



INFORMATION FOR STUDENTS ON EXTERNAL ACADEMIC INTERNSHIPS AT ETSEIB

PRESENTATION

Academic internships are training activities that allow students to apply and complement the knowledge acquired in their academic training and thus encourage the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability, and foster their innovative capacity.

External academic internships are regulated by:

- ETSEIB external academic internship regulations. Approved by the School Board on December 13, 2018 and amended in the agreement 2019/03/03, of December 12, 2019.
- Regulations governing UPC's external academic internships. Agreement CG/2020/05 of July 2, 2020.
- Royal Decree 592/2014, of July 11 (BOE no. 184, of 30/7/2014)
- Verified reports of ETSEIB studies

In accordance with the guidelines of the health, governmental or university authorities, on the occasion of the coronavirus pandemic, the development of internships and procedures presented in this document may be modified.

You can consult all the updated information about COVID-19 in the web section:

- <https://etseib.upc.edu/ca/estudis/notificacions/informacions-i-comunicats-en-relacio-amb-el-covid-19>

1. MODALITY OF INTERNSHIPS

Curricular Internships:

They are integral academic activities in the curriculum. They have the same consideration as any other subject in the studies and can be compulsory or optional. This means that they must be enrolled a priori, have a tutor, and be assessed and graded.

Extracurricular Internships:

The student can do, on a voluntary basis, extracurricular internships throughout their studies. Unlike curricular ones, they are not part of the curriculum or academic transcript.

Under no circumstances you can recognize extracurricular internships for curricular. The student must decide on the type of internship he/she wants to do at the time of applying for them and formalizing the agreement.

1.2. Typology of internships

- **Internships in collaborating entities**, in companies, institutions and public and private entities, at a national level. These internships can be both curricular and extracurricular.
- **Internships at the University**, in which it must be ensured that the training received and the tasks developed are fully related to the knowledge to be acquired in the studies. These specific cases are included in an annex to the UPC Internship Regulations. Only curricular internships can be done. In no case may the tasks of administrative support and teaching support be considered external internships.
- **International internships** are those external academic internships that take place in companies or institutions abroad. These internships can be both curricular and extracurricular.
Internships in foreign collaborating entities can be basically of three types:

1. Internships done within the Erasmus + program.
2. Internships that the student does through scholarships from other entities, and in which there is no foreign university as a partner. These are based on regulations and protocols of the convening entity, such as the UNITECH Program, CERN, ...
3. UPC - Company Modality: Internships in which a company abroad and the student agree to do an internship, in which there is no foreign university as a partner.

2. GENERAL REQUIREMENTS FOR INTERNSHIPS

2.1. Academic conditions and duration of internships

The academic conditions to be able to do external academic internships are:

Regarding the **duration by course and degree**:

- The maximum number of hours of external internships (curricular and extracurricular) that you can do during **an academic year** is **900** (considering this as the period between **September 16** of the year in which the course begins and **September 15** of next year).
- **Throughout your studies**, you can dedicate a **maximum of hours** to external internships (curricular and extracurricular) depending on the duration of the curriculum you are studying:
 - Bachelor's Degree of 240 ECTS: maximum 1.800 hours
 - Master's degree of 90 ECTS: maximum 900 hours
 - Master's degree of 120 ECTS: maximum 1.200 hours
 - Double Master depending on the number of credits of the degree (the number of credits must be multiplied by 10 hours).

In the case of curricular external academic internships, coinciding with the completion of the Final Degree Project or Final Master's Thesis (TFE), these limits may be exceeded, for a single time throughout the studies in an excess of hours equal to the result of multiplying the enrolled credits of the Final Degree Project or Final Master's Thesis (TFE) by 15.

Internship hours must be compatible with the academic and training activity done by the student at the School. For this reason, the **maximum dedication** will be **4 hours** a day during the school period or full-time during the non-school period or if the student only takes the TFE.

The School may set limitations or deny the possibility to do extracurricular internships based on student performance.

