

CURRICULAR INTERNSHIPS

Credits: From 6 to 30 ECTS/Electives

OBJECTIVE

External academic internships constitute a formative activity supervised by the University. Its aim is to allow students to apply and complement the knowledge acquired during their academic education. This will favor the acquisition of skills that will prepare them for professional activities, facilitate their employability and promote their entrepreneurial capacity.

ALLOCATION OF CREDITS

Curricular internships are configured as part of the academic activities of the Program and, as such, are equivalent to formal elective courses. Credit allocation for these external internships will be computed as part of the credits allocated in the BIR/BIE curriculum to **elective** subjects. Students will still be expected to complete any mandatory course in their respective study plans in conjunction with an internship as mandatory courses are not covered by internship credits. It is possible to allocate a minimum of 6 ECTS and *up to* a maximum of 30 ECTS (for BIR/BIE) to these curricular internships. Credits for Curricular internships **are charged at the same fee as all elective courses**. The student hereby commits to fulfill his/her agreement with the company or institution and to complete the internship activity until the end of the established period of time.

The following table shows an estimation of how many ECTS can be allocated, according to the duration of the internship. Please note the allocation of credits is ultimately based on hours, the table below is an estimation.

| Months | ECTs |
|------------|------|
| 2 | 6 |
| 3 | 12 |
| 4 | 18 |
| 5 | 24 |
| 6 and more | 30 |

In order to introduce the maximum flexibility in the process and exploit several types of internships, certain margin in the credit allocation may be considered depending on the characteristics and extent of the internship. These special cases will be evaluated by the *Internships Academic Committee*, headed by the Dean and composed by the Bachelor Degree Director and the internships academic tutor. Based on the project to be undertaken by the student and agreed with the host institution, they will assign the corresponding credits.

CANCELLATION AND EARLY TERMINATION OF INTERNSHIPS

Cancelling and/or early termination of an internship is, as a rule, not allowed by IE University. It can potentially cause difficulties for the company, damage the reputation of IE University, and therefore be disadvantageous to the whole student body.

Under no circumstances will the student unilaterally stop the activity before receiving consent from Program Management. If the student stops the internship without notification and without receiving approval, the student will receive a Failed grade (0.0) in the ordinary and extraordinary call for up to six (6) ECTS corresponding to this course.

Failure to complete a Curricular Internship will imply that the activity will not be validated. The fact that a student unilaterally ends an internship will be taken into account when considering the authorization for new internship applications.

REQUIREMENTS TO CARRY OUT A CURRICULAR INTERNSHIP

To carry out a curricular external internship in a collaborating organization, the following requirements should be fulfilled:

- The student must be **enrolled for the corresponding elective** ECTS associated to the external internship (after internship approval).
- The student needs to submit their application via <https://internships.ie.edu/> at least **TWO WEEKS** before the internship starts.
- If a student wishes to sign an agreement for an internship that they have already started they may do so, respecting the two-week window. Hours worked will be counted from the start date confirmed in the agreement between the Convenios department and the company. Any previously worked hours cannot be counted for credits. The hours counted towards credits are those worked between the start date and end date on the internship agreement from Convenios.
- The student should have **no more than 12 ECTS pending** from the previous academic years of enrollment. This includes failed courses or courses pending in the extraordinary call.
- Students who withdraw from their study abroad placement outside the given timeline and without recognized justification will have their Internship application rejected. |
- Having a **valid DNI/NIE document/card** is a legal requirement in Spain. Not having a currently valid document (for example, having an expired DNI/NIE) will result in your internship application being **rejected** by the university.
- The University **must have signed an Educational Cooperation Agreement** with partners of the private or public sector, national or international, where the internship will be carried out. This Agreement is the regulatory framework governing the relationship between the student, the collaborating organization and the University. This Agreement must be subscribed no matter whether the internship has been obtained through the IE Careers Department or directly by the student.
- The student must NOT maintain any **contractual relation** (neither could be a founder) with the company, institution or public or private entity or university, or have **direct family relations** in which the internship will be performed.

