

GENERAL REQUIREMENTS AND CONDITIONS FOR UCAM STUDENTS TO DO ACADEMIC INTERNSHIPS AT THE UNIVERSITY

ACADEMIC YEAR 2023/2024

**In accordance with Spanish Royal Decree 592/2014, of 11 July,
regulating external academic internships for university students.**

The Universidad Católica San Antonio de Murcia places special value on the practical application of the theoretical knowledge acquired in academic training, preparing students for professional activities and facilitating their incorporation into the labour market.

To this end, UCAM offers its students the possibility of doing curricular and extracurricular internships on the university campus as well as at centres affiliated to it, under the supervision of the academic and professional tutors of the department or service to which they are assigned.

Purpose

The purpose of this document is to regulate the terms and conditions for the awarding of collaboration grants for UCAM university students in the second semester of the 2023/2024 academic year.

Additionally, Appendix 1 of this call summarises the internship places and requirements for each department or service this semester.

Internship recipients and requirements

To do academic internships at UCAM student must meet the following requirements:

- Being enrolled in the Bachelor's Degree during the academic year 2023/2024 – having passed 50% of the total credits of the degree – or being enrolled in the Master's Degree during the academic year 2023/2024.
- Complying with the requirements established by the corresponding department or service of destination as described in Appendix 1.
- Passing the personal selection interview successfully.

- Having a good academic record that ensures that the academic activity can be combined with the internship.
- Foreign students must be in possession of a valid student permit.
- Not being in an exchange period.
- Not having been awarded a collaboration grant in the same department in the past.
- Two grants from this call, as well as other UCAM grants of this kind (e.g., Graduate research grants, etc.), cannot be awarded at the same time.
- Not having any contractual relationship with the university where the internship is to be undertaken.

Internship deadlines

The call for internships will be open twice a year, concurrent with the academic year semesters:

call for applications

- Registration from 5 September to 11 October 2023.
- Resolution deadline: 31 October 2023.
- Internships may last up to: 31 July 2024.

Economic remuneration

The following table shows the amount of economic support allocated to the internships according to the weekly hours to be spent in the department or service and described in the Training Programme.

Hours per week Economic remuneration*

25	367.00€
20	293.00€
15	220.00€
10	147.00€

*Gross monthly amount

Formalisation of applications

Students interested in doing an internship must fill in [this form](#) during the period of the call for applications, expressing their interests in line with the requirements of each placement, choosing a maximum of 3 places. Following the selection process, the university reserves the right to allocate the vacancies according to the applicant's profile and preferences.

The following documents must be included in the application form:

- ❖ Curriculum Vitae
- ❖ Valid enrolment document.

Evaluation of applications

Applications will be assessed by:

- ❖ The Career Guidance and Information Service (SOIL).
- ❖ Heads of the UCAM departments or services.
- ❖ The Human Resources Department.

The following assessment criteria will also be taken into account:

- ❖ Fulfilling the requirements of this call and Appendix 1 for each place.
- ❖ The Curriculum Vitae.
- ❖ The academic transcript.

Resolution

Both successful and unsuccessful applicants shall receive written notification of the final decision.

The call may be declared void if no applicant fulfils the requirements.

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

- ❖ Curriculum Vitae.
- ❖ ID document (DNI or NIE).
- ❖ Social Security number.
- ❖ IBAN.
- ❖ Valid enrolment document.
- ❖ In case of international students: Valid foreigner's identity card, or proof of submission of the documentation at the Foreigners' Office.

Rights and duties of interns

1. Rights

- ❖ To be supervised, for the duration of the corresponding internship, by a professor from the University and by a professional who provides services at UCAM.
- ❖ To be part of the work team of the department or service in which the internship is to be carried out.
- ❖ To be receive the economic support agreed upon according to the hours of work by bank transfer or as a discount on the enrolment fee – if this is stipulated.
 - ❖ To the provision of an accreditation certificate, expressly mentioning the activity undertaken, the duration and, where appropriate, the student's performance.
- ❖ To waive the internships awarded. In the event of such an occurrence, it must be justified and confirmed by the academic tutor and SOIL before the end of the internship. Otherwise, the university reserves the right not to grant similar placements in the future.
- ❖ To the other rights provided for in the regulations in force and/or in the corresponding Educational Cooperation Agreements signed by this university.