2.1.1. Curricular internships

Depending on the curriculum of each degree, the conditions to be able to do curricular internships are:

- Students of the Bachelor's Degree in Industrial Technology Engineering (GETI) who take optional credits of external internships must do **360 hours (12 ECTS)** of curricular internships, once they have passed 180 ECTS of the curriculum.
- Students of the Bachelor's Degree in Industrial Technologies and Economic Analysis (GETIAE), in accordance with the verified curriculum, **won't** be able to do curricular internships.
- Students of the Master's Degree in Industrial Engineering (MUEI) who take optional credits of external internships must do **360 or 540 hours (12 or 18 ECTS)** of curricular internships, once they have passed 60 ECTS of the curriculum (excluding the credits for training supplements).
- Students of the Master's Degree in Automotive Engineering (MUEA) (**2012** extinction plan) who take optional credits of external internships must do **540 hours (18 ECTS)** of curricular internships, once they have passed 60 ECTS of the curriculum (excluding the credits for training supplements).
- **MUEA** Students (2019 plan) who take optional credits of external internships must do **360 hours (12 ECTS)** of curricular internships, once they have passed 60 ECTS of the curriculum (excluding the credits for training supplements).
- Students of the Master's Degree in Automatic Control and Robotics (MUAR) who take optional credits of external internships must do **540 hours (18 ECTS)** of curricular internships, once they have passed 60 ECTS of the curriculum (excluding the credits for training supplements).
- Students of the Master's Degree in Energy Engineering (MUEE) who take optional credits of external internships must do **450 hours (15 ECTS)** of curricular internships, once they have passed 30 ECTS of the curriculum (excluding the credits for training supplements).
- Students of the Master's Degree in Supply Chain, Transport and Mobility Management (MSCTM) who take optional credits of external internships must do **450 hours (15 ECTS)** of curricular internships, once they have passed 90 ECTS of the curriculum (excluding the credits for training supplements).

- Students of the Master's Degree in Management Engineering (MUEO) who take optional credits of external internships must do **360 or 540 hours (12 or 18 ECTS)** of curricular internships, once they have passed 60 ECTS of the curriculum (excluding the credits for training supplements).
- Students of the Master's Degree in Nuclear Engineering (MUEN) must do **450 hours (15 compulsory ECTS)** of curricular internships, once they have passed 60 ECTS of the curriculum (excluding the credits for training supplements).
- Students of the Master's Degree in Neuroengineering and Rehabilitation (with UAB) (MUNR) must do **540 hours (18 compulsory ECTS)** of curricular internships, during Semester 3 (Q3).
- Students of the Master's Degree in Thermal Engineering (MdTE), in accordance with the verified curriculum, **won't** be able to do curricular internships.
- Students of the Master's Degree in Electric Power Systems and Drives (MdEPSD), in accordance with the verified curriculum, **won't** be able to do curricular internships.
- In the case of a **Double Master's degree** from the School with the **MUEI-MUEN**, they must do **450 hours (15 compulsory ECTS)** of compulsory curricular internships, once they have passed 90 ECTS of the curriculum (excluding the credits for training supplements).
The rest of Double Masters, according to each verified curriculum, **won't** be able to do curricular internships.

2.1.1. Extracurricular internships

For **Bachelor's degrees**: 50% of the credits (120 ECTS) must have been approved on the start date of the agreement.

For **Master's degree** studies, UPC regulations do not specify any minimum credit to be able to do extracurricular internships, however it is recommended to have passed at least 15 ECTS of the master's degree, excluding credits for training supplements. For duly justified exceptional reasons, students may request an exception to these requirements by making an application at the e-Secretaria.

Summary table of external academic internships by degree

DEGREE		MODALITY	TPOLOGY	ECTS	HOURS	ECTS PASSED	Max HOURS DEGREE	TFE (exceed hours)	
BACHELOR'S DEGREES	GETI	Curricular	Optional block Q8	12	360	180 ECTS	900h/course 1800h/degree	180 h	
		Extracurricular	---	0	---	120 ECTS			
	GETIAE	Curricular	Curriculum without curricular internships			0	120 ECTS	900h/course 1800h/degree	180 h
		Extracurricular	---						