- An internship performed in a company where the student has participated as a **founder** could NOT be considered a curricular internship.
- It is NOT possible to get official credits for **more than two curricular internships** throughout the program.
- If the internship is conducted outside of Spain, the student must inform the University ten (10) days prior to departure in order to issue an adequate **insurance**.
- Applications for internships during the semester will be dependent on Program Management's individual assessment to determine if the student can commit to part-time working schedules while maintaining priority over their academic study load.
- Depending on the nationality of the student, a **visa** for internships may be needed for undertaking internship overseas. Certain countries require additional procedures for obtaining these types of visas and it is the student's responsibility to manage. Although the Student Office may provide general guidance and support for the process, it is important to review visa application procedures sufficiently in advance and to consider, if necessary, the use of expert companies in managing this process.
- IE University **will not be able to sign an Internship Agreement** with any collaborating institution if the internship's duration goes beyond 31st of August of the student's final Academic Year. Internships past this dates must be applied for through the IE Careers PDP program.

EDUCATIONAL PROJECT

The educational project corresponding to any external academic internship must specify the educational objectives and the activities to be developed. Such objectives will be established taking into consideration the basic, generic and/or specific skills to be acquired by the student. Further, the internship contents will be defined to take advantage of the link between the studies undertaken and the competences to be acquired.

INTERNSHIP PERFORMANCE

The student is responsible for carrying out the internship Educational Project under the conditions determined by the University. At the beginning of the internship, the student will join the collaborating organization at the agreed date and will comply with the time schedule specified in the educational project. Also the student must show, at all times, a respectful attitude towards the policy of the collaborating institution preserving the reputation of the University, and must maintain confidentiality regarding internal information and professional secrecy on the activities, both during the internship and once it is over. The attendance policy established in the Educational Cooperation Agreement together with the collaborating organization will be applied or, failing that, the University policies will prevail.

For the development of the educational project, the student must follow the indications of the *professional tutor* assigned by the collaborating institution under the supervision of the University's *academic tutor*.

The *professional tutor* will provide support and assistance to the student to resolve issues of professional nature that are relevant to the fulfillment of the internship. The *academic tutor* will effectively track the normal development of the internship, ensuring the compatibility of the internship hours with the student's academic obligations.

The professional tutor will coordinate with the university's academic tutor the development of the activities established in the Educational Cooperation Agreement, including those possible adaptations of the Educational Project deemed necessary for the normal development of the

internship.

During the development of the internship, the student will maintain contact with the academic tutor according with the procedure proposed by the tutor at the beginning of the internship and will communicate any issues that might arise during the course of it.

INTERNSHIP GRADING & EVALUATION

The academic tutor will give a numerical grade from 0 to 10 to the internship activity by completing the corresponding assessment report. This grade will be stated in the student's transcript and will be used, properly weighted by the number of credits, in the calculation of the GPA. This activity will only have two calls, one ordinary and one extraordinary. Under no circumstances, the extraordinary period could be used for the performance of another internship.

The elements for the evaluation will be:

- **Company Intermediate follow-up report and final report of the Professional Tutor:** half way through the duration of the internship and at the end of it, the professional tutor will be asked to submit a report to the academic tutor via <https://internships.ie.edu/> that will contain the number of hours worked by the student and an evaluation of the following:
 - a) Technical ability
 - b) Learning ability
 - c) Tasks management
 - d) Oral and written communication skills
 - e) Sense of responsibility
 - f) Adaptability
 - g) Creativity and initiative
 - h) Personal involvement
 - i) Motivation
 - j) Receptiveness to criticism
 - k) Punctuality
 - l) Relations with the working environment

- **Intermediate follow-up report and final report of the student:** half way through the duration of the internship and at the end of it, the student will be asked to submit an intermediate report and a final evaluation of the Educational Project development to the academic tutor via <https://internships.ie.edu/> which should cover at least the following issues:
 - a) *What have I done?* Describe specifically and in detail the tasks, the work carried out and the departments of the institution where the internship was conducted.
 - b) *What have I learned?* Identify the contributions, in terms of learning, that have resulted from the internship (technical, methodological, personal and participative skills; development of values associated to innovation, creativity and entrepreneurship)
 - c) *Have I used what I have learned in my undergraduate studies to do this work? How / when have I used it?* Assess the tasks performed and the knowledge and skills acquired related to the university studies.
 - d) *What unexpected problems have arisen and how have I solved them?* Describe the problems raised and the proceedings for their resolution
 - e) *How do I value the experience?* Evaluation of the internship
 - f) *How the internships activity can be improved?* Feedback for improvement.