2. Duties

- ❖ Joining the relevant department on the date established by SOIL.
- ❖ Accepting and complying with the general rules of the University, with special attention to punctuality, responsibility, commitment to their tasks and their effort to learn, take care of the equipment, relationship with the members of the Department and spirit of self-improvement.
- ❖ Showing, at all times, a respectful attitude towards the institution's policy, safeguarding the good name of the university.
- ❖ Being familiar with and complying with the Internship Training Project, following the instructions of the professional tutor assigned by UCAM and under the supervision of the university's academic tutor.
- ❖ Being in contact with the academic tutor at the university throughout the internship and notifying him/her of any incident that may arise, as well as handing over the documents and reports of the interim follow-up and the final report that may be required.
- ❖ Immediately informing the tutors upon ceasing to be enrolled in the corresponding Bachelor's or Master's degree programme.
- ❖ Confidentiality in relation to internal university information and professional secrecy in relation to their activities, both during and after their internship.
- ❖ Drawing up the final report on the internship.
- ❖ Any other duty provided for in the regulations in force and/or in the corresponding Educational Cooperation Agreements signed by this university.

- ❖ Should the student fail to comply with the duties outlined above, the university reserves the right to halt the student's internship.

Human Resources UCAM

ANEXO I

Department	N° Scholarships (Non-overlapping)	Duration	N° hours per week	Degrees/Masters	Profile	Content of the internships	Tutor
INTERNATIONAL EDUCATIONAL PROJECTS UNIT/ INTERNATIONAL RELATIONS OFFICE	2	Up to 6 months per scholarship	25	Degree in Tourism, Business Administration or Marketing. Master in International Relations / Master in European Studies and Human Rights, MBA, Master in Tourism. Translation, Communication, BUSINESS ADMINISTRATION, Marketing.	-Good communication skills in English and Spanish -Teamwork -Planning and organisation -English: B2	<ol style="list-style-type: none"> 1. Support the unit in the design and development of projects. 2. Prepare documents and collect information necessary for the development of the projects. 3. Actively act in the promotion campaigns of the programmes managed by EduProjects. 4. managed by EduProjects. 5. Support in the logistics of programmes: prepare agenda, contract services, organising programming and accompanying projects when necessary. 6. Administrative management support <ol style="list-style-type: none"> 1. Incoming student arrival management. 2. Administration of tasks in the UCAM mobility platform (laurea). 3. Attention to mobility students - incoming and outgoing. 4. Support in the daily activities of the office administrative processes, issuing of documents, registration of data, answering of mails. 	Maria Amália Silva de Oliva

