



External Internships Regulations Universidad Católica de Murcia

Academic Year 2023/2024



Universidad Católica San Antonio

TABLE OF CONTENTS

INTRODUCTION	3
CHAPTER 1. EXTERNAL ACADEMIC INTERNSHIPS	4
Article 1. Aim	4
Article 2. Definition, constitution, and characteristics of external internships	4
Article 3. Purpose	5
Article 4. Modalities of external internships	5
Article 5. Duration of external internships	6
Article 6. Internship schedules.	6
Article 7. The training project	7
Article 8. Target group	8
Article 9. Applicant requirements	8
Article 10. Students coming from mobility programmes	8
Article 11. Incompatibility	9
Article 12. Requirements of the cooperating training organisation	
Article 13. Rights and duties of interns	10
Article 14. Tutoring and eligibility requirements	12
Article 15. Rights and duties of the cooperating organisation's tutor	13
Article 16. Rights and duties of the university academic tutor	15
CHAPTER 2. PROCEDURE	16
Article 17. Offer, dissemination and allocation of external internships	16
Article 18. Procedure for the management of external internships	17
Article 19. Final report of the cooperating organisation's tutor	18
Article 20. Interim monitoring report and final report on the student's internship	19
Article 21. Evaluation of the internship	20
Article 22. Academic recognition and certification	20
Article 23. Recognition of the student's professional work in curricular internships	20
CHAPTER 3. EDUCATIONAL COOPERATION AGREEMENTS	21
Article 24. Educational Cooperation Agreements	21
Article 25. Educational Cooperation Agreement Model	22
Article 26. Management responsibility	22
Article 27. Initiative	22
Article 28. Processing	23
Article 29. Monitoring of the Educational Cooperation Agreements	23
Additional, Transitional, Repealing and Final Provisions	24
First additional provision	24
Second additional provision	24
First transitional provision	24
Final provision	24

INTRODUCTION

The first regulation of university student internships in our legislation was addressed in Spanish Royal Decree 1497/1981, of 19 June, on Educational Cooperation Programmes. In general terms, the main objective of this regulation was to achieve a comprehensive training of university students using educational cooperation programmes with companies, for the training of students in the last two years of their studies. The programme did not establish any contractual relationship between the student and the company, since this relationship was strictly academic and not labour related by nature.

In order to adapt the period during which students could carry out work experience in companies to the credit system introduced by Spanish Royal Decree 1497/1987, of 17 November, Spanish Royal Decree 1845/1994, of 9 September, was approved, which modified Spanish Royal Decree 1497/1981, of 19 June, stipulating that educational cooperation programmes could be established with companies for the training of students who had passed 50 percent of the credits required to obtain the university degree they were studying for.

Spanish Royal Decree 822/2021 of 28 September, which establishes the organisation of university education and the procedure for quality assurance, has placed special emphasis on external internships for university students, regulating that Bachelor's degree syllabuses shall contain 'all the theoretical and practical training the student must acquire', among which 'external internships' are mentioned (Article 12.2).

Likewise, the University Student Statute approved by Spanish Royal Decree 1791/2010, of 30 December, recognises the right of Bachelor's and Master's degree students to have the possibility of carrying out curricular or extracurricular internships, which may take place in external organizations and in the centres or services of the university.

Currently, external academic internships for Spanish university students are regulated by Spanish Royal Decree 592/2014, of 11 July, which establishes that internships constitute a training activity whose objective is to provide students with the opportunity to apply and complement the knowledge acquired in their

academic training, favouring the acquisition of skills which prepare them for the exercise of professional activities, facilitate their employability and foster their capacity for entrepreneurship.

The Universidad Católica de Murcia (hereinafter UCAM), aware of the need to provide a comprehensive training for its students, as a fundamental part in the development of their professional training, and in compliance with the provisions of Article 11, paragraph 5 of Decree 822/2021, of 28 September, has drawn up these regulations.

CHAPTER 1. EXTERNAL ACADEMIC INTERNSHIPS

Article 1. Aim.

The aim is to regulate the external academic internships of students enrolled in official and UCAM-specific degrees at Universidad Católica San Antonio de Murcia (UCAM).

Article 2. Definition, constitution, and characteristics of external internships.