Obtaining a “Fail” grade

- The academic tutor may consider not approving the internship activity in the ordinary call if he/she considers that the intermediate and/or final reports do not meet the minimum requirements or if the evaluation of the collaborating organization does not justify it.
- Failure to submit the internship intermediate or final report via <https://internships.ie.edu/> on time and under the conditions specified, without duly substantiated cause, will lead to a failing grade. In case of obtaining “fail” for these reasons, the student will have the chance to correct the deficiencies of the reports in the extraordinary call of enrollment.
- The unjustified failure to comply the obligations undertaken by the student with the collaborating organization regarding to, inter alia, attendance, schedules, development of the educational project development, confidentiality, or infringement of other internal rules, will result in a grading of 0, fail. In this case, the student will forego the extraordinary call.
- In case of failing the extraordinary call, the student will have no possibility to obtain elective credits under any other external internship. The failed credits should be completed by enrolling in formal elective courses. In those subjects the student will only benefit of two additional calls, one ordinary and one extraordinary.
- After participation in the mandatory review session, students may send a written substantiated appeal, using the Grade Appeal Form, against the decision of the professor to the Associate Dean of the program via email. The Associate Dean will decide if there is sufficient ground for appeal and, if so, will request a 2nd marking process. Otherwise, the student and professor will be informed via email.
- In the event of proven infringement of the duties of confidentiality and professional secrecy, as well as any other irregularity regarding the internal rules of the host institution, the University may apply its Code of Ethics. This will be in addition to any potential legal responsibility that the student may face directly and personally due to his/her attitude or behavior.

Annex 1. Schedule for the curricular external internships

| | <i>Activity</i> | <i>Responsible</i> | <i>Timing</i> | <i>Process</i> |
|--|--|--|---|---|
| 0 | Obtaining the internship | Student or Careers Service | Up to two weeks before the beginning of the internship | Student to submit Initial Application via https://internships.ie.edu/ |
| 0 | Approval from the Program Direction if the student wants to recognize the internship for credits | Student | Before signing the agreement | https://internships.ie.edu/ |
| 1 | Allocation of credits | Academic tutor or Internships Academic Committee (if applicable) | 3 days after the definition of the Educational Project | Credit allocation uploaded to https://internships.ie.edu/ |
| 2 | Signing of the General Agreement and the Internship Specific Program | Careers Service | Up to two weeks before the beginning of the internship | https://internships.ie.edu/ |
| 3 | Identification of professional tutor | Careers Service | At the signature of the agreement | https://internships.ie.edu/ |
| 3 | Identification of academic tutor | Degree Direction | At the signature of agreement | https://internships.ie.edu/ |
| 4 | Definition of the Educational Project | Academic and professional tutor | 10 days after the signature of the agreement | https://internships.ie.edu/ |
| 5 | Insurance (if applicable) | Internship Monitoring Unit | 10 days before the beginning of the internship | |
| 6 | Visa (if applicable) | Student with the support of <i>Student Office</i> | After the signature of the Agreement, as soon as possible | |
| <i>Beginning of the internship according to the agreement</i> | | | | |
| 7 | Monitoring of the student | Academic tutor | During the internship | |
| 8 | Delivery of the midterm reports | Professional tutor and student | Middle of the internship period | to be submitted via https://internships.ie.edu/ |
| 9 | Evaluation of midterm reports | Academic tutor | 10 days after the delivery of the midterm reports | |
| 10 | Monitoring of the student | Academic tutor | During the internship | |
| 11 | Delivery of the final report and Internship evaluation | Professional tutor and student | 7 days after the end of the internship period | to be submitted via https://internships.ie.edu/ |

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|----|--------------------------------|--|---|---|
| 12 | Grading of the internship | Academic tutor | After the delivery of final reports | IE-Curricular Internships - Final Report - Academic Tutor.pdf |
| 13 | Grading revision | Academic tutor or Degree Direction (if applicable) | After the delivery of the grades or the revision decision | |
| 14 | Issuing Internship certificate | Degree Direction | On demand | IE-Curricular Internships - Certificate - Collaborating Institution.pdf |