

GENERAL REQUIREMENTS AND CONDITIONS OF ACADEMIC INTERNSHIPS OF UCAM STUDENTS AT THE UNIVERSITY ITSELF.

FIRST-TERM CALL - 2021/2022 ACADEMIC YEAR

In compliance with Royal Decree 592/2014, of 11 July, which regulates external academic internships of university students.

UCAM Universidad Católica San Antonio de Murcia values in a special manner the practical application of the theoretical knowledge acquired during academic training, preparing its students for the exercise of professional activities and facilitating their incorporation in the labour market.

For this reason, UCAM offers to its students the possibility to carry out curricular and extracurricular internships at the University itself, as well as at the centres affiliated to it, under the supervision of the academic and professional tutor of the department or service of destination.

Object

The object of this document is to regulate the terms for the award of collaboration scholarships for the university students of UCAM in the first term of the 2021/2022 academic year.

Likewise, Annex 1 of this call summarises the posts and requirements of the internships in each department or service for this period.

Recipients of the internships and requirements to carry them out

To carry out academic internships at UCAM, students must comply with the following requirements:

- To be registered in Bachelor's Degree studies during the 2021/2022 academic year, as long as they have passed 50% of the credits of the degree, or to be registered in Master's Degree studies during the 2021/2022 academic year.
- To comply with the requirements specified by the department or service of destination indicated in Annex 1.
- To successfully pass the personal selection interview.

- To have a satisfactory academic record that allows combining academic activity and internships.
- Foreign students must have a valid student visa.
- Not to be in an exchange period.
- Not to have enjoyed a collaboration scholarship in the same department before.
- It will not be allowed to enjoy two scholarships of this call at the same time, as well as other UCAM scholarships of this type (for example, scholarships of initiation to research, etc.)
- Not to have any contractual relationship with the university where the internship is to be carried out.

Internships application period

The call for the internships will be opened twice a year, coinciding with the terms of the academic year:

First call

- Registration from 1 July to 30 September.
- Resolution deadline 30 October.
- Maximum duration until 28 February.

Second call

- Registration from 1 January to 15 February.
- Resolution deadline 1 March.
- Maximum duration until 30 July.

Funding

The table indicates the financial aid package assigned to the internships according to the weekly hours of development of the Training Programme in the department or service.

Hours per week	Funding*
25	€367.00
20	€293.00
15	€220.00
10	€147.00

* Gross monthly amount

Formalisation of applications

Students interested in these internships must fill in [this form](#) during the call period, indicating their interest according to the requirements of each post by choosing three offers. The University reserves the right to award the internships according to the profile and preferences.

In the application form, they must include the following documents:

- ❖ Curriculum Vitae
- ❖ Valid Enrollment Certificate

Evaluation of applications

The applications will be evaluated by:

- ❖ Orientation and Work Placement Service (SOIL)
- ❖ Person in charge of UCAM departments or services
- ❖ Human Resources Department

Likewise, the following assessment criteria will be taken into account:

- ❖ Compliance with the requirements of this call and Annex I for each post
- ❖ Curriculum vitae
- ❖ Academic record
- ❖ Economic situation of the applicant if that is the main reason of the application

Resolution

Both the selected and the non-selected candidates will receive a written communication with the final decision.

This call may result in null and void if no applicant complies with the established standards.

Once selected, the candidate must submit the following documents to the Human Resources Department:

- ❖ Curriculum Vitae
- ❖ Id (DNI or NIE)
- ❖ Social Security Number
- ❖ IBAN
- ❖ Valid enrollment certificate
- ❖ For international students: Valid foreigner's identification card, or document certifying the submission of the documents to the Foreigner Office.