1. External academic internships are training activities carried out by university students and supervised by the university. Their aim is to enable students to apply and complement the knowledge acquired in their academic training, promoting the acquisition of skills that prepare them for professional activities, facilitate their employability and foster their entrepreneurial capacity.
2. External internships may take place at the university or at cooperating organisations, such as companies, institutions and public and private organisations – both national and international.
3. Given the training nature of external academic internships, under no circumstances shall they give rise to any obligations inherent to an employment relationship, nor may their content lead to the substitution of the employment service inherent to jobs.
4. Likewise, in the event that students joins the staff of the cooperating organisation at the end of their studies, the time of the internship shall not

be considered for the purposes of seniority, nor shall it exempt them from the probationary period unless otherwise expressly stipulated in the applicable collective bargaining agreement.

Article 3. Purpose.

The external academic internships are intended to achieve the following purposes:

1. To enable students to apply and complement the knowledge acquired in their academic training, contributing to their comprehensive training, and complementing their theoretical and practical learning.
2. To promote the acquisition of skills and prepare them for professional activities, facilitate their employability and foster their entrepreneurial skills.
3. To facilitate an understanding of the working methodology required by the professional reality in which the students will have to work, contrasting and applying the knowledge acquired.
4. To encourage the training and development of technical, methodological, personal, professional, and participatory skills.
5. To obtain practical experience so as to facilitate labour market insertion and improve future employability.
6. To encourage the values of innovation, creativity, and entrepreneurship.
7. To promote and consolidate cooperative relationships between the university and the business and professional environment.
8. To strengthen the links between student and university, as well as with the cooperating organisation in order to facilitate their future professional incorporation.

Article 4. Modalities of external internships.

There are two types of external academic internships: curricular and extracurricular.

1. Curricular internships are those configured as academic activities included in the Syllabus of official degrees. These are assessable and students must undertake them to complete their degree.
2. Extracurricular internships are those that students may voluntarily undertake during their training period, but not as part of their Syllabus, although they serve the same purpose as the curricular ones. These will be reflected in the European Diploma Supplement.

Extracurricular internships are directly managed by the External Internships Committees of each degree (hereinafter referred to as EICs), under the coordination of the Faculty's External Internships Coordinator, who will coordinate the guidelines transfer to all the EICs and the application of transversal policies in this area, with the cooperation of the Career Guidance and Information Service (hereinafter referred to as SOIL by the Spanish acronym).

Article 5. Duration of external internships.

1. External curricular internships shall last for as long as established by the corresponding syllabus, following the terms established by current legislation.
2. Extracurricular external internships shall last for no more than 50% of the course credits. The duration of the external extracurricular internships shall be established in each offer, with a minimum of 150 hours and a maximum of 750, unless the specific nature of the internship requires a shorter duration. This includes hours actually worked, not counting absences due to illness, holidays, festivities, or other reasons.
3. The documentation authorising curricular and extracurricular internships shall specify the dates on which they are to take place (start and end date), which must fall within the academic year, except in extemporaneous situations duly authorised by the competent academic body or due to force majeure.

Article 6. Internship schedules.

1. Internships shall be scheduled taking into account the characteristics of the internships and the availability of the cooperating organisation. In any

- case, the timetable shall be compatible with the academic, training, representation, and participation activities of the student at the university.
2. In curricular external internships, timetables shall be in accordance with the planning established by the EICs for this activity.
 3. In extracurricular internships, the aim is for students to be able to combine them with their studies, so internships will be scheduled by mutual agreement between the cooperating organisation and the student considering that the maximum daily hours authorised during the academic period is half a day (5 hours), which may be extended during holiday periods.
 4. Exceptionally, and only in cases in which the students have very few credits left to complete their studies or they enrolled in fewer credits that semester, they may work more hours per day, but in no case may this exceed 40 hours per week, or 8 hours per day, always with the authorisation of the academic tutor.
 5. Exceptionally, external internships of up to 24 hours/day (e.g., in health related degrees) may be authorised when duly justified, respecting at all times the weekly and between-session breaks established by law.

Article 7. The training project.

