

## EXTRACURRICULAR INTERNSHIPS

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**Credits: NO**

An **EXTRACURRICULAR INTERNSHIP** (in a company or NGO) is a short term internship (minimum duration 1 month) generally developed in the summer months between academic years. It does not have official credits assigned. However, it may be recognized by appearing in **the European Supplement to your Diploma.**

### **REQUIREMENTS TO CARRY OUT THE EXTRACURRICULAR INTERNSHIP**

- The student needs to be enrolled at IE University during the internship period. Internships carried out before having joined IE University cannot be considered.
- Please bear in mind 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, as we will not be able to prepare the necessary documentation.
- The student needs to submit their application via <https://internships.ie.edu/> at least **TWO WEEKS** before the internship starts.
- The student **cannot** have any prior **contractual relationship** (nor be a founder) with the company, institution, public / private entity or university or have any **direct family relations** within the company in which the internship will be carried out.
- The student needs to fulfill the following academic requirements:
  - a. The student does not have **more than 12 ECTS pending** before the internship starts.
  - b. The student does not have any subject(s) in **4th call pending**.
  - c. The working schedule is compatible with the scholar schedule.
- Internships recognized in the European Diploma Supplement (SET) require a previous approval from the Program Management.
- 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.

- In order to accredit this activity, the collaborating institution and the student will be asked to submit two reports via <https://internships.ie.edu/>

**Institution's Final Report** (to be submitted by the collaborating institution where the internship was carried out);

*Deadline:* Seven days after having finished the internship.

**Student's Final Report** (to be submitted by the student)

*Deadline:* Seven days after having finished the internship.

- Both reports need to be submitted via <https://internships.ie.edu/> within the established deadlines. Any report received after the deadline will be disregarded.
- The report is the same no matter whether the institution is a NGOs or a private company.
- Please make sure to fill in the report thoroughly as the quality of these documents is decisive for the recognition of the extracurricular internship.

### **EARLY TERMINATION/CANCELATION**

1. 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 in the contract. In the event that the student encounters difficulties in fulfilling the activity or that the internship does not agree with the established criteria, the student will immediately contact all three parties – the host company representative, the Career's department at the university and most importantly the academic office ([internships.bir@ie.edu](mailto:internships.bir@ie.edu))
2. If a student terminates their internship before the official end date, without prior approval from the Program Management he/she will be banned to undertake internships in the 2 semesters following the original application approval.
3. Failure to complete an extracurricular internship will imply that the activity won't be validated.

**ANNEX 1. SCHEDULE FOR EXTRACURRICULAR INTERNSHIPS**

	<b>Activity</b>	<b>Responsible</b>	<b>Timing</b>	<b>Process</b>
0	Obtaining the internship	Student or Careers Service	Up to three weeks before the beginning of the internship	Student to submit Initial Application via <a href="https://internships.ie.edu/">https://internships.ie.edu/</a>
0	Approval from the Program Direction if the student wants to recognize the internship by IEU	Student	Before signing the agreement	<a href="https://internships.ie.edu/">https://internships.ie.edu/</a>
1	Signing of the general Agreement and the specific Internship Program	Careers Service	Up to two weeks before the beginning of the internship	<a href="https://internships.ie.edu/">https://internships.ie.edu/</a>
1	Identification of professional tutor	Careers Service	At the signature of the agreement	<a href="https://internships.ie.edu/">https://internships.ie.edu/</a>
1	Identification of academic tutor	Degree Direction	At the signature of the agreement	<a href="https://internships.ie.edu/">https://internships.ie.edu/</a>
2	Definition of the Educational Project	Academic and professional tutor	10 days after the signature of the agreement	<a href="https://internships.ie.edu/">https://internships.ie.edu/</a>
3	Insurance (if applicable)	Internship Monitoring Unit	10 days before the beginning of the internship	
4	Visa (if applicable)	Student with the support of <i>Student Office</i>	After the signature of the Agreement, as soon as possible	
5	Delivery of the final report of the institution and the student	Professional tutor and student	7 days after the end of the internship period or before September 1 <sup>st</sup> for summer internships	submit report via <a href="https://internships.ie.edu/">https://internships.ie.edu/</a>
6	Recognition in the European Diploma Supplement	Academic Registrar	At the graduation	European Supplement to the Diploma