Guide of curricular internships ETSEIB
Guide of curricular internships

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1. Introduction and models of internships

External internships represent, in the new university model system, an important part of the comprehensive training of the student. According to the agreement of the Consell de Govern de la UPC 18/05 of 2012, “they must allow the student to apply and complement the acquired knowledge in its academic training, and therefore the acquisition of competences which will prepare him/her to practice professional activities, facilitating its occupation and encouraging its enterprising capacity”.

The regulation framework regulating the external internships is the following:

**BOE**
- RD 1707/2011 of November 18th “whereby the external academic internships of the university students are regulated”
- RD 1791/2010 of December 30th “whereby the Estatuto del Estudiante Universitario is approved”

**UPC**
- Regulation of external internships (Document de CG 18/05 2012 of May 2nd of 2012)
- Framework for the design and implementation of study plans of Bachelor studies at the UPC (Document de CG 16/04 2008 of April 9th of 2008)

The external internships in the bachelor studies and university masters studies taught at the ETSEIB are an optional or compulsory activity, curricular or extracurricular, which the student can carry out in a company, institution or public or private entity (from this point on, cooperative entity) of national or international area, once the 50% of the total ECTS credits or 15 ECTS in the case of the master studies. The maximum dedication to the external internships, curricular or extracurricular, during the academic course is of 900h, and during the studies of 1800h in bachelor studies and 1200h in master studies.

The corresponding credits to the external internships are counted in the optional block of the study plan (Q8 in the bachelor degrees and Q4 in the master’s degrees). Nevertheless, these external curricular practices can be carried out at any moment, whenever the academic conditions described in the previous paragraph are fulfilled. The number of hours which a bachelor or master student can carry out corresponding to a minimum of 12 ECTS and a maximum of 18 ECTS (around 30h/ECTS)

The students of the Master’s Degree in Occupational Health and Safety (MPRL) must carry out 12 ECTS and the students of the Master’s degree in Nuclear Engineering 15 ECTS of compulsory external curricular internships.

The extracurricular external practices are of volunteer nature and are neither part of the study plan, nor the academic record, although they will be added to the European Degree Supplement. These internships must be paid.

This guide sets out the rules for the development of the external curricular internships for Bachelor and Master Studies of the ETSEIB.
2. Objectives

In the framework of the EEES, the external internships make up a curricular training activity carried out under the supervision of the School, the aim of which is to complement the academic training of the student, helping the acquisition of generic and specific competences, which will prepare them for the professional exercise.

As a part of the academic record, the external curricular internships are subjects which are recognized in ECTS credits, are coursed, are evaluated and are marked.

The generic aims of these practices are the following:

- Contribute to the comprehensive training of the student, complementing the theory and practical learning.
- Facilitate the knowledge and the methodology of the work suitable for the professional reality where the student will have to act, contrasting and applying the acquired knowledge acquired in the university environment.
- Favour the development of technical, methodological, personal and participative competences
- Obtain a practical experience which will facilitate the work placement

3. Rights and duties of the student carrying out an internship

During the realization of the external academic internships, the student has a following number of rights and duties gathered in the RD 1707/2011, also portrayed in the UPC regulation which are:

<table>
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<tr>
<th>Rights</th>
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<tbody>
<tr>
<td>a) To the tutorship, during the internship period, by a professor of the School (academic tutor) and by a person of the company, institution or entity where this is carried out (professional monitoring).</td>
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<tr>
<td>b) To the evaluation according to the criteria established by the UPC and its teaching centres.</td>
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<tr>
<td>c) To the acquisition of a report by the cooperative entity where the internship has been carried out, with express mention of the activity carried out, its duration, and if necessary, its performance.</td>
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<tr>
<td>d) To receive, in those cases where is stipulated, the economic payment of the cooperative learning, regarding to the study grant agreements.</td>
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<tr>
<td>e) To the intellectual and industry property in the terms established by the regulating legislation of the matter</td>
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<tr>
<td>f) To receive, from the cooperative entity, information about occupational health and safety regulations.</td>
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<tr>
<td>g) To fulfil its academic activity, training and representation and participation, with the previous communication in advanced to the cooperative entity.</td>
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<tr>
<td>h) To have available the necessary resources for the access of disabled students to the same monitoring, information, evaluation and development of the internship in equal conditions.</td>
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<tr>
<td>i) To combine, in the case of a disabled student, the realization of the internship with the activities and personal situations derived or connected with the disability situation.</td>
</tr>
<tr>
<td>j) Those other rights expected in the current normative and/or the corresponding</td>
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</tbody>
</table>
agreements of educational cooperation subscribed by the University and, if necessary, the entity manager of the internships related to the cooperative entity.

