

CURRICULAR INTERNSHIP POLICY

Master in Management, Business School

OBJECTIVE

A curricular internship constitutes a formative activity supervised by IE. 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.

REQUIREMENTS TO CARRY OUT A CURRICULAR INTERNSHIP

1. To carry out a curricular external internship in a collaborating organization, the student must send their internship offer to Program management (mimteam@ie.edu) at least 2 weeks prior to the start of the internship.
2. When the application is approved, the student will be enrolled in the Internship course and will have to **meet the requirements defined in the syllabus to receive academic credit for the internship**. Meeting the requirements is obligatory for the successful completion of the master program.
3. The curricular internship **can only be carried out during the specifically allocated times during their master program** or, in the case these times vary from the established ones, by **explicit approval from program management**.
4. **Curricular internships must take place within the dates of the master program**. Internships that have an end date beyond the end date of the program will be analyzed on a case-by-case basis.
5. Internships must be **full-time to be considered for academic credit**. The **only exception are part-time internships during the Electives period** of sufficient duration to replace up to 2 electives and previously approved by Program Management. Non-curricular internships during the program 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. Non-curricular internships carry no academic credit/weight.
6. The University **must have signed an Educational Cooperation Agreement** with partners of the private or public sector, national or international, **before** the student starts the internship. This agreement is the regulatory framework governing the relationship between the student, the collaborating organization and IE. This agreement must be signed regardless of whether the internship has been obtained through the IE

Careers Department or directly by the student. The student may not start the internship without Program Management's approval. Applications for internships that have already started without IE's prior approval will not be retroactively recognized.

7. The student must NOT maintain any **contractual relation** (neither could be a founder) with the company, institution, public or private entity, university or have **family relations** in which the internship will be performed.

8. It is not possible to get official credits for **more than two curricular internships** throughout the program.

9. Students are responsible for ensuring that the internship is compatible with their university schedule and exams.

10. If the internship is conducted outside of Spain, the student is responsible for taking out **an adequate health insurance for the destination**.

11. If the **internship is in Spain**, having a **DNI/NIE is a mandatory requirement**. Therefore, it must be valid or in the renewal process by the time students start their internship. Requirements can vary depending on the nationality: for more instructions and support they can contact Student Services Department at student.services@ie.edu.

12. If the internship takes place **outside of Spain**, students will not need to renew their NIE. Depending on the nationality of the student, **a visa may be needed for undertaking an internship in a different country**. Certain countries require additional procedures for obtaining these types of visas and it is the student's responsibility to manage. Although the Student Services (Student.Services@ie.edu) 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.

13. Legal requirements in some countries, such as the Republic of France, restrict the normal working week to 35 hours. In some special circumstances, companies may offer students supplementary Internship hours if the organization's sector adheres to these specifications of local labor law and fulfils all legal requirements. Organizations eligible to offer a 40h work week in those countries will have to confirm the same in an official document, stamped and signed, which the student must submit to Program Management for final internship approval.

14. **Curricular internships can be extended if the extension does not exceed the designated period for internships or interfere with any program elements**. The student must notify Program Management via email at least 1 month prior to the start of the extension to receive approval for the same.

15. **NDA** - Students are required to deliver assignments which refer to the student's experience at the internship and which will require specific details. Should the company

wish to enter into a nondisclosure agreement with IE, IE is prepared to sign a confidentiality agreement. Program management can provide a template for the NDA upon request.

ACADEMIC REQUIREMENTS

Curricular internships are configured as part of the academic activities of the Program and, as such, **are equivalent to formal courses**. Credit allocation for these internships will depend on the established duration of the internship.

The student that signs an internship agreement commits to fulfill his/her agreement with the organization and to complete the internship activity until the end of the established period of time.

Cancelling and/or early termination of an internship is, as a rule, not allowed by IE. It can potentially cause difficulties for the organization, damage the reputation of IE 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 **Fail grade for the curricular internship and will need to pass a reassessment in order to obtain the master degree**.

EDUCATIONAL PROJECT & EVALUATION

The educational project corresponding to the curricular internship will be specified in the **respective syllabus of the internship course** that the student is enrolled in. Depending on the duration of the internship, the student must meet the established objectives specified in the syllabus.

Furthermore, the **student is responsible for carrying out the internship educational project under the conditions determined by the IE**. 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 agreement. Also, the student must show, at all times, a respectful attitude towards the policy of the collaborating organization preserving the reputation of IE, and must maintain confidentiality regarding internal information and professional secrecy on the activities, both during the internship and once it is over.

The **collaborating organization must designate a supervisor** to provide support and assistance to the student and to resolve issues of professional nature that are relevant

to the fulfillment of the internship. Furthermore, the designated supervisor is **responsible for submitting an assessment of the student's performance to Program Management after the end of the internship.**

The **evaluation of the internship as well as the assignment of a final grade** for the internship is conducted by an **academic tutor**. The evaluation criteria for the internship are indicated in the syllabus and include both the organization's assessment as well as deliverable(s) by the student.

The final grade assigned by the academic tutor 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.

Failure to deliver any of the required deliverables by the indicated deadline without duly substantiated cause, will result in a **10% deduction of the grade for each week** that they are pending. **If the final report is not submitted up to a month late, the student will receive a Fail grade** for the internship course. All deliverable deadlines will be communicated to the student by Program Management before the commencement of the internship.

The academic tutor, upon evaluating the student's submissions and/or the organization's assessment may consider that **minimum requirements of the educational project have not been met and therefore assign a Fail** to the internship course.

In the case of a failing grade, the student will have to **complete a reassessment exam provided by the academic tutor**. The student will have to pass said exam in order to obtain the master degree.

In the event of a proven infringement of the duties of confidentiality and professional secrecy, as well as any other irregularity regarding the internal rules of the organization, IE 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 their attitude or behavior.