



CURRICULAR INTERNSHIPS GUIDELINES

3RD, 4TH AND 5TH YEARS ONLY

(depending on your Program and Study Plan)

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 fulfilling their agreement with the company or institution and to complete the internship activity until the end of the established period.

Curricular internships must last a minimum of 180 hours (approximately 1 month and a half) and can last a maximum of 960 hours (approximately 6 months). Please read the **IE University Internship Allocation of Credits BIR/BIR/BBABIR/BIE/BIEBIR chart** (annex 2) for the hours/credit equivalent.

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 Academic Office. 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:

- Single BIE students may begin to participate in curricular internships in the spring term of their 3rd year of studies. Single BIR students and Dual BBABIR/BIEBIR students may undertake curricular internships once they have successfully completed all exams from their third year of studies.
- The student must be **enrolled for the corresponding elective** ECTS associated with 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's intended start date.
- 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.
- For all students undertaking internships in Spain, **having a social security number is a mandatory requirement.**
- The University **must have signed an Annex 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.
- Students are advised not to modify their internship applications once they have been submitted. If they need to make changes, additions, or submit a new request, they should contact the SPEGA office at bir.bieinternships@ie.edu and we will assist them in the process.
- The student must NOT have any **contractual relationship** with, **be a founder** of, or **have direct family ties** to the company, institution, public or private entity, or university where the internship will take place.
- 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 these dates must be applied for through the IE Careers **JMI (Job Market Immersion Program)**. For more info [CLICK HERE](#)



INTERNSHIP PERFORMANCE

The student is responsible for carrying out the internship 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 Annex Agreement. 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 Annex Agreement together with the collaborating organization will be applied or, failing that, the University policies will prevail.

For the development of the internship, the student must follow the instructions 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 Office 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 Office the development of the activities established in the Internship Annex Agreement.

Throughout the internship, the student should follow the agreed communication procedure with the Academic Office and report any issues that may arise.

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:

- **Intermediate follow-up report & final report of the Professional Tutor from the Company:** 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 & 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 report 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 with 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 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 can the internship activity be improved? Feedback for improvement.

Obtaining a “Fail” grade

- The academic tutor may consider not approving the internship activity in the ordinary call if they consider 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 a “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 with the obligations undertaken by the student with the collaborating organization regarding to, inter alia, attendance, schedules, development of the internship, 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 from two additional calls, one ordinary and one extraordinary.
- After participating 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 Curricular External Internships

	Activity	Responsible	Timing	Process
0	Obtaining the internship	Student or Careers Service	At least two weeks before the beginning of the internship	Initial application via https://internships.ie.edu/
0	Approval from Program Direction if the student wants to recognize the internship for credits	Student	At least two weeks before the beginning of the internship	https://internships.ie.edu/
1	Allocation of credits	Academic Office	3 days after the definition of the internship	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/
4	Insurance (if applicable)	Internship Monitoring Unit	10 days before the beginning of the internship	https://internships.ie.edu/
5	Visa (if applicable)	Student with support from Student Services	After the signature of the Agreement, as soon as possible	https://internships.ie.edu/
Beginning of the internship according to the agreement				
6	Monitoring of the student	Academic tutor	During the internship	https://internships.ie.edu/
7	Delivery of midterm reports	Professional tutor and student	Middle of the internship period	To be submitted via https://internships.ie.edu/
8	Evaluation of midterm reports	Academic tutor	10 days after the delivery of the midterm reports	https://internships.ie.edu/
9	Monitoring of the student	Academic tutor	During the internship	https://internships.ie.edu/
End of the internship according to the agreement				
10	Delivery of the final report and Internship evaluation	Professional tutor and student	One month after the end date of the internship	To be submitted via https://internships.ie.edu/
11	Grading of the internship	Academic tutor	After the delivery of final reports	https://internships.ie.edu/
12	Grading revision	Academic tutor or Degree Direction (if applicable)	After the delivery of the grades or the revision decision	https://internships.ie.edu/
13	Issuing Internship certificate	Academic Office	On demand	ServiceNow on BlackBoard



**Annex 2: IE University Internship Allocation of Credits
BIR/BBABIR/BIE/BIEBIR**

Months Approx (40 hours/week)	Intervals of Hours	Credits
2	180-269	6
	270-359	9
3	360-449	12
	450-539	15
4	540-629	18
	630-719	21
5	720-809	24
	810-899	27
6	900-960	30