

# EXTRACURRICULAR INTERNSHIPS GUIDELINES

**Credits: NO**

An extracurricular internship (in a company or NGO) is not credit-bearing, although it may be recognized in the European Supplement to your Diploma. For 1st and 2nd-year students, extracurricular internships can only be completed during the summer period. From the 3rd year onwards, students may also undertake extracurricular internships throughout the academic year.

Extracurricular internships must last a minimum of 90 hours (approximately 1 month) and can last a maximum of 900 hours (approximately 5 and a half months) per academic year.

## 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.
- The student needs to submit their application via <https://internships.ie.edu/> at least **TWO WEEKS before** the internship's intended start date.
- The student needs to fulfil 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 IE schedule.
- 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.
- 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.biinternships@ie.edu](mailto:bir.biinternships@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.
- Internships recognized in the European Diploma Supplement (SET) require a previous approval from the Program Management.
- 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: one month 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.

### **CANCELLATION AND EARLY TERMINATION OF INTERNSHIPS**

1. The student hereby commits to fulfil 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 ([bir.biinternships@ie.edu](mailto:bir.biinternships@ie.edu))
2. If a student terminates their internship before the official end date, without prior approval from the Program Management, they 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.