 50% of the total credits enrolled for in the academic year.

The working hours for each academic internship will be established based on the company's business hours and the characteristics of the internship. In any event, they must be compatible with the academic and instructional activities of the student's degree.

2.4. Educational Cooperation Agreement and relationship with the partner organisation

Academic internships are subject to the terms and conditions established in the Educational Cooperation Agreement signed by CUNEF Universidad and the corresponding partner organisation.

Educational Cooperation Agreements shall include at least the following aspects:

- a) The name and contact details of the partner company, organisation or institution
- b) A declaration specifying that the nature of the internship is academic, not work-related or contractual
- c) A commitment by both parties to appoint internship tutors

- d) A training project determining the content and objectives of the internship
- e) The insurance policy that will be hired to cover the academic internship
- f) A guarantee that the student's personal information will be protected
- g) The leave policy that applies to the student
- h) The conditions of early termination of the internship, in case of breach of the terms of the agreement
- i) The rules and means for solving potential conflicts that may arise during the internship
- j) The form of recognition that CUNEF Universidad intends to offer the tutor at the partner organisation
- k) The duration of the agreement

These agreements can be formalised at any time during the year, always before the student joins the partner organisation.

2.5. Training project

Each of the schools at CUNEF Universidad must create, in cooperation with the partner organisation offering the internship, a training project determining the educational objectives and the tasks that the student must perform. The educational objectives and the content of the academic internships will ensure a direct relationship between the learning outcomes of the internship and the student's degree. The training project will be designed following the principles of inclusion, equal opportunities, non-discrimination and universal accessibility.

The training project must be included as an appendix to the Educational Cooperation Agreement. The partner organisation will assign a tutor to establish and supervise the student's tasks during the internship. Likewise, CUNEF Universidad will appoint, in the Teaching Plan for each academic year, a professor in charge of defining the syllabus for the internship course and including the necessary requirements and standards to ensure that the training project is properly completed. This CUNEF Universidad professor will also be tasked with evaluating the learning outcomes in collaboration with the external tutor.

Any changes to the conditions contained in the initial offer of the academic internship must be communicated by the partner organisation to CUNEF Universidad for acceptance.

2.6. Data protection

By participating in the internship allocation process, students accept the content of these rules and regulations and authorise CUNEF Universidad to use their personal data for the correct management of academic internships, in accordance with Organic Law 3/2018, of December 5, on the Protection of Personal Data and Guarantee of Digital Rights.

3. EVALUATION OF ACADEMIC INTERNSHIPS

The evaluation of curricular and extracurricular academic internships will be based on the internship report submitted by the student, assessed according to the objectives established in the training project included in the agreement with the partner organisation. The internship tutor at the partner organisation must also submit an internship evaluation report. The content and aspects to be considered in the report that students must write once they complete the academic internship will be specified in the internship course syllabus. This report must be handed in within the established deadlines.

Once the academic internship period is over, the tutor at CUNEF Universidad will evaluate the following aspects based on the report submitted by the tutor at the partner organisation and the internship report written by the student:

- Achievement of the objectives set out in the training project
- Completion of the tasks included in the training project
- Content and quality of the student's report

Academic internships will be graded as follows: In undergraduate degrees, 60% of the grade will be based on the aspects listed above, and 40% on the external tutor's evaluation. In graduate degrees, the weighting will be described in the corresponding Degree Report.