1. The training project specifying the implementation of each external academic internship shall be included in an appendix to the agreement and shall set out the educational objectives and the activities to be carried out. The objectives shall be established considering the basic, generic and/or specific competences to be acquired by the students. Furthermore, the contents of the internship shall be defined in such a way as to ensure a direct link between the skills to be acquired and the studies undertaken.
2. In any case, efforts shall be made to ensure that the training project conforms to the principles of inclusion, equal opportunities, non-discrimination, and universal accessibility.

Article 8. Target group.

External academic internships are open to:

1. Students enrolled in any course offered by the university, both official and UCAM-specific degrees
2. Students from other Spanish or foreign universities who, as part of academic mobility programmes or agreements established between universities, are studying at UCAM.

Article 9. Applicant requirements.

1. In the case of curricular external internships, students must be enrolled in the corresponding subject, according to the Syllabus in question.
2. In the case of external extracurricular internships, students must be enrolled in the degree programme for which the internship is offered and must have passed 120 of the credits required to complete the degree they are studying for at the time of applying for the internship.
3. Students of Master's degrees and UCAM-specific courses with a duration of 300 hours or more shall be able to do an internship from the moment they are enrolled.
4. Students cannot have any contractual relationship with the cooperating organisation, or the university where the internship is to be carried out, unless otherwise authorised in accordance with Articles 11.4. and 11.5 of these regulations.
5. Students may undertake internships as long as they are enrolled and until the end of the corresponding academic year, except for the provisions of Art. 5.3.
6. Students interested in doing an external extracurricular internship shall formalise the online application addressed to the Faculty's Internships Committee.
7. Students must have an open academic record at the time of applying for and carrying out the internships.

Article 10. Students coming from mobility programmes (Incoming students).

Students from other Spanish universities participating in national mobility programmes (SICUE, etc.) or agreements established with them, as well as foreign students of any nationality who are studying at UCAM under an Erasmus grant or Lifelong Learning Programme (LLP) or any other international study programme or agreement signed by UCAM, are also eligible for internships. These students shall enjoy the same treatment as UCAM students, unless otherwise established in the rules governing the programme.

Foreign incoming students wishing to do an internship must prove that they have a sufficient knowledge of Spanish equivalent to the intermediate level of the corresponding qualification at the official language school.

Internships for incoming students shall be governed by their own regulations, which may affect, among others, the duration and requirements. The assignment of academic tutors may depend on both the tasks to be carried out and the official qualification the student is enrolled in.

Article 11. Incompatibility.

1. External curricular and extracurricular internships cannot be done during the same period of time.
2. Students shall not do two or more internships in two different organisations at the same time, unless they are scheduled on different days of the week.
3. Exceptionally, and with prior authorisation from the EIC, the compatibility of more than one internship in the same period may be allowed, provided that these are scheduled on different days of the week and together do not exceed the total number of hours established.
4. Students may not undertake an internship in a cooperating organisation whose owner, directors or tutor are related by blood or marriage up to the second degree of kinship. Only in exceptional, duly justified cases, and with prior authorisation of the university tutor, may such internships be allowed.

5. Students at UCAM may carry out internships in the company or institution where they are assigned, provided that the tasks to be carried out in the internship are different from those of the job they hold.
6. Any incompatibility shall be resolved by the EIC.

Article 12. Requirements of the cooperating training organisation

1. The cooperating organisation which requests the incorporation of students to do internships or signs an Educational Cooperation Agreement (ECA) with UCAM must be legally constituted.
2. Internships in cooperating organisations with open claims for non-payment to students or any other type of proceedings affecting the ECA signed between the parties shall not be admitted until these have been favourably resolved.

Article 13. Rights and duties of interns.

1. During the external internships, students shall have the following rights:
 - a) To be supervised, for the duration of the internship, by a lecturer from the university and by a professional who provides services in the company, institution, or organisation where the internship is carried out.
 - b) To be evaluated in accordance with the criteria established by the university.
 - c) To obtain a report from the cooperating organisation where the internship was done, expressly mentioning the activity carried out, its duration and, where appropriate, the student's performance.
 - d) To receive, in those cases where this is established, the financial contribution of the cooperating organisation, as a grant or study aid.
 - e) To intellectual and industrial property under the terms established in the corresponding legislation.
 - f) To receive information on safety and occupational risk prevention regulations from the cooperating organisation, as well as on the prevention of harassment at work and worker protection regulations.