<p>STRATEGIC ALLIANCES</p>	<p>2</p>	<p>Up to 6 months per scholarship</p>	<p>25</p>	<p>Marketing and Commercial Management - ADE</p>	<p>-Organisation -Good attitude -Good communication skills in English and Spanish</p>	<ol style="list-style-type: none"> 1. Management of online educational projects. 2. Using artificial intelligence tools to design content for educational materials, advertising and promotion. 3. Communication actions with students. 4. Management of customer databases. 5. Follow-up of sales opportunities. 6. Office administration and support. 	<p>Miguel Angel Marti</p>
<p>SOIL</p>	<p>1</p>	<p>Up to 6 months per scholarship</p>	<p>20</p>	<p>Business Administration and Management, Marketing, Communication, Psychology, RRLL, Tourism, MBA.</p>	<p>-Teamwork -Conflict resolution -Good communication skills in English and Spanish -Planning and organisation.</p>	<ol style="list-style-type: none"> 1. Application, processing and management of Educational Cooperation Agreements with national and international companies. 2. Publication of internship offers and monitoring of candidates. 3. Employment Guidance. Training Active Job Search. Selection Interviews. Personalised attention to national and international students and graduates. 4. Data collection through questionnaires of Bachelor, Master and Doctorate graduates by Modality, Venue, Language. 5. Data collection through Employer Satisfaction questionnaires for Bachelor's and Master's Degrees. 6. Personalised attention to students, document management and telephone assistance. 	<p>M^a Dolores Saravia Alarcón</p>
<p>ITM</p>	<p>2</p>	<p>Up to 6 months per scholarship</p>	<p>25</p>	<p>Marketing and Commercial Management, Advertising and Public Relations, Journalism, Audiovisual Communication, Business</p>	<p>-Proactivity -Communication skills -Organisational planning -Office automation and RRSS knowledge -Teamwork</p>	<ol style="list-style-type: none"> 1. Planning, management and creation of content for social media. 2. Development and implementation of email marketing campaigns. 3. Production of video reports for social media (from conceptualisation to final development). 4. Support in the organisation and management of events. 	<p>Elena García</p>

				Administration and Management.		<ol style="list-style-type: none"> 5. Recording of audiovisual resources. 6. Support in the internal management of information and preparation of activity reports. 7. Support in the search for opportunities. 	
RADIO AND TELEVISION STUDIO	2	Up to 6 months per scholarship	25	<p>Bachelor's Degree in Audiovisual Communication, Bachelor's Degree in Journalism, Bachelor's Degree in Advertising and Public Relations</p>	<p>-Intermediate/advanced level in AVID Media Composer, X-frame, Adobe After Effects, Adobe Photoshop, Adobe Premiere and Blackmagic Systems, AUTOCAD</p> <p>-Knowledge in camera operation, audio and video editing, post production and Production.</p>	<ol style="list-style-type: none"> 1. Manage the loan of equipment and/or materials used in internships. 2. Support, if necessary, in the practical sessions of degree subjects. 3. Technical assistant in the radio and television studio and other rooms. 4. Support in the University's promotional activities. 5. Support for the University Radio iRadio. 	Jorge Hernández Bellot
TECHNICAL AREA	2	Up to 6 months per scholarship	25	Higher Degree in Computer Science	-Willingness to learn	<ol style="list-style-type: none"> 1. Collaboration with technicians in computer maintenance tasks for users. 	Samuel Plaza Perrot
PROTOCOL CABINET	2	Up to 6 months per scholarship	25	Communication Sciences, Protocol, Public Relations	<p>--Organisational skills</p> <p>-Good public image.</p> <p>-Ability to communicate</p>	<ol style="list-style-type: none"> 1. Coordination of protocol assistants 2. Assisting in the preparation of University events. 	Natalia Serrano Roses
UCAM-SENS	2	Up to 6 months per scholarship	15	Health and sports sciences, biotechnology, dentistry and food science and technology.	<p>-Interest in research in the field of chemical sensors applied to health, sport and the environment.</p> <p>-English:B2</p> <p>-Working in groups</p>	<ol style="list-style-type: none"> 1. Participation in the development, validation and fine-tuning of new chemical sensor concepts. 2. software development, sensor design and 3D manufacturing, as well as their applicability. 	María Cuartero