Rights and duties of students carrying out an internship

1. Rights

- ❖ To tutelage, during the duration of the corresponding internship, by a teacher of the University and by a professional who works at UCAM.
- ❖ To be integrated in the work team of the department or service where the internship is carried out.
- ❖ To receive, via bank wire or as a discount on registration, in those cases where it is so established, the economic contribution agreed upon according to the hours of dedication.
- ❖ To receive a certifying document, with specific mention of the activity carried out, its duration and, where needed, the corresponding performance.
- ❖ To renounce the awarded internships. In case of that happening, the renunciation must be justified and confirmed by the academic tutor and the SOIL before its conclusion. Otherwise, the University reserves the right not to grant similar internships in the future.
- ❖ Any other rights foreseen in the regulation in force and/or in the corresponding Educational Cooperation Agreements signed by the University.

2. Duties

- ❖ To join the corresponding department on the date indicated by the SOIL.
- ❖ To accept and comply with the general norms of the University, with special attention for timeliness, responsibility, commitment with their tasks and effort to learn, care for the equipment, relation with the members of the department and spirit of improvement.
- ❖ To show, at all times, a respectful attitude towards the institution, protecting the good name of the University.
- ❖ To know and comply with the Training Project of the internship, following the indications of the professional tutor assigned by UCAM and under the supervision of the academic tutor of the University.
- ❖ To keep in touch with the academic tutor of the University during the development of the internship and to notify to him/her any incident that may arise in it, as well as to submit the documents, the mid-term monitoring reports and the final report that are required.
- ❖ To immediately notify the tutors if one stops being registered in the corresponding Bachelor's or Master's Degree programme.
- ❖ To maintain confidentiality with regard to internal University information and to maintain professional secrecy about their activities, both during and after their internship.
- ❖ To write the final internship report.
- ❖ Any other duty foreseen in the regulation in force and/or in the corresponding Educational Cooperation Agreements signed by the University.

- ❖ The University reserves the right to interrupt the student's internship in the event of non-compliance with the duties described above.

UCAM Human Resources

ANNEX I

Department	No. of scholarships	Duration	No. of hours per week	Degree/Master	Profile	Internships content	Company tutor
RADIO & TV STUDIO	1	October - February	25	Audio-visual Communication; Telecommunications Technologies and Services Engineering	Spanish: min.C1 or native; English: B1; IT, audiovisual knowledge	<ol style="list-style-type: none"> 1. Technical assistance in Radio & TV studio, audiovisual laboratory, dubbing rooms and Mac rooms. Support in the maintenance of the equipment. 2. Support in the promotion activities of the University: SICARM, SCyT, ERTV. Visits and presentations in the schools. 3. Give technical support to students and teachers in terms of equipment, physical spaces and audiovisual advice. 	Jorge Hernández Bellot
POPULAR TV	1	October - February	25	Audio-visual Communication; Journalism	Spanish: native	<ol style="list-style-type: none"> 1. Preparing and distributing briefing notes and scripts; 2. Briefing programme presenters. 	Paz Carrillo Bayona
iRadio UCAM	1	October - February	25	Audio-visual Communication; Journalism	Spanish: min. C1; English: B2	<ol style="list-style-type: none"> 1. Support in writing of radio scripts. 2. Preparation of audio tracks and management of editing and recording software. 3. Data management to prepare SGA reports. 4. Running interviews. 5. Production of events at the UCAM and outside of the university. 	Isabel M ^a García González/María Carmen Robles Andreu
PUBLIC RELATIONS OFFICE	2	October - February	25	Journalism	Spanish: native; English: B1	<ol style="list-style-type: none"> 1. Preparation of press releases and communications about the University. 2. Maintenance of the contents of the UCAM website and social networks. 3. Contribution and writing of content for the UCAM newspaper La Voz and the institution's Newsletter. 4. Management of interviews with experts and professors at UCAM. 	Samuel Linares Aguilar

