



BUSINESS INTERNSHIP REGULATION

Academic year 2017/2018

Professor in charge: M. Mercedes Carmona

Master in Business Administration - MBA

This regulation aims to define a framework to clarify, regulate and organize all activities and processes related to the business internship in the Business Administration Master (MBA) program.

The content of this guide is complementary to all other rules and regulations in effect at UCAM about the definition, responsibility, development, evaluation and administrative management of business internships. Besides, it is complementary to Royal Decrees RD 1393/2007 and RD 592/2014.

I. GENERAL NORMS

Art. 1 – Nature of the business internship

1. Business internship enable students to enhance their multidisciplinary training by practically applying the knowledge and skills acquired throughout the study of the MBA.
2. Host companies do not have any kind of salary or contractual obligation towards the trainee, although the student can receive some type of gratification or aid for displacement.

Art. 2 – Business internship modalities

There are two types of business internship:

- a) Compulsory internship. They form part of the study plan, and they take 6 ECTS credits (140 hours).
- b) Voluntary internship. They are not part of the study plan, and they can last up to a maximum of 750 hours or 6 months.

II. GENERAL REQUIREMENTS

Art. 3 – Internship Requirements

1. For doing any internship, the student must be enrolled in the MBA in the academic year 2017/18.
2. Due to the nature of the involved activities, it is recommended that the student acquires the skills assigned to the obligatory core module and the optional subject before the beginning of the internship period.
3. In any case, internship should finish by **30th September 2018**.
4. The student will not be able to start the internship if an Educational Cooperation Agreement has not been signed -both by the University and by the company representative-, or if the Annexes (specific documents) of Internships have not been signed by the Internship Professor at the University, the Internship Professor at the company, and by the student himself.

Art. 4 – General Internship Requirements

All business internship, either compulsory or voluntary, should:

1. Be carried out in a company, entity or organism with which UCAM has an Education Cooperation Agreement, signed in an appropriate and timely manner.

Should the student wish to carry his/her curricular business internship out in a company with which UCAM has not established an Education Cooperation Agreement, he must provide the professor in charge with the company's contact information.

2. Be supervised by an Internship Professor (at the University) and an Internship tutor (at the company).
3. Take place during the academic course, and/or in summer, following requirements defined in art. 3.
4. Have a defined Training Project, as established in art. 5.

Art. 5 – Training Project

1. The Training Project must establish the educational objectives and activities to be developed, considering the basic, generic and/or specific competences and skills to be acquired by the student.
2. The Training Project will be defined by the Internship Professor, in coordination with the Internship Professor at the company. If it is necessary the Training Project may be modified over the duration of the internship.
3. The Training Project must be known by all parties involved in the development of the internship: student, Internship professor and Internship tutor. For this purpose, it will be included in the Annexes (official documents) of the internship.

III. MBA BUSINESS INTERNSHIP COORDINATOR**Art. 6 – MBA Business Internship Coordinator functions**

The MBA Business Internship Coordinator will be part of the Master Academic Direction, and will:

- Organise and coordinate the development of the MBA business internships.
- Make both this Regulation and all relevant documents (related to internships agreement, assignment, follow up and evaluation process) public through the Virtual Campus.
- Hold an informative meeting on the business internship agreement with students, for explaining the aim and content of the Internship Regulation.

- Appoint an Internship Professor (or more) and inform PTIC (Professional Training & Information Centre at the University) about it.
- Assign a company to each one of the students who are going to carry out their business internships, bearing the student's academic record and suitability to the profile requested by the company in mind, without prejudice to the company itself being free to make a pre-selection.
- Inform PTIC of those companies with which an extension of the agreement is not advisable, giving reasons for this.
- Hold periodical meetings to supervise the development of the business internships.
- Revise the internship performance in order to detect faults and deviations, if any, and to put corrective action into practice, if needed.
- Keep all Internship Annexes for three academic years.
- Keep all Internship Renunciation Documents for three academic years.
- Inform PTIC monthly about students who have finished their voluntary internship.
- Prepare and update the Internship Assessment Questionnaires, both for the student and the Internship Tutor at the company.
- Write the Internship MBA Report at the end of the academic course, and send it both to PTIC and the Faculty Dean by October 31st.

IV. INTERNSHIP PROFESSORS

Art. 7 – Appointment

At the beginning of the academic course, the Business Internship Coordinator will appoint one or more members of the MBA academic staff as Internship Professors, and will inform PTIC.

Art. 8 – Responsibilities of the Internship Professors

Internship Professors are responsible for:

- Contacting students to know their needs and preferences (date, place and economic sector) about internship.
- Receive and communicate to the PTIC and the Internship Coordinator the contact data of the companies that the students propose to carry out their internship.
- Contact the companies in which the students will carry out their internships in order to define the Training Project of each one of them.
- Following up and controlling the quality of the internships, as well as the activities carried out by the students in the companies.

- Prepare the Internship Annexes (including the Training Project) for each one of the students, sign it, and send it to the student and the Internship Tutor at the company.
- Keep all Internship Annexes for the current academic year, and send them to the Internship Coordinator in September.
- Resolve incidents and complaints that may arise throughout the internship period, informing the Internship Coordinator.
- Manage resignations (change of company), requested either by the student or the company, informing the Internship Coordinator.
- Carry out any orientation action students may require.
- Establish a grade for each one of the students, as set out under art. 12 of the present Norm.
- Inform the Internship Coordinator monthly about students who have finished their voluntary internship.
- Inform the Internship Coordinator about any needed change, both in the structure of the Internship Report that the student must write and in the Internship Assessment Questionnaires
- Prepare a report at the end of the business internship period, explaining the strengths and weaknesses detected in the internships as well as the incidences. This report is to be sent to the Business Internship Coordinator by 30th September.