DEGREE		MODALITY	TYOLOGY	ECTS	HOURS	ECTS PASSED	Max HOURS DEGREE	TFE (exceed hours)	
MASTER'S DEGREES	MUEI	Curricular	Optional block Q4	12	360	60 ECTS*	900h/course 1200h/degree	180 h	
		Extracurricular		---	0				---
	MUEA (2012 extinction plan)	Curricular	Optional block Q4	18	540	60 ECTS*	900h/course 1200h/degree	180 h	
		Extracurricular		---	0	---			0 ECTS
	MUEA (2019)	Curricular	Optional block Q4	12	360	60 ECTS*	900h/course 1200h/degree	180 h	
		Extracurricular		---	0	---			0 ECTS
	MUAR	Curricular	Optional block Q4	18	540	60 ECTS*	900h/course 1200h/degree	180 h	
		Extracurricular		---	0	---			0 ECTS
	MUEE	Curricular	Optional block Q2-Q3	15	450	30 ECTS*	900h/course 900h/degree	450 h	
		Extracurricular		---	0	---			0 ECTS
	MSCTM	Curricular	Optional block Q4	15	450	60 ECTS*	900h/course 900h/degree	225 h	
		Extracurricular		---	0	---			0 ECTS
	MUEO	Curricular	Optional block Q4	12	360	60 ECTS*	900h/course 1200h/degree	180 h	
		Extracurricular		---	0				---
	MUEN	Curricular	Compulsory Q3	15	450	60 ECTS*	900h/course 900h/degree	225 h	
		Extracurricular		---	0	---			0 ECTS
MUNR	Curricular	Compulsory Q3	18	540	60 ECTS*	900h/course 900h/degree	225 h		
	Extracurricular		---	0	---			0 ECTS	
MdTE	Curricular	Curriculum without curricular internships				600h/course	600h/degree		
	Extracurricular	---	0	---	0 ECTS				
MdEPSD	Curricular	Curriculum without curricular internships				600h/course	600h/degree	225 h	
	Extracurricular	---	0	---	0 ECTS				
DOUBLE DEGREES / THEMED DEGREES	D MUEI-MUEN	Curricular	Optional block Q5	15	450	90 ECTS*	900h/course 1830h/degree	360 h	
		Extracurricular		---	0	---			0 ECTS
	D MUEI-MUEO (2019)	Curricular	Curriculum without curricular internships				900h/course	1620h/degree	360 h
		Extracurricular	---	0	---	0 ECTS			
	D MUEI-MUEA 2019 Electro mobility	Curricular	Curriculum without curricular internships				900h/course	1905h/degree	360 h
		Extracurricular	---	0	---	0 ECTS			
	D MUEI-MUEA 2019 Motors Mechanics	Curricular	Curriculum without curricular internships				900h/course	1905h/degree	360 h
		Extracurricular	---	0	---	0 ECTS			
	D MUEI-MUAR	Curricular	Curriculum without curricular internships				900h/course	1755h/degree	450 h
		Extracurricular	---	0	---	0 ECTS			
	D MUEI-MUEE	Curricular	Curriculum without curricular internships				900h/course	1820h/degree	450 h
		Extracurricular	---	0	---	0 ECTS			
D MUEI-MUEE Electrics	Curricular	Curriculum without curricular internships				900h/course	1870h/degree	450 h	
	Extracurricular	---	0	---	0 ECTS				

* In none of the university master's degrees are the training supplements taken into account in the count of previously approved credits.

2.2. Students' requirements

In order to do internships, students must meet the following personal requirements:

- To be enrolled in the degree or master's degree during the internship period. Agreements are **automatically terminated once all study credits have been passed** or if the student disassociates from the university for any reason.
- To have compulsory school **insurance** while the agreement period. More information in section 6 of this document.
- To be affiliated with Social Security. You will need to apply for the affiliate number if you did not already have one. For more information on how to obtain it, see <http://www.seg-social.es/wps/portal/wss/internet/Inicio>.
- In the case of foreigners, they must have previously the NIE.
- Comply with the academic requirements for doing the internship as well as the duration of the internship in terms of the maximum number of hours per academic year and per degree, established in section 2.1 of this document.
- The student cannot maintain a contractual relationship with the company in which the internship is done.

3. EDUCATIONAL COOPERATION AGREEMENT

External academic internships are formalized through Educational Cooperation Agreements between the student, the University and the company or institution that hosts the student.