- g) To carry out their academic, training, representation, and participation activities, after giving sufficient prior notice to the cooperating organisation.
 - h) To be provided with the necessary resources for students with disabilities or educational needs to be able to get tutoring, information, assessment and to perform under equal conditions during the internship.
 - i) In the case of students with disabilities, to strike a balance between the internship and those activities and personal situations derived from or connected to their disability.
 - j) Any other rights provided for in the regulations in force and/or in the corresponding Educational Cooperation Agreements signed by UCAM – and, where applicable, the internship management organisation linked to it – with the cooperating organisation.
 - k) To carry out the training tasks for which they were selected.
 - l) To be insured during the internship. Students shall be covered by an accident risk policy and a civil liability policy.
 - m) To have the necessary permission to attend exams.
 - n) To quit the internship by means of a reasoned request signed by them.
 - o) To the certification of the external extracurricular internships once verified that the training project was completed. The certificate shall contain, among others, the following information: personal details of the student, cooperating organisation, duration (period and hours) and any other information deemed relevant.
2. Likewise, and during the external internships, students must comply with the following duties:
- a) Following the current regulations on external internships established by the university.
 - b) Being familiar with and complying with the Internship Training Project, following the instructions of the tutor assigned by the cooperating organisation and under the supervision of the university's academic tutor.
 - c) Keeping in contact with the academic tutor at the university during the internship and informing them of any incident which may arise during

the internship, as well as submitting the required documents and reports on interim monitoring and the final report.

- d) Joining the cooperating organisation in question on the agreed date, to comply with the agreed timetable in the educational project and to respect their operating, safety, and occupational risk prevention rules.
- e) Developing the Training Project and diligently carrying out the activities agreed with the cooperating organisation in accordance with the lines established therein.
- f) Drawing up the final report on the internship, as provided for in article 19 of these regulations, as well as, where appropriate, the interim report.
- g) Preserving confidentiality concerning the internal information of the cooperating organisation and keeping professional secrecy about their activities, during their stay and at the end of their stay, particularly with regard to Data Protection legislation. The student shall be responsible for all damages and losses which the cooperating organisation may face as a consequence of the wilful or negligent breach of this obligation.
- h) Showing a respectful attitude towards the policy of the cooperating organisation at all times, protecting the good reputation of the university to which they belong.
- i) Submitting the documentation for the internship on the standard UCAM form well in advance of the start of the internship, which will depend on teaching periods and holidays. UCAM neither authorises nor is responsible for the actions the student may carry out in the cooperating organisation without the formalisation of the said documentation.
- j) Communicating to the EIC any incidents which may occur during the course of the activities.
- k) At the end of the external internship and within the following 15 days, EICs shall determine the necessary documentation to be provided by the students.
- l) Any other duty provided for in the regulations in force and/or in the corresponding Educational Cooperation Agreements signed by UCAM

and, where applicable, the internship management organisation linked to it, with the cooperating organisation.

Article 14. Tutoring and eligibility requirements.

1. To do an external internship, students shall have a tutor from the cooperating organisation and an academic tutor from the university.
2. The tutor appointed by the cooperating organisation must be a person linked to it, with professional experience and the necessary knowledge to carry out an effective tutoring. This person shall not be the same who acts as an academic tutor at the university.
3. The EIC of each degree programme is responsible for appointing the academic tutors, and it may ratify the list of tutors from the previous year or appoint new ones.

The appointment of a university academic tutor shall be made in accordance with the established procedures:

- a) For curricular internships, the tutor must be a lecturer at the university, preferably from the faculty, school, or university centre in which the student is enrolled and, in any case, related to the subject to which the internship is linked.
 - b) In the case of extracurricular internships, the academic tutor shall preferably be a lecturer from the university who teaches in the same branch of knowledge as the course studied.
4. Universities shall provide tutors of students with disabilities or educational needs with the required information and training for the performance of this role. For this purpose, the UCAM has set up the [UCAM Curricular Adaptations Service \(SAC in Spanish\)](#). The main purpose of SAC, which is part of the Vice-Rector's Office for Quality and Academic Planning, is to guarantee equal opportunities for students and other members of the academic community with disabilities and/or special needs. Its aim is to respond to the demands of students, and staff and faculty members in this area.