### Duties

a) Fulfil the current normative about the external internship established by the UPC.

b) Know and fulfil the training Project of the internships following the instructions of the professional tutor assigned by the cooperative entity under the supervision of the person working as the academic tutor of the UPC.

c) Maintain contact with the academic tutor of the UPC during the development of the internship and communicate any incidence which can turn up, as well as to hand in the documents and the intermediate follow-up reports and the final memory required.

d) Start in the cooperative entity on the agreed date, fulfil the expected timetable in the educational project and respect the functioning regulations, occupational health and safety of the same.

e) Develop the training Project and fulfil with diligence the activities agreed with the cooperative entity in agreement with the established lines.

f) Elaborate the final memory of the internships and, if necessary, an intermediate report.

g) Keep confidentiality regarding to the intern information of the cooperative entity and keep professional secret about its activities, during its stay and once this is finished.

h) Show, at any moment, a respectful attitude with the politics of a cooperative entity, safeguarding the good name of the University to which belongs.

i) The student will have to be under the insurance in the terms established by the educative cooperation.

j) In the agreements signed for a formalization of the internships, a clause where the UPC will be exonerated of any type of responsibility derived from the unfulfilment by the student of the expected duties by the applied normative and the agreement.

k) Any other duty which foresees the current normative and/or the corresponding cooperative educational agreements signed by the UPC and, if necessary, the entity managing the internships, related to the university, with the cooperative entity.

l) The duties taking part in the tasks to be realized by the students in the cooperative entity.

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### 4. Tutorship and coordination

In every learning guided internship process the figure of the tutor is basic. The tutor in the cooperative entity must be a person related to this and with the professional experience and the necessary knowledge, which will guide the student to its training process in the entity.

The professor assigned in the subject of external internship, academic monitoring, will have to be accompanied and do a monitoring of the student during his/her stay.

Below, the functions of both profiles of the tutors are detailed:

<table>
<thead>
<tr>
<th>Functions of the professional tutor of the company or cooperative entity</th>
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<tbody>
<tr>
<td>a) Take in the student and organize the activity to be developed according to what the training Project establishes.</td>
</tr>
<tr>
<td>b) Supervise its activities, guide and control the development of the internship with a</td>
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</tbody>
</table>
relation based on mutual respect and the learning commitment.

c) Inform the student about the organization and functioning of the entity and the normative of interest, specially the one related to occupational health and safety.

d) Coordinate with the academic tutor of the university the development of the activities established by the Educational cooperative Agreement, including the modifications of the training plan which can be necessary for the normal development of the internship, as well as the communication and resolution of possible incidents which can appear in its development and the control of permission for the realization of exams.

e) Issue the intermediate (if necessary) and final reports.

f) Provide the complementary training which the student needs for the realization of internships.

g) Provide the students of the material means essential for the development of the internship.

h) Facilitate and stimulate the contribution of innovation, improvement and enterprising proposals by the student.

i) Facilitate the academic tutor the access to the entity for the fulfilment of the own aims of its function.

j) Keep confidentiality in relation to any information which the student knows as a consequence of its monitoring activity.

k) Help and assist the student during its stay at the entity, for the resolution of questions of professional character which could be necessary in the development of the activities which he/she carries out.

<table>
<thead>
<tr>
<th>Functions of the academic monitoring</th>
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<tbody>
<tr>
<td>a) Watch over for the normal development of the training Project, guaranteeing the compatibility of the timetable for the realization of the internships with the academic responsibilities and the representation and participation of the student</td>
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<tr>
<td>b) Make an efficient monitoring of the internship, and, to that effect, coordinate with the professional monitoring of the cooperative entity and consider, if appropriate, the monitoring reports.</td>
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<tr>
<td>c) Allow the modifications which are produced in the training Project</td>
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<tr>
<td>d) Carry out the evaluation process of the internship of the student under the guidance of the entity.</td>
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<tr>
<td>e) Keep confidentiality regarding to any information which is known as a consequence of its monitored activity.</td>
</tr>
<tr>
<td>f) Inform the responsible authority of the external internship of the centre the possible turned up incidences.</td>
</tr>
<tr>
<td>g) Supervise and, if needed, require the suitable disposition of the support resources to guarantee that the disabled students can carry out his/her internship in equal opportunity conditions, non-discriminative and universal access.</td>
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</tbody>
</table>

5. Procedure and documentation

1. Access to the offer of curricular internships:

   a. Students can find internship offers in the employment bureau (web site ETSEIB) where companies, institutions and public or private entities in the national and international level and the own university make its proposals in the internships.

   b. Required by the own student.
The internships can be carried out in national and/or international cooperative entities; these last ones can be funded by Erasmus Internships.

2. Presentation of the application of the curricular internship and training project which will have to be approved by the direction of the centre in the case of Bachelor studies or the masters’ academic commission in the case of masters (see Annex I).

