

New procedure to apply for external academic internships at ETSEIB - *provisional procedure* –

1. Internship application.

The student submits the **internship proposal** at the online customer service *Demana UPC/ETSEIB*.

- Access [DemanaUPC/ETSEIB](#) with UPC user and password.
- Select the Help Topic: “*Nou conveni de cooperació educativa*”.
- Fill in all the necessary information to formalise the agreement:
 - Student information
 - Company information. If the company has not previously worked with the UPC, the SIAE will contact them to provide all the necessary information, in which case the deadlines for managing the agreement may be extended.
 - Internship information.

You can check the necessary information at Annex 1.

- Send request by clicking “Create ticket”.
- ★ This form is only used to send the information for the agreement, in case the student has queries to make, he/she must create a new ticket choosing as Help Topic “Pràctiques/Internships”

Before sending the request, consult the [General Information on internships at the ETSEIB](#), in order to make sure that you comply with all the academic and regulatory requirements to do the internships.

- ✓ Once the internship proposal has been administratively validated by the SIAE, you will receive an informative email so that you can access the e-Secretaria to fill in the remaining information of the agreement.
- ✗ In the event that the application is rejected, you will be notified by the *demana* ticket request where you will be informed of the issues detected.

2. Processing of the educational cooperation agreement.

Once the internship has been accepted, the student will receive an email informing them that they can now review the educational cooperation agreement at their e-Secretaria, in order to process the educational cooperation agreement.

2.1. Preparation of the educational cooperation agreement

The “External Internships” module will be activated in the e-Secretaria, where the student must modify and validate the information regarding the proposal of the educational cooperation agreement.

- Access your [e-Secretaria](#) with UPC user and password.
- Access the menu “Company internships”.

- Search the agreement.
- Check and fill in the agreement information in the enabled fields.
- Attach documentation.
- Save and send the agreement.

★ For more information check [Support guide for students on external academic internships at the UPC.](#)

Attach additional documentation to the agreement:

With the information of the agreement, it is also necessary to send the following documentation to the SIAE, attaching it to the Demana ticket that has been created to register the agreement:

- Company declaration of compliance with risk prevention requirements (COVID-19)

The documents can be found in the web section::

<https://etseib.upc.edu/ca/estudis/practiques/Manuals-documents-practiques>

★ For more information check [Support guide for students on external academic internships at the UPC.](#)

2.2. Definition of the training project

The training project is prepared by the tutor of the company and validated by the academic tutor of the ETSEIB.

Company tutor:

Once the registration of the agreement is validated, the tutor of the company receives an e-mail with the access information to the application of academic internships.

- Access the [Company Portal](#), with the information received by email.
- Search for the agreement with the information received by email.
- Enter the data referring to the training project.
- Save and send the training project.

★ You can consult all the information to formalize the Training Project in the [support guide for company tutors of external academic internships.](#)

2.3. Signing the educational cooperation agreement

Once the agreement and the additional documentation are validated, the educational cooperation agreement will be digitally signed.

2.3.1. Company signature

The company is the first one to sign the agreement.

- The legal representative of the company will receive, by email, the document of the educational cooperation agreement in Pdf format, for him/her to sign digitally.
- Digitally sign the agreement. Be careful not to block the document once signed.
- Forward the signed Pdf document by email to the address: cce.etseib@upc.edu

2.3.2. Student signature

Once the company has signed, the SIAE will inform the student to digitally sign the document via *Portafirmes de la UPC*.

- Access the *Portafirmes de la UPC* with the UPC identification user and password.
- Choose the agreement to sign
- Click “Sign”
- Confirm the action
- Choose the signature mode and sign

★ You can check how to formalize the educational cooperation agreement at the [Support guide for students on external academic internships at the UPC.](#)

2.3.3. School signature

Finally, the school management will sign the educational cooperation agreement electronically.

2.3.4. Enrolment of curricular internships

The SIAE will proceed to enrol the curricular internships. The student will be able to check the form of the enrolment and the amount to pay, at the e- Secretaria. The method of payment will be the same as the one chosen at the time of regular enrolment for the current semester.

3. Delivery of the agreement.

The student and the company will receive the educational cooperation agreement signed by email before the internship begins.

The **deadline** for completing the entire procedure before starting the internship is at least **15 days**. The total duration of the procedure will depend on the time used by the agents participating in the preparation and signing of the educational cooperation agreement and the training project: the student, the tutors, the company and the management of the ETSEIB.

Once the agreement has been signed, the student will be able to start his/her internship under the conditions established in the educational cooperation agreement.

4. Registration of the reception report of the collaborating entity for the student in internships.

To guarantee your safety during the internship, together with the educational cooperation agreement, you must present the document [Registration of the reception report of the collaborating entity for the student in internship](https://etseib.upc.edu/ca/estudis/practiques/documents-practiques) (<https://etseib.upc.edu/ca/estudis/practiques/documents-practiques>) signed by the tutor of the collaborating entity and you (the student).

This document must be uploaded to the [ETSEIB Internship and Directed Work application](#), at most, 7 days before the initial interview with the academic tutor of curricular internship. Failure to deliver this document within the specified period may result in termination of the educational cooperation agreement.

Annex 1. Information to fill in to the external academic internships request

Dades estudiant/a

Nom i cognoms *

Name and surname

DNI/NIE *

NIE

Titulació *

Degree

Has realitzat anteriorment pràctiques en els estudis actuals *

Idioma resposta

Answer language

Dades empresa

Nom empresa *

NIF/CIF *

Persona contacte empresa per a la gestió administrativa del conveni

Nom contacte empresa *

Correu electrònic contacte empresa *

L'empresa ha realitzat anteriorment convenis de cooperació educativa a la UPC *

Dades representant legal empresa

Nom representant legal empresa *

NIF/NIE representant *

Telèfon representant

Correu electrònic representant legal empresa *

Dades tutor empresa

Nom tutor empresa *

DNI tutor empresa *

Correu electrònic tutor empresa *

Informació de les pràctiques

Tipologia de les pràctiques *

— Seleccionar —

ECTS (sols per pràctiques curriculars)

Data inici conveni *

Ha de ser com a mínim 20 dies a partir de la sol.licitud

(CEST)

Data final conveni *

(CEST)

Nº hores diàries *

Total hores conveni *

Les pràctiques estan relacionades amb el TFE

— Seleccionar —

En cas afirmatiu especifiqueu el nom del tutor acadèmic

Atenció

Aquest formulari sols serveix per enviar les dades per registrar el conveni de cooperació educativa, si tens algun dubte pots fer la consulta creant un nou tiquet de la tipologia "Pràctiques"

This form is only used to send the data to register the Educational Cooperation Agreement, if you have any questions you can make the inquiry by creating a new ticket of the type "Internships"