<p>EVENT AND PROTOCOL OFFICE</p>	<p>1</p>	<p>October - February</p>	<p>25</p>	<p>Marketing; Tourism; Journalism; Publicity and Public Relations; Protocol and Image Consulting</p>	<p>Spanish C1 or native; English: B2; knowledge of protocol, event organisation</p>	<p>1. Preparation, coordination and execution of institutional events at UCAM. 2. Training and coordination of protocol assistants. 3. Advice to all departments and services of the University on different aspects of protocol and organisation of events at UCAM.</p>	<p>Joaquín Hernández Arcas</p>
<p>INTERNATIONAL PROJECTS OFFICE (O.P.R.I)</p>	<p>1</p>	<p>October - February</p>	<p>25</p>	<p>Modern Languages; Translation and Interpreting; Journalism; Publicity and Public Relations; Marketing</p>	<p>English, Spanish: B2 -C1</p>	<p>1. To carry out information management and text drafting tasks. 2. To obtain research information from the university. 3. To carry out interviews with the researchers. 4. To design strategies, communication and dissemination campaigns. 5. To manage social networks. 6. To organise events to disseminate science such as the Science Week, the Scientific Olympics, etc.</p>	<p>Francisco José Ruiz Gil (Unit of Scientific Culture and of Innovation, UCC+i)</p>
<p>VICE-CHANCELLORSHIP FOR INTERNATIONAL RELATIONS (ORI)</p>		<p>October - February</p>	<p>25</p>	<p>Marketing; Business Administration and Management; Modern Languages; Translation and Interpreting</p>	<p>English, Spanish: B2 -C1 knowledge of other languages or web management would be a plus</p>	<p>1. Support in assistance to exchange students; 2. Management of documentation and databases. 3. Management of social networks. 4. Organization of activities / meetings for Erasmus students. 5. Search for international partners.</p>	<p>Raquel Calatayud López</p>
<p>HIGHER LANGUAGE SCHOOL</p>	<p>1</p>	<p>October - February</p>	<p>25</p>	<p>Modern Languages; Translation and Interpreting; Marketing; Tourism; Business Administration and Management;</p>	<p>English: B2-C1; knowledge of: Italian, French or German</p>	<p>1. To help with the registration of students in the official Trinity and Cambridge English exams. 2. To produce certificates in both languages (Spanish, English). 3. To modify the webpage both in Spanish and in English. 4. Verbal and written communication with foreign clients in English, assisting the international student via phone, WhatsApp or e-mail.</p>	<p>Raquel Calatayud López</p>

INTERNATIONAL ADMISSIONS	1	October - February	25	Business Administration and Management; Marketing; Tourism; EU Studies; Modern Languages; Translation and Interpreting	English: C1 + Italian / French / Middle Eastern and Asian languages Spanish: B1	<ol style="list-style-type: none"> 1. Participation in the preparation of the necessary documents to admit students (in English and Spanish). 2. Learn the compulsory bureaucratic procedures for the Public Administration. 3. Assistance of the international students in welcoming and orientation upon arrival and during their stay at UCAM. 4. Helping out to the international students in bureaucratic procedures inside and outside the University related to their stay and studies, Campus services. 	April German
INTERNATIONAL MARKETING	3	October - February	25	Business Administration and Management; Marketing; Tourism; EU Studies	English: C1 + Italian / French / Middle Eastern and Asian languages	<ol style="list-style-type: none"> 1. Help by preparation of UCAM's promotional material. 2. Participate in the commercial actions like: email marketing, Social Media Relations, Direct Recruitment. 3. Investigate and analyze marketing activity on a monthly basis including competitor analysis, student profiling and identification of new potential markets and partners. 	April German/Danilo Costante
NATIONAL MARKETING	1	October - February	25	Marketing; Publicity and Public Relations	Spanish C1 or native; creativity	<ol style="list-style-type: none"> 1. Preparation of marketing toolkit. Planning the work with the multimedia team. 2. Planning and support in events related to marketing and recruitment fairs. 3. Development of advertising campaigns for UCAM, FP, Language School and / or any unit of the foundation. 	Amparo Nicolás Almagro
ADVERTISEMENT AND MERCHANDISING	1	October - February	20-25	Business Administration and Management; Marketing; Publicity and Public Relations;	Spanish C1 or native; interest in video edition; publicity, design	<ol style="list-style-type: none"> 1. To coordinate and keep the webpage updated: UCAM Store. 2. To draw up the weekly sales tables and transmit the information to the corresponding persons. 3. Development of new projects with companies and UCAM. 4. Data analysis and Marketing plan. 	Antonio Ballester Torralba