3. Registration and assignment of an academic tutor of the ETSEIB, the moment the application is validated.

4. Formalization of the Educational Cooperative Agreement or equivalent.

The curricular internships regarding to the End of Bachelor Degree Project or Master Thesis, the responsible professor of the work will work as functions of an academic tutor of the ETSEIB.

6. Reports of the stay

In the curricular internships, the academic tutor of the School will evaluate the internship, dealing with the issued reports by the student and by the tutor of the cooperative entity.

The memo is the resultant report of the stay of the student in the centre where he/she has carried out the internship. This document will be evaluated by the academic tutor and will have to have a minimum content including (see Annex II):

   a) Personal data of the student.
   b) Cooperative entity where he/she has carried out the internship and location.
   c) Specific and detailed description of the tasks, developed works and departments of the entity to which he/she has been assigned.
   d) Valuation of the developed tasks with the knowledge and the acquired competences regarding to the university studies.
   e) Relation of the set problems and the followed procedure by its resolution.
   f) Identification of the contributions which, in learning matters, have supposed the internship.
   g) Suggestion of improvement. Conclusions and references.

7. The evaluating system

The final qualification of the subject will be fixed by the academic tutor regarding to the following parameters:

   a) The evaluation report carried out by the professional tutor of the cooperative entity (see Annex III).
   b) The monitoring carried out by the academic tutor.
   c) The memo presented by the student.
   d) The presentation/defence carried out by the student.
The evaluation must gather the acquisition of generic and specific competences defined in the work plan. The final qualification will be obtained regarding to:

i. 60% qualification of the academic tutor about the memo issued by the student.
ii. 20% qualification of the academic tutor about the oral presentation carried out by the student.
iii. 20% qualification of the academic tutor from the report issued by the tutor of the cooperative entity.

8. Guarantee of Quality

La UPC will evaluate, through the specific organs of each School, the quality of the external internship through different informative collection instruments provided by the three agents taking part in the process: students, Professors of the UPC and professionals carrying out professional monitoring tasks. Therefore, control mechanisms will be established which will guarantee the work of the defined competences in the work plan by the students and mechanisms for the continuous improvement of these practical credits.

9. Treatment and resolution of conflicts

Any incidence taking place will be communicated to the academic tutor, which will conveniently put together the mechanisms for the resolution of the incidences related to the internships. The tutors will inform about these incidences to the academic assistant direction or coordinator commission of the corresponding masters.
ANNEX I: Application for the curricular internship

I) APPLICATION FOR THE CURRICULAR INTERNSHIP

The student .................................................................................................................. comes to request that the external internship described in this document is considered as curricular internship for the Bachelor/Masters’ degree in.........................................................................................................................................

Signature of the student
........................................................................................................................................... 
........................................................................................................................................... 20 ...........

II) TRAINING PROJECT (to be filled in by the cooperative entity)

Mr/Mrs/Ms ......................................................................................................................... appointed by the company/institution/entity ................................................................................................................... with NIF number : ................................. to work as the monitor of the internship between university and company/institution/entity, declares that, in case this agreement is signed, the training project to be carried out by the student ..................................................................................................................... with DNI .................................. will be the following:

• Description of the activities which the student must develop and approximate value of the % of dedicated time:

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<tr>
<th>Activities</th>
<th>% of time</th>
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• Description of the objectives which have been established for this period:

- 
- 
- 

• Location where the internship will take place:
...........................................................................................................................................

• Period when the internship will be carried out: ....................................................................................

• Total number of hours within this period: ......................... Timetable: ........... Daily hours: ...........

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<tr>
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<th>Monday</th>
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<tr>
<td>☐ Morning</td>
<td>Entry time</td>
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<tr>
<td>☐ Morning</td>
<td>Departure time</td>
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Specific knowledge which the student must have:
- 
- 
- 

Competences of the specific technologies which the student will achieve by carrying out this internship:
- 
- 
- 

Generic competences which the student will achieve when carrying out this internship:

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<td>Enterprising and innovation</td>
<td>Sustainability and social commitment</td>
<td>Third language</td>
</tr>
<tr>
<td>Efficient oral and written communication</td>
<td>Team work</td>
<td>Responsible use of information resources</td>
</tr>
<tr>
<td>Self-learning</td>
<td>Appropriate attitude in front of the work</td>
<td>Reasoning ability</td>
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Expected way of monitoring and guiding the student:
- 
- 
- 

Has the internship have the aim to be presented as an End of Bachelor Degree Project or Master Thesis?
Yes ☐ No ☐

Signature of the tutor and stamp of the company/institution/entity.

III) DECLARATION OF CONFORMITY BY THE ETSEIB (to be filled in by the School)

It is given consent that this proposal is positively valued for the training of the student and that the training project is compatible with the studies developed by this student.
ANNEX II: Report of the internship of the student

The report must have a maximum of 20 pages and must consist of the following parts:

**Front page**
Must include the personal data of the student, the data of the cooperative entity where the internship has been carried out and the data of the tutors (academic and of the cooperative entity).

