

GUIDE TO THE MANAGEMENT OF INTERNSHIPS AT THE FACULTY OF ARTS

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Introduction

The Faculty of Arts focuses on active learning by the student and one of the strategic formative aspects of this approach takes the form of external internships. Internships at companies and other entities enable students to apply the competencies that they have acquired during their academic training in a real professional environment and to acquire new competencies. Furthermore, an external internship enables students to learn about the institutions and entities linked to their ambit of study and to acquire experience, which in turn helps them to find employment.

The current regulations governing external internships came into force in the 2008-2009 academic year, coinciding with the start of the implementation of the new curricula adapted to the European Higher Education Area. This methodological change to university qualifications led to the production of those regulations and, four years later, we find that the first bachelor's degrees started under this new methodology are reaching their final years, which in turn means that students are now at the point of undertaking external internships.

Furthermore, during this time two sets of regulations affecting external internships have been published. On the one hand, there is the University Student Statute, which has recognised the right of bachelor's and master's students to undertake external internships and their right to effective academic and professional tuition. And on the other hand, there is the review of the Regulations governing the external academic internships undertaken by university students, approved by Royal Decree 592/2014, of 11 July, which eliminates, to a large extent, the legal uncertainty existing for thirty years regarding the management of external university internships, and which establishes a complete regulatory framework that is suited to the new curricula.

According to article 3.2 of the regulations governing external internships of the URV, the Faculty of Arts must have its own guide governing the administration of internships so that a general framework can be created for the various external internships offered by the different courses taught at the faculty.

Article 1. Scope and type of internships

1. This administrative guide applies to the curricular and extracurricular external internships undertaken by bachelor's and master's students from the Faculty of Arts at the URV.

2. External internships can be undertaken at any company, institution or public or private entity both within and outside Spain.

Students from the Faculty of Arts can also carry out their internships at the, in accordance with the internal protocol.

The student may apply for an internship at the entity, company or institution where they carry out their professional activity. The internship coordinator for each course will authorise this provided that the content of the internship matches the requirements established in the curriculum. Nevertheless, the fact that a student already works at a

company, institution or entity does not give them the right to choose their place work to undertake their internship or give them preferential treatment. Instead they are required to follow assignation process established for each course.

Externals internships may also be undertaken within the URV's service learning programme.

3. Curricular internships are conducted through the 'Internships' subject on the curriculum and therefore receive academic recognition

4. Extracurricular internships are those that are not specifically included in the curriculum. Students will undertake extra-curricular internships voluntarily and with the same training objectives as the curricular internship.

They are incorporated into the European Supplement of the Certificate, in accordance with the current regulations.

Article 2. Legal System

1. External internship undertaken by students from the Faculty of Arts have their legal basis in the University Student Statute and are governed by the Regulations governing external internships by university students, by the URV's Regulations governing external internships and by the present administrative guide.

2. Curricular internships have their basis in the regulations governing the organisation of official courses and are governed by the specific curriculum for each course.

3. In all cases, the relationship between the student and the collaborating entity is strictly academic. Under no circumstances can the student enter into contractual employment with the collaborating entity.

Article 3. Coordination and management structure of the internships

1. The Faculty of Arts is responsible for organizing and managing the internships undertaken by its students, and must guarantee that they function correctly and are of the required quality. To meet these responsibilities, the faculty has an internships committee, a general internships coordinator and specific internships coordinators for each course.

2. The functions of the Internships Committee of the Faculty of Arts are to:

- a) Propose any modifications to this guide that it deems necessary.
- b) Review and approve any modifications to the Faculty of Arts' template documents regarding external internships.
- c) Analyse offers of external internships to determine if they could form part of the Service Learning Programme.
- d) Promote coordinated policies to promote and improve the quality and assessment of the external internships relating to courses offered by the Faculty of Arts.

3. The functions of the general internships coordinator of the Faculty of Arts are to:

- a) Preside over the Internships Committee of the Faculty of Arts.

b) Represent the dean at general URV meetings in which issues relating to external internships are discussed.

c) Supervise the correct implementation of the Faculty of Art's internships.

4. The functions of the specific internships coordinators for each course are to:

a) Establish and define the internship programmes in collaboration with the management of the entities that will host the students on their internships.

b) Authorise internships to take place.

c) Ensure that students have public access to and are fully informed about the requirements and procedure regarding the student selection process.

d) Ensure that the mechanism for monitoring and evaluating the internships complies with the indications in the applicable regulations.

e) Agree with the host entities (businesses) any form of payment, if appropriate.

5. The Dean's Support Office of the Faculty of Arts provides administrative support for the faculty's internships; the office's functions in this ambit are to:

a) Support the administration of educational cooperation agreements corresponding to the curricular internships undertaken by students of the Faculty of Arts, in coordination with the units involved.

b) Manage the annexes to the educational cooperation agreements corresponding to the internships undertaken by the Faculty of Arts' student in accordance with the procedures and models established by the faculty and the URV.