Article 15. Rights and duties of the cooperating organisation's tutor.

1. The tutor of the cooperating organisation shall have the following rights:

- a) To be acknowledged by the university for their collaborative activity, under the terms set out in the educational cooperation agreement.
- b) To be informed about the regulations governing external internships, as well as the Training Project and the agreed conditions.
- c) To have access to the university in order to obtain the necessary information and support to fulfil their role.
- d) Any other specific considerations that the university may establish.

2. They shall also have the following duties:

- a) To welcome the student and organise the activities to be carried out in accordance with what is established in the Training Project.
- b) To supervise their activities, to guide and to monitor the development of the internship with a relationship based on mutual respect and commitment to learning.
- c) To inform the student of the organisation and functioning of the company and of the relevant regulations, especially those relating to safety and occupational hazards.
- d) To coordinate with the UCAM academic tutor the development of the activities established in the educational cooperation agreement, including any modifications to the Training Project which may be required for the normal development of the internship, and to communicate and resolve possible incidents which may arise during the development of the internship, as well as to control exam permissions.
- e) To issue the final report and, where appropriate, the interim report referred to in Article 18 of these regulations.
- f) To provide the complementary training the student may require to complete the internship.
- g) To provide the student with the indispensable material means for the internship.

- h) To encourage and facilitate the student's input on innovation, improvement and entrepreneurship proposals.
- i) To facilitate the academic tutor's access to the company to fulfil the purposes of their function.
- j) To preserve confidentiality regarding any personal information about the student that comes to their knowledge as a result of their activity as tutor.
- k) To provide the student with the necessary help and assistance during their stay in the company in order to solve any professional issues they may face when performing their activities at the company.

Article 16. Rights and duties of the university academic tutor.

1. The academic tutor of the university shall have the following rights:
 - a) To be effectively recognised for their academic activity in the terms established by the university, in accordance with its internal regulations, without such recognition having any economic or remuneration effects whatsoever .
 - b) To be informed about the regulations governing external internships, as well as the Training Project and the conditions under which the internship of the student to be supervised will be carried out.
 - c) To have access to the organisation for the fulfilment of their functions.
2. They shall also have the following duties:
 - a) To approve the Training Project and ensure its normal development, guaranteeing the compatibility of the internship timetable with the student's academic, training and representation and participation obligations.

- b) To effectively monitor the internship, coordinating with the tutor of the cooperating organisation and having seen the monitoring reports, where appropriate.
- c) To authorise any modifications to the Training Project.
- d) To assess the supervised student's internship in accordance with the provisions of article 20 of these regulations.
- e) To preserve confidentiality in relation to any information known to them as a result of their activity as a tutor.
- f) To inform the university's EICs of any incidents that may arise.
- g) To supervise – and request, where appropriate – the adequate provision of the necessary support resources to ensure that students with disabilities carry out their internships under equal conditions of opportunities, non-discrimination, and universal accessibility.

CHAPTER 2. PROCEDURE

Article 17. Offer, dissemination and allocation of external internships.

1. Together with the EICs, UCAM shall establish the procedure for configuring the offer, dissemination, application and allocation of external internships in accordance with previously established objective criteria and guaranteeing, in all cases, the principles of transparency, publicity, universal accessibility and equal opportunities.
2. In the organisation and development of internships, care shall be taken to ensure that these entail the least possible financial burden for the students.
3. The university will give priority to students undertaking curricular internships over those applying for extracurricular internships. Furthermore, priority in the choice and awarding of internships shall be given to students with disabilities, so that they can opt for companies in

which all universal accessibility measures are ensured, including those relating to transport to be able to access them.

4. External internship offers shall contain at least the following information:
 - a) Name or company name of the cooperating organisation where the internship will be carried out.
 - b) Centre, location, and address where they will take place.
 - c) Starting and finishing dates and duration in hours.
 - d) Number of daily hours of work and assigned timetable.
 - e) Training project, activities, and competences to be developed.

Article 18. Procedure for the management of external internships.