Procedure

The application for internships and the management of the educational cooperation agreement is done electronically with the electronic intervention of the student, the company and the School. You can consult all the updated information on the procedure you must follow to process the educational cooperation agreement on the School's website:

<https://etseib.upc.edu/ca/estudis/tramits/practiques-externes/practiques-academiques-externes>

Take into consideration:

- Under no circumstances, agreements with a start date prior to the submission date will be accepted.
- Agreements are managed by courses, considering the start date of the course on **September 16** and the maximum end date will be **September 15** of the following year.
- The deadline for applying for internships at the SIAE will be at the **end of June** for the agreements of July, August and the first 15 days of September.
- Students may not process more than one agreement at a time.
- Any modification with respect to the initial agreement (schedule, dates, number of hours ...), must be informed and a modification of the agreement must be processed.

3.1. Agreement modification

In case of having to modify the conditions of an agreement already processed (schedule, dates, number of hours ...), a modification of the initial agreement can be made, as long as they continue to comply with the academic requirements and conditions to do internships.

Procedure

The management of the educational cooperation agreement is done electronically with the electronic intervention of the student, the company and the School. You can consult all the updated information on the procedure you must follow to process the educational cooperation agreement on the School's website:

<https://etseib.upc.edu/ca/estudis/tramits/practiques-externes/practiques-academiques-externes>

Take into consideration:

- The agreement is modified on the initiative of either party, company or student, in agreement with the other party.
- Modifications or terminations of the Educational Cooperation Agreement for academic courses already completed will not be accepted.
- The company must do the corresponding procedures with Social Security.
- If this modification entails an increase in the amount paid to the student, a new entry must be made to the UPC in terms of management expenses.

Attention: It is recommended not to modify the initial conditions of the Educational Cooperation Agreement that correspond to a **curricular** internship, as it may imply that the internship is evaluated with an **Absent**.

3.2. Agreement extension

In the event that a company and a student who have already signed an educational cooperation agreement wish to extend it, they must **formalize a new agreement** following the procedure and deadlines established in section 3, as long as the student continues to comply with the academic requirements to do internships.

Procedure

The management of the educational cooperation agreement is done electronically with the electronic intervention of the student, the company and the School. You can consult all the updated information on the procedure you must follow to process the educational cooperation agreement on the School's website:

<https://etseib.upc.edu/ca/estudis/tramits/practiques-externes/practiques-academiques-externes>

3.3. Agreement termination

Internship agreements may be terminated at the initiative of both parties; whether by breach of agreed obligations or by mutual agreement.

Procedure

To cancel an agreement, the "cancellation diligence" document signed by the student and the company must be handed in to the SIAE through the UPC's electronic office, by means of an [application to the ETSEIB management](#).

You can consult all the updated information on the procedure you must follow to process the educational cooperation agreement on the School's website:

<https://etseib.upc.edu/ca/estudis/tramits/practiques-externes/practiques-academiques-externes>

Take into consideration:

- In the case of curricular internships, the termination of the agreement before the end of the agreed hours/credits will imply a modification of the registration and the loss of the credits in proportion to the hours not performed without the right to a refund.
- Once all the credits of the curriculum that you are studying have been obtained, the student is considered to be qualified and must process the termination of the agreement. **Under no circumstances can you do an internship if you have passed all the credits of a degree.**

4. INTERNATIONAL INTERNSHIPS

The application for international internships must be made in the [ETSEIB External Internships and Directed Works application](#).

In order to do international internships, it is necessary to manage the procedures related to the request, monitoring and evaluation of internships and the management of the **mobility** and all the associated documentation.

Procedure

You can consult all the updated information on the procedure you must follow to process the educational cooperation agreement on the School's website:

<https://etseib.upc.edu/ca/estudis/tramits/practiques-externes/practiques-academiques-externes>

Take into consideration:

- Under no circumstances, agreements with a start date prior to the submission date will be accepted.
- Agreements are managed by courses, considering the start date of the course on **September 16** and the maximum end date will be **September 15** of the following year. Students who want to enjoy an **Erasmus Internship Scholarship**, the end date will be marked by the deadlines established in the scholarship conditions.

- The deadline for applying for internships at the SIAE will be at the **end of June** for the agreements of July, August and the first 15 days of September.
- Any modification with respect to the initial agreement (schedule, dates, number of hours ...), must be informed and a modification of the training agreement must be processed.

5. ECONOMIC COMPENSATION

Academic internships are remunerated, the ETSEIB School Board has established a **minimum remuneration of €8/hour** as financial compensation for educational cooperation agreements with the aim of standardizing the remuneration received by students.