Article 4. Student requirements and nature of the internships

1. External internships may be undertaken by students of the Faculty of Arts and students from other universities in Catalonia, Spain or abroad who are studying at the Faculty by virtue of mobility programmes or agreements established between these institutions. In the case of students from other universities, each course may establish any necessary restrictions to ensure compliance with the language requirements specified by companies, institutions or entities.

2. Students who wish to do a curricular internship must register for the subject in the curriculum and must meet the requirements and obligations specified in the curriculum.

3. Students on an extracurricular internship must be registered during the academic year in which they undertake the internship. In addition, bachelor's students who undertake extracurricular internships must have already passed 120 credits at the start of their internship. Students who have passed all the credits they need in order to request the issuance of their degree certificate may apply to undertake an extracurricular internship until the end of the academic year.

4. Students on external internships have the rights and obligations specified in the applicable legislation.

5. The external internships covered by the present guide are strictly academic. The educational cooperation agreement must specify the non-contractual nature of the relation and that the student is covered for any accident by the Obligatory Student's Insurance or the private insurance that the University has provided if the student does not have the obligatory insurance. However, if the internship does lead to some form of remuneration for the student, whatever form this may take, the collaborating entity must register the student with Social Security, as established in the current legislation.

6. In all cases, the content of the internship must be relevant to the student's course.

Article 5. Payment for internship

1. External internships may be remunerated if this is agreed by the specific internship coordinator of the corresponding course and by the entity, company or collaborating institution.

2. Extracurricular external internships must be remunerated, unless they form part of a non-profit project or service learning activity. Each specific internship agreement will specify whether any payment will be made and, if so, the amount and form of the payment. This information will be specified in an annex to the agreement.

3. Any remuneration received by the student is given in the form of a study grant or award, it must be paid directly by the collaborating entity and it is subject to the applicable fiscal regime.

4. Each specific internship agreement will specify whether any payment will be made and, if so, the amount and form of the payment. This information will be specified in an annex to the agreement.

Article 6. Length of internships

1. The duration of the external internship is:

a) Specified in the curriculum in the case of curricular internships.

b) Preferably no greater than 50% (750 hours) of the academic year (from 1 September to 31 August). Every effort must be made to ensure that the student's academic activities progress and are supervised in the correct manner. The Guide to the Management of Internships at the Faculty of Arts may establish a lower limit for its students' internships. Exceptionally, at the criteria of the faculty, the duration of the internship may be increased to a maximum of 1000 hours, depending on the academic performance of the student.

2. Students have the right to engage in the activities relating to their academic and professional training and in activities concerning representation and participation, provided that they give sufficient notice and the necessary documentary justification to the collaborating entity, company or institution. In particular, students have the right to be absent from the place where they are engaged in their internship if they need to:

a) Attend tutorials or examinations.

b) Attend activities organised by URV entities in which the student is required to participate or to act as a representative.

c) Attend a medical appointment.

d) Attend to personal situations or attend any other academic activities required by their URV tutors.

The academic tutor and the professional tutor must agree on the manner in which the student will make up for or compensate any hours that he/she has missed as a result of formal leaves of absence or absences due to illness or accident. When making this decision, the academic tutor and the professional tutor must take into account specific circumstances that led to the absence and the extent to which the student has achieved or will achieve the objectives of the internship project.

Students who receive a monthly grant or award payment, as specified in the annex to the internship agreement, may miss up to 5% of the total hours of the internship as a

result of absence due to illness or accident without losing the monthly grant or award payment.

3. External internships may be extended with the approval of faculty, the collaborating entity and the student and the signing of a new annex. The extra hours added to the internship by the extension must not take the total number of hours for the internship over the limit specified in article 6.1.

The request for an extension must be requested by the collaborating entity, with the approval of the student and the tutor, by email addressed to the coordinator of the internship of each course. The request must be submitted at least ten calendar days before the end of the agreement. If the agreement ends in August, the extension must be requested before 20 July.

4. The internships expire automatically with the expiry of the period agreed in the annex to the agreement, provided that the parties do not agree to an extension. Internships may be terminated before the agreed date for the following reasons:

a) By mutual written agreement between the parties.

b) By the withdrawal of one of the parties or the student, in writing before the official end date. The withdrawal must follow the procedure and models established in the Students and University Community Committee.

c) Because of clear non-compliance with the clauses of the general collaboration agreement, the specific agreement or the applicable regulations.

Article 7. Administrative procedure

1. All entities who wish to Faculty of Arts students on internships must formalize this collaboration by means of an educational cooperation agreement, which takes the same form for all of the faculties/schools and courses of the URV and is signed by the rector or the delegated individual. The agreement must establish the legal regime, the general conditions and the rights and obligations of the parties.