1. It is established that the SOIL, together with the EICs, shall be responsible for the promotion and management of external academic internships.
2. The procedure to be followed shall take into account the following aspects:
 - a) *EICs communication of estimated places to SOIL.*

EICs shall communicate, within the established deadline, the estimated number of external internship places for the next academic year.
 - b) *Advertising of internship offers.*

SOIL shall send to the EICs the list of active offers, according to the estimate previously received.

In addition, the SOIL shall inform students of the remaining internship offers by telematic means: virtual campus (MyUCAM), Web, or other means deemed appropriate.
 - c) *Intern(s) request by the cooperating organisation.*

Organisations shall send their internship offers by telematic means to SOIL.

Should there be an open claim for non-payment to students or for non-compliance with any other type of procedure, requests for interns shall not be accepted by the cooperating organisation until the claim has been favourably resolved.

The Human Resources Department is responsible for requesting students for internships to be carried out in the premises of UCAM.

d) *Internship application by students.*

Students must be enrolled in the Practicum (the curricular internships subject) in order to be able to carry out the curricular internships established by the corresponding degree.

For extracurricular internships, students who meet the requirements set out in article 9 of these regulations, must apply to the EIC within the following deadlines:

- 1st Call (for the period corresponding to the first semester).
- 2nd Call (for the period corresponding to the second semester and the months of June, July, and August).

3. The procedure to be followed for the allocation of external internships in each degree programme shall be determined by the CPE in accordance with the provisions of these regulations and using the computer application developed by UCAM.

EICs shall inform SOIL after each allocation phase, providing a list of student-companies, in order to close the internship offers already covered or to arrange for new places in case the demand exceeds the offer.

4. The remaining curricular internships, once the granting process has been completed, may turn into extracurricular internships. The SOIL will be able to offer them, thus giving more opportunities to students and covering the expectations generated by the cooperating organisations.

Article 19. Final report of the cooperating organisation's tutor

1. The tutor of the cooperating organisation shall write and send to the academic tutor of the university a final report at the end of the internship, including the number of hours completed by the student and in which they may assess the following aspects referring, where applicable, to both the generic and specific competences foreseen in the corresponding training project:

- a) Technical ability.
- b) Learning ability.
- c) Work management.
- d) Oral and written communication skills. In the case of students with disabilities who have oral expression difficulties, the degree of autonomy for this skill and whether they require any type of technical and/or human resources for it should be included.
- e) Sense of responsibility.
- f) Adaptation capacity.
- g) Creativity and initiative.
- h) Personal involvement.
- i) Motivation.
- j) Openness to criticism.
- k) Punctuality.
- l) Relationships with their work environment.
- m) Teamwork skills.
- n) Any other aspects deemed appropriate.

2. Once half of the internship period has been completed and when so established, an interim monitoring report may be written in accordance with the regulations of each university.

Article 20. Interim monitoring report and final report on the student's internship.

- 1. At the end of the internship, students shall prepare and submit a final report to the university's academic tutor, which shall include, among others, the following points:
 - a) Student's personal details.
 - b) Cooperating organisation where the internship was carried out and location.

- c) Specific and detailed description of the tasks and work done and the departments of the organisation to which the student was assigned.
 - d) Assessment of the tasks carried out with the knowledge and competences acquired in relation to university studies.
 - e) List of the problems encountered, and the procedure followed to solve them.
 - f) The learning contributions of the internship.
 - g) Evaluation of the internship and suggestions for improvement.
2. Students shall draw up, where appropriate, an interim monitoring report, preferably halfway through the internship, including an assessment of the development of the Training Project.

Article 21. Evaluation of the internship.

The university's academic tutor shall assess the internship in accordance with the procedures established by the EIC, completing the corresponding assessment report.

Article 22. Academic recognition and certification.

- 1. The academic recognition of external internships shall be carried out in accordance with the rules and procedures established by the university.
- 2. Once the external internship has been completed, the university shall issue, at the student's request, a document certifying it, which shall contain at least the following aspects:
 - a) Holder of the document.
 - b) Cooperating organisation where the internship was done.
 - c) Description of the internship specifying its duration and dates.
 - d) Activities carried out.
 - e) Other aspects as deemed appropriate by the university.
- 3. The European Diploma Supplement shall include the external internships carried out.