**Index**

**Introduction**
- Comment your academic situation at the beginning of the internship.
- Explain how you did you get the internship.
- Describe the aim of the stay

**Environment of the internship**
- Present the work environment within the company/institution/entity.
- Detail the assigned responsibilities and support received during its realization.

**Technical facts of the internship stay**
- Mention the tasks you have been assigned.
- Note the problems you have been set and the procedure used for its resolution.
- Mention the professional challenges you have dealt with.

**Experience and acquired training**
- Identify the contribution in learning terms of the internship, both from the human point of view as from the professional.
- Value the developed tasks during the internship with the acquired knowledge regarding to your university studies.

**Conclusions**
- Global valuation if the development of the internship has been positive.
- Value the quality of the work carried out.
- Indicate if your preparation for the internship has been suitable. If your response is negative, mention what could be done to improve it.

**References** (if needed)
ANNEX III: Evaluation report of the tutor of the cooperative entity

Data of the tutor of the cooperative entity:
Name and surnames:
Name of the cooperative entity:
Field of activity:
E-mail address:

Data of the student:
Name and surnames:
Collective agreement number:

1. VALUATION OF THE PREVIOUS TRAINING OF THE STUDENT

Valuation: (1) Poorly suitable  -  (5) Very suitable

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The global training of the student previous to the internship was very suitable

Training facts of the student which need to be improved:

2. VALUATION OF THE COMPETENCES OF THE STUDENT

Valuation: (1) Poorly suitable  (2) Sufficient  (3) Suitable  (4) Very suitable (NV) Cannot be valued

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Implication in the assigned tasks

Ability to take the initiative

Ability to make decisions in uncertainty environments

Ability to react in a suitable way in front of setbacks

Ability to offer solutions to problems

Ability to assume responsibility

Is he/she organized, establishes a priority order, fulfils with the delivery dates

Is he/she responsible of his/her actions, respects the restrictions of its obligations

Learns from his/her faults and corrects them, he/she shows interest in improving

Assumes responsibility of the result of its actions
### Ability to adapt in the business environment
- He/she relates with the work colleagues
- He/she talks about the topics with his superior
- Identifies the people who can guide him/her within the company/institution/entity
- He/she is conscious of the importance of the language used, the appearance...
- He/she knows to apply a good criteria for a job done well

### Ability to solve problems
- Identify the key points of a problem or situation
- Deepens in the topics to separate the important information from the contemptible
- Proposes possible solutions to the problems

### Ability to communicate and share information
- He/she consults about how to carry out the assigned tasks and about the functioning of the company/institution/entity
- If he/she considers, asks for the explanations and indications to be repeated
- Distinguishes the points which have to be communicated
- Shares new ideas
- Gives instructions to the colleagues about how to carry out the tasks

### Ability to work in teams
- Coordinates tasks with the colleagues to achieve a common objective
- Respects the ideas of the colleagues
- Is open minded
- Can defend his/her ideas so as to get to a consensus
- Know to accept constructive critiques

### Leading ability
- Analyses the problems and proposes solutions to solve them
- Knows to make decisions
- Convinces the others making them to change their opinion or making them follow a line of action
- Is able to lead a group and make them reach the common goals

### Sustainability and social commitment
- In its professional interventions, applies criteria based on values an ethics
- Applies solutions integrating the relation circles-society-economy favouring the building of a more sustainable society
- Applies solutions strengthening the equal opportunities and gender equality, which attend to accessibility criteria and which favour the cooperation between people

### 3. VALUATION OF THE DEVELOPMENT OF THE INTERNSHIP

Valuation: (1) Poorly suitable - (5) Very suitable
The global valuation of the activity developed by the student has been very positive

If the response is negative, note down the reasons:

The consults carried out by the students have been very suitable

Would you accept again another student for an internship? □ Yes □ No

If the response is negative, note down the reasons:

Would you employ the student for the company/institution/entity? □ Yes □ No

How long do you think an internship should last?
☐ Until 200 hours ☐ Between 200 and 500 hours ☐ Between 500 and 900 hours ☐ More than 900 hours

4. VALUATION OF THE INTERNSHIP SERVICE AT ETSEIB

Valuation: (1) Poorly suitable - (5) Very suitable

We are satisfied with the attention received from the management of the internship (information, management of the agreement…) by the ETSEIB

We are satisfied with the attention received in the invoice (if needed) of the Educational Cooperative Agreement by the Office of Educational Cooperative Agreements of the UPC

Suggestions to improve the service of the internships of the ETSEIB:

4. ADDITIONAL SUGGESTIONS

Thank you for your collaboration

Signature of the tutor and stamp of the cooperative entity