The company must pay the UPC, in terms of **management fees, 15.70%** of the total amount of the scholarship or study aid that the institution pays to the student. VAT (21%) is applied to this amount on the invoicing date.

In the event that entities maintain debts corresponding to these management expenses with the UPC, the School reserves the right to sign new agreements and/or publish job offers with these companies.

In accordance with current tax and employment legislation, it is necessary to apply a withholding tax on the study aid received by the student during the internship, for IRPF tax - See the [Tax Agency](#) website.

- In the curricular modality, the bonus for the Social Security contribution is 100%.
- In the extracurricular modality, the Social Security contribution is not subsidized.

5.1. UPC internal internships

The agreements of educational cooperation in the UPC incorporate a scholarship or aid to the study, calculating the base to an amount of the aid equivalent, in monthly terms, to 8 euros/hour, and in accordance with the weekly dedication of the student reflected in the following table:

Dedication	Gross monthly amount aid to the study
5h/week	175€
10h/week	350€
15h/week	525€
20h/week	700€

Schools may, in a motivated manner, exempt students from study aid when the internships are curricular and compulsory, provided that it is proven that there is no suitable external offer or that it is very limited.

With regards to curricular and optional internships, the teaching centres, following a report from the Academic Unit, may propose in an exceptional and justified way to the Vice-Rector responsible for external internships the application of a 50% reduction in the price of the study aid, maintaining dedications, or even exemption from study aid. The Vice-Rector

responsible for external internships will decide in a motivated way by accepting or denying the centre's request, depending on the alleged justification, prior to the formalization of the educational cooperation agreement.

Procedure

You can consult all the updated information on the procedure you must follow to process the educational cooperation agreement on the School's website:

<https://etseib.upc.edu/ca/estudis/tramits/practiques-externes/practiques-academiques-externes>

6. INSURANCE

The student must have an insurance and be affiliated with Social Security (the affiliate number must be requested if the student did not have one before).

- Students under the age of 28 have school insurance with the enrolment. You can find all the information about school insurance in the web section (<https://www.upc.edu/esports/serveis/assegurances/escolar>)
- School insurance is covered in Spain and includes all journeys that are related to the object of the agreement that take place in Spain. In case of visits abroad, a private insurance must be formalized, such as COFIDE insurance (<https://www.upc.edu/sga/ca/matricula/assegurances-copia/assegurances#assgvoluntaria>) or insurance for students in international mobility (<https://www.upc.edu/sri/ca/estudiantat/mobilitat-estudiants/mobilitat-destudiantat-de-la-upc/asseguranca-obligatoria/asseguranca-obligatoria>).
- Students over the age of 28 or foreign students must take out private accident insurance such as that offered by the UPC or those offered by other private entities. You can consult all the information on private insurance arranged with the UPC: <https://www.upc.edu/sga/ca/matricula/assegurances-copia/assegurances#assgvoluntaria>

6.1. International internships

In the case of international internships, the insurance must also cover travel and assistance in the country where they are done.

To this effect, when enrolling the internship, the OnCampus insurance will be contracted. In the event that the student has **his/her own insurance**, it must be **communicated** to the SIAE once the internship has been validated and before it is enrolled, through the DemanaUPC/ETSEIB online service (<https://demana.upc.edu/etseib/>). You will also have to upload the copy of the insurance to your e-secretary, so that we can validate it from the School, so that you are not charged again when you formalize your UPC enrolment as a mobility student.

You can find all the information on compulsory insurance for mobility students in the web section <https://www.upc.edu/sri/en/students/students-mobility-office/outgoings/going-abroad/compulsory-insurance/compulsory-insurance>

7. INTERNSHIPS ENROLMENT

7.1. Curricular internships

Credits corresponding to the curricular internships will be enrolled once the educational cooperation agreement has been signed. The student will be able to consult the status of the enrolment at the e-Secretaria.

The enrolment of internships is subject to the criteria established in the academic regulations regarding the maximum number of credits to enrol, as well as the guidelines established in this respect by the management of the centre.

Notice: Scholarship students who apply for internships, once the period for the scholarship's resolution has closed, must pay the amount of the credits of the curricular internships.

7.2. International internships

Once the internship has been validated, the mobility has been generated and the required documentation has been submitted, the internship will be enrolled by the SIAE.