2. Proposals to host one or more students on curricular internships must be presented to each internship coordinator with the information on which the student's training project is to be based. Once the proposal has been authorised and validated, it will form part of the offer of external internship places for the respective course. When the internship programme is activated, students must present their preferences according to the places on offer and the internship coordinator for each course will select the student on the basis of these preferences, the student's academic transcript and the number of credits that the student has passed.

The internship preferences presented by students are binding. Each course must establish in the corresponding teaching guides, the implications of non-compliance in relation to evaluation.

The internship coordinator for each course must prioritise students with disability when selecting and awarding internships so that they have the chance to be placed with companies or institutions with guaranteed measures of universal access.

3. Each student's internship must be formalized by means of an annex to the previously signed cooperation agreement, using the templates established by the URV.

Each annex must state the identity of the student and the tutors, the description of the training project agreed and the other specific conditions of the particular internship.

In the case of external internships at the centres, structures or services of the URV, the assignation of the student and the specification of the other characteristics of the internship must be formalized in an agreement signed by the dean and the head of the faculty, school, structure, or service of the URV.

4. All internship agreements and annexes are administered using the procedures and models established by the URV.

Exceptionally, of the circumstances require it, agreements and/or annexes that have been written in a different format from the URV's templates may be signed.

In these cases, the documents proposed must respect the provisions of the URV's Regulations governing external internships and follow the URV's protocol for signing agreements.

5. The Dean's Support Office of the Faculty of Arts (DSO) prepares the internship annexes specified in the present article when the coordinator provides it with the data needed to do so. Once the annexes have been prepared, the DSO will supervise the process of signing the annexes.

6. Students may not start the internship if no educational cooperation agreement has been created and internship annex has not been signed, in accordance with the present article. Moreover, agreements and annexes cannot be signed with retroactive effects; that is, the formalization of all the internship conditions must take place before the agreement or annex comes into force. For this reason, the internship coordinator for each course must send the necessary data to the DSO to allow sufficient time for the educational cooperation agreements to be produced and the internship annexes to be signed.

Article 8. The training project and the tutors

1. The training project included in the annex to the agreement must determine, at least, the training objectives and tasks that need to be carried out. The learning results must be established in accordance with the professional competencies that the student will have to apply during their internship.

2. The training project cannot contain activities regarded as unhealthy, harmful or dangerous or activities that have to take place at night or on rotating shifts of 24 hours.

Exceptionally, the internship coordinator for each course may authorise nocturnal internships if it is essential due to the nature of the activities proposed.

3. The Faculty will assign the teaching load for the External Internships subject of each course to the different departments in accordance with the specifications of each curriculum. The teaching load for the External Internship is calculated in accordance with the criteria specified in the Teaching Regulations. Each department distributes this teaching load among its teaching staff. As part of this distribution, a member of the teaching staff from the course studied by the internship student (or related course) will be assigned to the student as academic tutor.

For extracurricular internships, the internship tutor is the internship coordinator for each course. For master's degrees that do not have this figure, the internship tutor, or delegated teacher, is the coordinator of the master's course.

The academic tutor is responsible for supervising and evaluating the activities carried out by the student. The rights and obligations of the academic tutor are specified in the applicable current legislation.

4. The professional tutor designated by the entity, company or host institution is responsible for training the student at the place of work.

The rights and obligations of the tutor from the entity, company or host institution are specified in the current applicable legislation.

In order to provide recognition for the work done by the tutors at the collaborating entities, the Faculty of Arts must issue them with a certificate accrediting the services that they have provided whilst acting as tutor and supervisor of the internship student.

Article 9. Internships abroad or within the frame of mobility programme and agreements

1. The internships carried out in the frame of mobility programmes in which the Faculty of Arts participates are governed by the specific regulations, procedures and documents that are applicable to them. Anything that is not contemplated in the regulations governing the programme will be subject to the URV's Internships Regulations and the present administrative guide.

2. All internships that are carried out abroad are governed by the URV's Internships Regulations and by the present administrative guide.

3. In all cases, students who undertake internships abroad must have specific insurance that covers health care, accidents and repatriation.

First temporary provision

These administrative guide also applies to internships undertaken by students in the first cycle, the second cycle and those in the second cycle whose programmes are being terminated.

Second temporary provision

During the implementation of the new system for managing educational cooperation agreements that is specified in the URV's Internship Regulations, the previous system of signing specific agreements may still be used, provided that no specific educational cooperation agreement has been signed with the collaborating entity in accordance with the URV's Internship Regulations and that the specific circumstances require the immediate signing of the agreement by the parties so that the student can begin the internship.

Final provision

The present administrative guide will enter into force in the 2019-2020 academic year.