V. INTERNSHIP DEVELOPMENT

Art. 9 – Internship development general characteristics

1. The MBA Business Internship Coordinator will hold an informative session in which he will inform students about the aims of the business internships, and the content of the this regulation.
2. As PTIC receives offers of internship (submitted by companies) publish them in the UCAM intranet (my.ucam.edu/MyUCAM/ --> Servicio de Prácticas y Orientación de Empleo --> Tablón de Ofertas de Prácticas) indicating, as far as possible, the following data:
 - Company name.
 - Place.
 - Number of hours per day.
 - Activities and competences to develop by the intern.
3. If a student wishes to do an internship in a company, institution or entity with which the UCAM has not established an Educational Cooperation Agreement, he/she must provide the Internship Professor with the contact details of the company. PTIC will contact the company to sign the Educational Cooperation Agreement; and the Internship Professor will contact the company to define the Training Project.

4. The academic Internship Professor will elaborate the Annexes (official documents) of the internship –including the Training Project–, to be signed by all parties. Students will not be able to initiate the internship if said documents are not collected.

Art. 10- Company allocation process

Following art. 9, the allocation of each student to a certain company can be done in three ways:

1. The student contacts the company in which company s/he wants to make her/his internship. If the company agrees, then the student reports to the Internship Professor and provides the contact details of the company (name, phone and email). University contacts with the right person to sign the Educational Cooperation Agreement between the company and UCAM, and define the conditions of the internship (start date, duration and schedule) and the Formative Project (description of the activities that students will develop in the internship).
2. The student knows in which company s/he wants to make her/his internship but does not contact personally the company. In this case, the student should tell the Internship Professor and the University will contact the Company. If the company agrees in the intern, then the Educational Cooperation Agreement will be signed (if necessary), and the conditions of the internship (start date, duration and schedule) and the Formative Project (description of the activities that students will develop in the internship) will be defined.
3. Some companies directly communicate UCAM their willingness to have an intern, specifying the conditions (start date, duration and time) and the activities undertaken by the student. The student must check the Virtual Campus and MyUcam and follow the instructions. In this case, all received cvs will be sent to the company, which will then make its own selection of candidates.

Art. 11 – Student responsibilities and obligations

Students enrolled in MBA in business internship are obliged to:

- Comply with the process described in the present Norm.
- After two weeks since the beginning of the internships, it shall be understood that the student agrees with the conditions and development of the business internship and will not make any further change in his/her internship assignment.
- Collect the Annexes from the professor in charge before beginning his/her business internship period. Two copies of the same should be stamped and signed both by the Internship Professor and the Internship Tutor in the company, and a copy returned to the Business Department by the student on the first day the internship begins (the other copy is for the company).

- Contact their Internship Professor at the start of the internship to let him/her know the contact email address of the Internship Tutor. This information is essential for the follow-up of the internship, as well as for obtaining an assessment from the Company tutor (his/her their opinion and experience of the internship they have supervised).
- Diligently carry out the activities assigned by the company or entity, in accordance with the lines of work established and maintain confidentiality relative to the company's internal information.
- Inform the Internship Professor of any incident that may arise throughout the course of the internships.
- Once the internship has come to an end, in order to pass the subject, comply with and deliver the following documentation in a suitable manner:
 - **Internship Report** (Annex 1). It must be prepared in .doc, .docx or .pdf format and **only** delivered through the Virtual Campus ("Assignments").
 - **Student Evaluation Report**, consisting of a questionnaire that the student must complete on his/her experience throughout the placement. When the Internship is finished, the Internship Professor will send the student the link to complete the online questionnaire.
- Deadline for delivering the Internship Report is September 30, 2018.

If, on the indicated deadline, the student has not presented said documentation, he/she will **FAIL** and will have to enrol once again.

VI. EVALUATION

Art. 12 – Evaluation of the students' business internships

Students are evaluated by the Internship Professor based on the Internship Report presented by the student and the Company tutor's Evaluation Assessment.

The final percentage mark shall be determined as follows:

- Internship Professor report: 35% (based on the information conveyed by both the student and the external tutor)
- Company External tutor report: 35%
- Internship Report: 30%
 - Structure and presentation: 10%
 - Quality and content: 20%

VII. BUSINESS INTERNSHIP ABROAD

Art. 13 – Business Internship abroad

Those students who wish to do the internship in another country (different from Spain) shall be governed by the present Norm in all issues related to said subject, except:

- Students themselves are responsible for finding the company in which to carry out their business internships, contacting the same and establishing the activities to be performed in the internship period.
- The student shall inform the MBA Business Internship Committee about:
 - a description (given by the company) of the activities to be carried out throughout the internship period.
 - the company's contact details (name and email).
- The MBA Business Internship Committee will either approve or reject the proposition presented, depending on whether or not it fulfils the academic content and requirements established in the Teaching Guide for that subject. If the proposition is approved, then the Training Project will be defined.
- The PTIC Service will contact the company to sign the Cooperation Agreement.

In addition, if the student wishes to do internship in any company, health center, museum, NGO, educational center, etc. (European Union institutions are excluded) in a European country, s/he can enter the Erasmus Internship Program::

<http://www.ucam.edu/servicios/internacional/movilidad/erasmuspracticass>

In this case, the student should contact the Office of International Relations at UCAM², which will inform him of the steps to follow.

² Contact Raquel Calatayud: RCalatayud@ucam.edu