In curricular internships, the enrolment includes the credits of the internships, the enrolment and academic record management fees and, where applicable, the international insurance, specified in point 6.1 of this document.

With regard to extracurricular internships, the enrolment will be done as 0-credit mobility internships. Enrolment fees and academic record management fees will also be applied, and also if the international insurance is needed, specified in point 6.1 of this document.

8. MONITORING AND EVALUATION OF INTERNSHIPS

The monitoring and evaluation of internships is done at the application of [ETSEIB External Internships and Directed Works application](#).

8.1. Curricular internships

Monitoring consists of an initial interview with the School's academic tutor and monitoring tutorials during the development of the internship.

The evaluation of the internships is done once completed. In this sense, the student must complete the internship satisfaction survey and upload the report to the application. Once the report has been submitted, it must make an oral defence of the external internships on the date set by the academic tutor.

Prior to the oral defence, the tutor of the company will receive by e-mail a link to the evaluation report that must fill in and submit to the [ETSEIB External Internships and Directed Works application](#).

The academic tutor must make a report of the internships and evaluate them after the oral defence of the student. Once the internships have been evaluated, the qualification and credits are included in the academic transcript.

The deadline for submitting the report is 30 days after the end of the internship.

8.2. Extracurricular internships

Once the internship has been completed, the student must complete the internship satisfaction survey at the [ETSEIB External Internships and Directed Works application](#).

The tutor of the company will receive by e-mail a link to the evaluation report that must fill in and submit to the [ETSEIB External Internships and Directed Works application](#).

Although the purpose of the internship is the same, extracurricular internships are not part of the curriculum or academic transcript. However, they are incorporated into the European Title Supplement (SET).

8.3. International internships

Once the internship has been completed, the evaluation of international curricular internships is done. In this sense, the student must complete the internship satisfaction survey and upload the report to the [ETSEIB External Internships and Directed Works application](#). Once the report has been submitted, it must make an oral defence of the external internships on the date set by the academic tutor.

Both students and tutors of the company will have to complete an evaluation questionnaire at the application of [ETSEIB External Internships and Directed Works application](#), both for curricular and extracurricular internships.

Once the report has been generated, SIAE will add the grade to the student's transcript, at the curricular internships.

With regard to extracurricular internships, they will be included in the European Title Supplement (SET).

In order to include the grade at the academic record, it will be essential that all the documentation relating the mobility has been submitted.

9. FINALISATION OF INTERNSHIPS

9.1. Curricular internships students

Internships end as a general rule on the day of the final date agreed in the agreement.

To the effect of the educational cooperation agreement, the academic year ends on **15 September**. If you want to continue with the same internships beyond this date, it is necessary to formalise an agreement for the following year from September 16 until the agreed date.

If there is a compelling reason, the termination procedure may be requested before the end of the period agreed in the educational cooperation agreement. Prior to the

processing of this termination, it is recommended to have explained the issues encountered during the development of the internship to the academic tutor and the deputy director of relations with companies.

9.2. Extracurricular internships students

Internships end as a general rule on the day of the final date agreed in the agreement, but at the end of the studies the student must present the diligence of termination of the agreement.

To the effect of the educational cooperation agreement, the academic year ends on **15 September**. If you want to continue with the same internships beyond this date, it is necessary to formalise an agreement for the following year from September 16 until the agreed date.

In no case can the internship be continued once all the credits of a degree have been passed.

If there is a compelling reason, the termination procedure may be requested before the end of the period agreed in the educational cooperation agreement. Prior to the processing of this termination, it is recommended to have explained the issues encountered during the development of the internship to the deputy director of relations with companies.

9.3. International internships students

Internships end on the date established in the "training agreement" or in the specific agreement.

To the effect of doing the internship, the academic year ends on **15 September**. If you want to continue with the same internships beyond this date, it is necessary to formalise a new application for internships and a mobility for the following year from September 16 until the agreed date.

In the case of students participating in the Erasmus Internship program, the maximum end date will be set by the Erasmus call.

If there is a compelling reason, the termination procedure may be requested before the end of the period agreed in the educational cooperation agreement. Prior to the processing of this termination, it is recommended to have explained the issues encountered during the development of the internship to the Deputy Director of Internationalization.