



# BUSINESS INTERNSHIP REGULATION

Academic year 2022/2023

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Degree in Business Administration

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This regulation aims to define a framework to clarify, regulate and organize all activities and processes related to the business internship in the Degree in Business Administration, both curricular (compulsory) and extracurricular (voluntary) internship.

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, and the guidelines set by the Internship Unit of the Faculty of Legal and Business Sciences. 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 Degree in Business Administration and to facilitate their entry into the labour market.
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 as relocation allowance.

**Art. 2 – Business internship modalities**

There are two types of business internship:

- a) Curricular or compulsory internship. They form part of the study plan, and they take 6 ECTS credits (140 hours).
- b) Extracurricular or 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 – General Internship Requirements**

All internship, either curricular or extracurricular must fulfil the following requirements:

1. Due to the nature of the involved activities, it is recommended that the student has acquired the skills assigned to the obligatory and basic modules in the syllabus; i.e. it is recommended that s/he has passed the three first courses of the Degree in Business Administration, so that s/he can put into practice most of the knowledge and skills acquired.
2. Internship should 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

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provide the Internship Coordinator with the company's contact information during the following time periods:

- From October 1 to November 30: for those internships that would develop from October to February.
  - From February 1 to April 30: for those internships that would develop from February to June.
3. Internship must be supervised by an Internship Professor (at the University) and an Internship tutor (at the company).
  4. Internship must have a defined Training Project, as established in art. 6.
  5. 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 both by the Internship supervisor at the company and by the student him/herself, and then sent back to the Internship Professor at the University.

**Art. 4 – Curricular Internship Requirements**

1. For doing curricular internship, the student must be enrolled in this subject (4<sup>th</sup> course of the Degree in Business Administration) in this academic year.
2. Curricular internship will **begin from October 03 on**, and will **finish by July 07**.
3. 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 both by the Internship supervisor at the company and by the student him/herself, and then sent back to the Internship Professor at the University.

**Art. 4 – Extracurricular Internship Requirements**

1. Students who intend to do extracurricular internship should have passed at least 120 ECTS credits (50% of the Degree in Business Administration).
2. Extracurricular internship will have a maximum duration of 750 hours, and may never exceed 6 consecutive months.
3. Extracurricular internship will begin from October 03 on, and will finish by August 31.
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 both by the Internship supervisor at the company and by the student him/herself, and then sent back to the Internship Professor at the University.
5. If the student has passed the extracurricular internship, s/he will receive a certificate indicating so. Students who want the recognition of ECTS credits for optional subjects

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(maximum 6 ECTS) or want these internships to appear in the European Diploma Supplement, must request it in:

Portal del Alumno → Reconocimiento de Act. Socioculturales

The student will have to upload the extracurricular internship certificate, and follow the website instructions.

**Art. 6 – Internship Annexes**

1. Internship Annexes are documents that complement the Educational Cooperation Agreement signed by the University and the company. Specifically, the Internship Annexes are:
  - a) Annex I. Student and curricular internship details.
  - b) Annex II. Student and extracurricular internship details.
  - c) Annex III: Training Project.
  - d) Annex IV: Accident Protocol.
2. The Training Project must define the educational objectives and activities to be developed, considering the basic, generic and/or specific competences and skills to be acquired by the student. This document will be defined by the Internship Professor, in coordination with the Internship supervisor at the company and, if it is necessary, the Training Project may be modified over the duration of the internship.

**III. BUSINESS INTERNSHIP COORDINATOR****Art. 7 - Business Internship Coordinator functions**

The 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.
- 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.
- Resolve claims that may arise throughout the development of internship.
- Make the request for Educational Cooperation Agreements, in the manner and deadlines established for this purpose.
- Keep all Internship Resignation Documents for three academic years.

- Inform SOIL of those companies with which an extension of the Educational Cooperation Agreement is not advisable, giving reasons for this.
- Prepare and update the Internship Assessment Questionnaires, both for the student and the Internship Tutor at the company.

## **IV. INTERNSHIP PROFESSORS**

### **Art. 8 – Appointment**

At the beginning of the academic course, the Business Degree Management Team will appoint one or more members of the Business Department as Internship Professors, and will inform SOIL.