TIC	1	October - February	20-25	Computer Engineering	English, Spanish: B2 -C1	<ol style="list-style-type: none"> 1. Installation of computer equipment. 2. Download ghost images and equipment configuration. 3. Solving software issues. 4. Repair of windows, hardware etc. 	Luis Martínez Aguilar
SOFTWARE ENGINEERING	1	October - February	20-25	Computer Engineering	Interest in programming	<ol style="list-style-type: none"> 1. Creation, design and development of web applications. 	Pilar María Campoy González
MULTIMEDIA	1	October - February	25	Audio-visual Communication; Marketing; Publicity and Public Relations	Spanish: min. B2 knowledge of design programmes: Photoshop, illustrator, InDesign, After Effects.	<p>The challenges will be focused on:</p> <ol style="list-style-type: none"> 1. The development of visual material: leaflets, posters. 2. Publicity campaigns focused on national and international projects of the University. 3. Photography, design, video montage. 4. UI/UX Communication. 	Samuel Ferrer/Nabil Ejey/Jorge Gil Sierras
UCAM SPANISH SPORT UNIVERSITY	1	October - February	20-25	Business Administration and Management; Marketing; Journalism;	English: B2; knowledge and interest in the sports field	<ol style="list-style-type: none"> 1. To develop and carry out national and international marketing plans in collaboration with the departments of national, international and digital marketing of the university. 2. To develop strategies to recruit potential students at a global level. 3. Community management and revitalisation of social networks and means in order to increase the visibility of our academic offerings, as well as to recruit potential collaborators or sponsors. 	Juan José Pérez Lajarín
ESPORT		October - February	25	Marketing; Publicity and Public Relations	Knowledge of marketing	<ol style="list-style-type: none"> 1. Event planning and management. 2. Planning and management of competitions. 3. Helping by coordination of content creators. 4. Collaboration in the development of the UCAM Esports brand. 	Juan Pedro Cano
SPORTS SERVICES	1	October - February	20-25	Sport; Modern Languages	English: C1; passion for sports	<ol style="list-style-type: none"> 1. Control and follow-up of international and Olympic athletes. 2. Technical support in competitions. 3. Management of personal documents. 	Pablo Rosique

<p>INSTITUTIONAL ANALYSIS AND RANKINGS UNIT</p>		<p>October - February</p>	<p>20-25</p>	<p>Business Administration and Management; Marketing; Marketing</p>	<p>English, Spanish: B2; excel advanced level; desirable: knowledge of data analysis</p>	<p>1. Review, analysis and preparation of documentation for rankings.. 2. Support by data collection for academic rankings. 3. Support by data analysis.</p>	<p>Laura Pérez Bernal</p>
<p>INSTITUTIONAL PARTNERS</p>	<p>1</p>	<p>October - February</p>	<p>5-10</p>	<p>Marketing; Publicity and Public Relations</p>	<p>Spanish: C1 or native; general knowledge of marketing, publicity and/or communication</p>	<p>1. E-commerce management. 2. To carry out visibility plans supported by digital campaigns. 3. To detect new opportunities on the market.</p>	<p>Juan Pedro Cano/Marcos Mateo</p>
<p>STUDENT INFORMATION SERVICE (SIE), POST-GRADUATE STUDIES</p>	<p>1</p>	<p>October - February</p>	<p>10-20</p>	<p>Marketing; Journalism; Publicity and Public Relations; Business Administration and Management;</p>	<p>Spanish C1 or native; knowledge of: office software, database, good presence and good relations with the public</p>	<p>1. Support with the annual marketing campaign addressed to educational centres. 2. Attention to the public.</p>	<p>Pedro López Egea</p>
<p>ECONOMIC MANAGEMENT</p>	<p>1</p>	<p>October - February</p>	<p>20-25</p>	<p>Business Administration and Management</p>	<p>English: B2, Excel advanced level</p>	<p>1. Control of payments generated by all academic activities. 2. To check all possible non-payments. 3. To notify the possible incidents related to payments.</p>	<p>Vanesa Moreno Muñoz</p>
<p>VICE-CHANCELLOR'S OFFICE FOR QUALITY AND ACADEMIC ORGANISATION</p>	<p>1</p>	<p>October - February</p>	<p>25</p>	<p>Law; Business Administration and Management; Modern Languages</p>	<p>Spanish C1 or native</p>	<p>1. Management of processes, translation of texts, regulations. 2. Management of documents, conduction of surveys. 3. Other tasks associated with the processes of the Vice Chancellor's Office.</p>	<p>Isabel María Timón Pérez</p>