UCAM SPANISH SPORT UNIVERSITY	1	Up to 6 months per scholarship	25	Marketing, ADE	-Teamwork -English and Spanish: B2	<ol style="list-style-type: none"> 1. Support in market research and coordination of marketing campaigns. 2. assisting in the internal management of the department. 	Marco Bruno
POLIMEDIA	2	4 months	25	Communication sciences	-Knowledge of Mac environment -Handling of recording cameras -Microphone -Video editing	<ol style="list-style-type: none"> 1. Grabación de vídeos Polimedia 2. Grabación de videos con sistema BemyVega 3. Coordinación de profesorado para optimizar el tiempo de grabación. 	Isaac Serrano
POPULAR TV	2	4 months	20	Degree in Journalism and Audiovisual Communication	Degree in Journalism and Audiovisual Communication	<ol style="list-style-type: none"> 1. News and feature writing 2. Voice-over 3. News editing 4. Connections 	Paz Carrillo Bayona
MULTIMEDIA	2	Up to 6 months per scholarship	25	Communication, Design, Multimedia, Computer Science, Artificial Intelligence, 3D Design	-Knowledge in: Generative Artificial Intelligence, graphic design, 3D design.	<ol style="list-style-type: none"> 1. Producción de vídeo UCAM 2. Producción de películas. 3. Producción de sesiones fotográficas. 	Pau Guardiola
SYSTEMS ENGINEER	1	Up to 6 months per scholarship	20	Degree in Computer Engineering or Telecommunications	-knowledge of communications networks and/or server/services administration	<ol style="list-style-type: none"> 1. You will assist technicians in troubleshooting incidents, enabling you to acquire and improve different aspects of system administration. 	Sergio León Morales
VICE-RECTORATE FOR RESEARCH	2	Up to 6 months per scholarship	25	Business Administration, Law and Communication	-Digital platform management -Writing skills,	<ol style="list-style-type: none"> 1. Researcher's Attention Service. 2. Assistance in the mechanisation and updating of CVs. 3. Elaboration of data tables 4. 	Andrés Hernández Rodríguez
MARKETING INTERNACIONAL	2	Up to 6 months per scholarship	25	Business Administration and Management; Marketing; Tourism; EU Studies;	English: C1 Spanish: C1 or Native; Other language skills desirable: Italian/French/Middle Eastern and	<ol style="list-style-type: none"> 1. Assisting in the drafting of UCAM information and promotional material. 2. Participate in international commercial actions: email marketing, Social Media Relations, Direct Recruitment. 	April German

					Asian languages; Marketing skills.	3. Research and analyse marketing activity on a monthly basis including competitor analysis, alumni profiling and identification of new potential markets and partners.	
OPRI	1	Up to 6 months per scholarship	25	Audiovisual Communication, Advertising and Public Relations, Journalism	-Communication -Text writing. -Content creation. -English B2.	<ol style="list-style-type: none"> 1. Text writing 2. Creation of multimedia content (Photographs/ Video) 3. Organisation of science dissemination events 4. Communication consultancy, especially for European projects. 5. Preparation of dissemination reports and dissemination of results. 	Francisco José Ruiz Gil
COMMUNICATION OFFICE	2	Up to 6 months per scholarship	25	Faculty of Communication	-Resolution -Responsible -Willing to learn	<ol style="list-style-type: none"> 1. Journalistic writing 2. Design and layout 	Samuel Linares Aguilar
FACULTY OF ECONOMICS AND BUSINESS	1	Up to 6 months per scholarship	25	Degree in translation and interpreting or degree in modern languages.	-English C1	<ol style="list-style-type: none"> 1. Apoyo a tutores Erasmus 2. Apoyo en tareas de administración y secretaría 3. Atención presencial, telefónica y vía email a alumnos internacionales, de grado y máster. 	María Isabel Ros Clemente
SCHOOL OF LANGUAGES	1	Up to 6 months per scholarship	25	philology degree	-English C1	<ol style="list-style-type: none"> 1. Examination preparation, 2. Correction of exams, 3. Documentation 	Diana Muñoz
DIGITAL MARKETING	1	Up to 6 months per scholarship	25	Faculty of Communication or business administration	-Knowledge of languages -Notions in Media Planning (rrss) and social networking skills -Communication skills -Knowledge in AI	<ol style="list-style-type: none"> 1. Programming of paid campaigns (Facebook, TikTok, Twitter, Linkedin...) 2. Campaign analysis. 3. Campaign Copy. 4. Help in the Design of the Digital Strategy. 5. Help in the Coordination of Content 	Amparo Nicolás Almagro