### **Art. 9 – Responsibilities of the Internship Professors**

Internship Professors are responsible for:

- Contact students at the beginning of the course to learn about their preferences and needs regarding practices (date, location, sector).
- Receive and inform SOIL and the Internship Coordinator about the contact details of the companies proposed by the students to develop 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.
- Prepare all the Internship Annexes (see art. 6) for each one of the students, sign it, and send it to the student and the Internship Tutor at the company.
- Inform the student about the date and procedure to follow for the beginning of the internship.
- Following up and controlling the quality of the internships, as well as the activities carried out by the students in the companies.
- Keep the common database updated with the information regarding the internships during the academic course.
- Keep all signed internship Annexes for three academic years.
- 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.
- For curricular internship, establish a grade for each one of the students, as set out under art. 14 of the present Norm.
- Inform the Internship Coordinator monthly about students who have finished successfully their extracurricular 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

## V. INTERNSHIP DEVELOPMENT

### Art. 10 – Company allocation

1. The 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 this regulation.
2. Students should opt for:
  - a) Check the SOIL Board of Internship Offers, through “Laurea”, selecting the most suitable offers and following the indicated procedure.
  - b) Propose a company or institution where to carry out the internship, indicating to the Internship Coordinator the contact data of the entity. If there is no existing Education Cooperation Agreement, then procedure and deadlines in art. 3.2 will be applied.
3. In the internship company allocation process, the student's grades and the profile requested by the company will be taken into account and, as far as possible, the preferences of the student. In addition, the company itself can make its own selection of students, through personal interviews or any other procedure it deems appropriate.
4. The academic Internship Professor will elaborate the Internship Annexes documents, to be signed by all parties. Students will not be able to initiate the internship if said documents are not collected.
5. If, two or more times, a student resigns to an internship after being selected, then s/he will not be able to opt for any of the SOIL Internship Offers but will have to find him/herself the company where to carry out the internship (according to article 10.2.b) of this document.

### Art. 11 – Student responsibilities and obligations

Students doing 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.
- Sign the Internship Annexes before beginning the internship, and send it - duly completed - to the Internship Professor.
- 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.

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- Keep strict confidentiality about the information and documentation that can be accessed in the development of the internship.
- Maintain a cordial relationship with the Internship supervisor at the company.
- 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 5). It must be prepared in .pdf format and **only** delivered through the Virtual Campus (“Assignments”).
  - **Student Evaluation Report**, consisting of a online questionnaire that the student must complete on his/her experience throughout the placement. The link to complete the online questionnaire is available in the Virtual Campus.
- Deadline for delivering the Internship Report and filling the questionnaire in is **15 days after finishing the internship**.

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

**Art. 12 – Internship resignation**

If a student decides to give up doing their internship, once initiated, s/he must follow the following procedure:

- Immediately inform the Internship Professor of his decision.
- Immediately inform the Internship supervisor in the company of his decision.
- Fill the Internship Resignation Document (Annex 6) and send it both to the Internship Professor and SOIL.

**VI. EVALUATION****Art. 13 – Evaluation of curricular internships**

1. Students will be evaluated by the Internship Professor based on the Internship Report presented by the student and the Company tutor’s Evaluation Assessment.

The final 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%

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- Structure and presentation: 10%
- Quality and content: 20%

2. The grading system (Royal Decree 1125/2003) will be as follows:

0-4,9 Suspense

5,0-6,9 Approved

7.0-8.9 Notable

9,0-10 Outstanding

3. The grading system (Royal Decree 1125/2003) will be as follows:

**Art. 14 – Evaluation of extracurricular internships**

1. Students will be evaluated by the Internship Professor based on the Internship Report presented by the student and the Company tutor's Evaluation Assessment.
2. The grading system will be as follows:

0-4,9: Fail

5,0-10,0: Pass

**VI. BUSINESS INTERNSHIP ABROAD****Art. 15 – Business Internship abroad**

1. Those students who wish to do the internship in a foreign country shall be governed by the present Regulation in all issues related to said subject, except:
  - Students themselves are responsible for finding the company in which to carry out their business internships, and contacting them to know if s/he is accepted as intern.
  - Students will communicate to the Internship Coordinator the contact details of the company (name and email), which will be provided to the Internship Professor and SOIL.
  - The Internship Professor will contact the company to elaborate the Training Project, taking into account the tasks and activities that the student is going to carry out and, if they meet or not the objectives and academic requirements established in the Teaching Guide of this subject.
  - SOIL will contact the company to sign the Cooperation Agreement.
2. The University Civil Liability insurance and the student's Accident insurance (up to 3000 euros) covers any accident (excluding accidents derived from professional accidents not related to the studies taken), suffered during school hours and non-school hours ( 24 hours). In any case, it is possible that the embassy of the receiving country will request some type of health insurance



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to give you the visa; and if you go to any EU country it is advisable to apply for the European Health Card.

3. 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 UCAM<sup>1</sup>, which will inform him of the steps to follow.

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