<p>ORIENTATION AND WORK PLACEMENT SERVICE (SOIL)</p>	<p>1</p>	<p>October - February</p>	<p>20-25</p>	<p>Business Administration and Management; Modern Languages; Marketing; Tourism</p>	<p>English: B2; Spanish: B1</p>	<p>1. Management of external internships of Bachelor's and Master's degrees that have an English version for international students who wish to carry out their internships in Spain. 2. Publication of offers with international profiles. 3. To contact companies at a Regional and National level to welcome students with an international profile for internships. 4. Guidance in the improvement of international CVs to enhance the employability of international students.</p>	<p>M^a Dolores Saravia Alarcón</p>
<p>HOUSING</p>	<p>1</p>	<p>October - February</p>	<p>20-25</p>	<p>Business Administration and Management</p>	<p>English, Spanish: B2</p>	<p>1. To deal with customers and suppliers. 2. Data Analysis. 3. Webpage maintenance. 4. Search for real estate properties.</p>	<p>Nuria Díaz Gutierrez</p>
<p>VICE-CHANCELLORSHIP FOR RESEARCH</p>	<p>1</p>	<p>October - February</p>	<p>20-25</p>	<p>Business Administration and Management; Marketing; Journalism Modern Languages; Translation and Interpreting;</p>	<p>Spanish C1 or native; knowledge of: office software, web environment</p>	<p>1. Development and mechanisation in databases. 2. Documents filing. 3. Generation of Office Documents. 4. Telephone assistance to doctoral students. 5. Administrative management of Technical Secretariat procedures. 6. Management of Google Apps.</p>	<p>Andrés Hernández Rodríguez</p>
<p>INSTITUTIONAL RELATIONS</p>	<p>1</p>	<p>October - February</p>	<p>25</p>	<p>Law; Marketing; Business Administration and Management</p>	<p>English: B2</p>	<p>1. International and institutional relations with companies and with training and higher education bodies. 2. Signing of partnership agreements, revision of framework agreements. Audit of marketing and commercial processes. 3. Management of programmes and of students' information deriving from the collaborations carried out within our system.</p>	<p>Ernesto García Rodríguez</p>

SPACES AND SCHEDULE PLANNING	1	October - February	20-25	Marketing; Business Administration and Management; Engineering	Spanish B2; IT skills	<ol style="list-style-type: none"> 1. Telephone assistance. 2. Planning of reservations and schedules. 3. Collection of information. 4. Use of different IT tools. 5. Drafting of reports. 6. Interesting but not necessary (measurement of spaces, making of plans in AutoCAD) 	Ana María Montalbán López
DEPARTMENTAL SECRETARIATS	3	October - February	20-25	Business Administration and Management; Modern Languages	English, Spanish: B2	<ol style="list-style-type: none"> 1. Assistance (personal, e-mail, by phone) to students in English. 2. Administrative works to support teaching. 3. To link international exchange students with Erasmus tutors. 	
MURCIA INSTITUTE OF TECHNOLOGY	1	October - February	20-25	Marketing; Business Administration and Management; Publicity and Public Relations;	English, Spanish: B2	<ol style="list-style-type: none"> 1. Coordination of projects: planning of projects; development, follow-up and assessment of projects; relations with the promoters; support to justification, communication strategy. 2. Organisation of selection processes for UCAM graduates in collaboration with different institutions. 3. Organisation of workshops and conferences. 	César Nicolás