Article 23. Recognition of the student's professional work in curricular internships.

Students enrolled in Bachelor's and Master's Degrees who can demonstrate work and professional experience may apply to have the curricular internships recognised, within the deadlines and models established in the instructions and enrolment regulations for each academic year, and with the legal limitations and in accordance with the specific regulations of the degree.

CHAPTER 3. EDUCATIONAL COOPERATION AGREEMENTS**Article 24. Educational Cooperation Agreements.**

1. To promote external internships, UCAM will sign Educational Cooperation Agreements with the cooperating organisations provided for in article 2.2 of these regulations. Companies will be encouraged to be accessible for students with disabilities, ensuring the provision of the necessary human, material, and technological resources to offer equal opportunities.
2. The agreements shall establish the regulatory framework for relations between the student, the cooperating organisation, the university and, where appropriate, the organisation managing the internship linked to it. These Agreements' provisions or appendixes shall include at least the following points:
 - a) The training project to be carried out by the student.
 - b) The leave scheme to which they are entitled in accordance with the regulations in force.
 - c) The conditions for early termination of the internship in case of non-compliance with its terms.
 - d) Where appropriate, the arrangements for the taking out and payment of insurance, both accident and liability insurance, or equivalent financial security.

- e) The existence, if any, of a student grant or student aid and how it is met.
- f) The protection of their data.
- g) The regulation of possible conflicts arising in the course of the internship.
- h) The terms of the university's recognition of the work of the tutors at the cooperating organisation.

Article 25. Educational Cooperation Agreement model.

A single Educational Cooperation Agreement model is established to regulate student internships between UCAM and any cooperating organisation which requests them.

Article 26. Management responsibility.

1. The SOIL is designated as the service responsible for the promotion and management of the Educational Cooperation Agreements required to manage external internships.
2. The SOIL shall be responsible for the initiation, execution, and monitoring of the Educational Cooperation Agreements, by undertaking the following actions:
 - a) Promoting the search for companies to do internships at.
 - b) Providing the necessary technical support to those who have taken the initiative to provide external internships for students.
 - c) Processing the signing of the corresponding agreement between UCAM and the cooperating organisation.
3. The EICs shall be responsible for the processing and custody of the documentation necessary to manage the internship.

Article 27. Initiative.

The initiation of the necessary procedures for the conclusion of agreements is the responsibility of:

- a) Any organisation interested in hosting interns.
- b) Members of the EICs.

- c) SOIL and other members of the academic community.

Article 28. Processing.

1. If the cooperating organisation decides to initiate the process, it shall submit its application by the electronic form, and shall submit the 'registration' application for the Educational Cooperation Agreement together with the required documentation certifying its legal personality.
2. The Educational Cooperation Agreement shall be drafted in duplicate and sent to the cooperating organisation to be signed and returned to the SOIL, which will process the signature by the President of UCAM. Once signed by both parties, one original is sent to the cooperating organisation and the other is deposited at SOIL.
3. If the cooperating organisation includes substantial modifications in any of the clauses of the model agreement established by UCAM, these modifications must be approved by the university's Legal Service prior to their signing.
4. Generally, the agreements have an initial duration of one year from the date of signature and are tacitly annually extended. They may be terminated at the will of either party at any time they deem appropriate, with no other requirement than written notice.
5. The termination of an agreement by the university shall be the responsibility of the President, following a resolution of the Governing Council adopted on the proposal of the Vice-Rector's Office for Quality and Academic Planning, following a report from the Legal Service.

Article 29. Monitoring of the Educational Cooperation Agreements.

SOIL tracks documentation, which means that it will:

- a) Verify the receipt of all duly completed documents.
- b) Formalise the agreement.
- c) Send it to the cooperating organisation to be signed.
- d) Return it to SOIL and forward it to the President to be signed.
- e) Send the duly signed Educational Cooperation Agreement to the cooperating organisation.
- f) The life of the agreement is also monitored, including the following points,

among others:

- Modification of the cooperating organisation's contact details.
 - Expiry date.
 - Delegations of the cooperating organisation.
- g) Appendixes to the agreement.
- h) Quarterly submission to the Governing Council of the new Educational Cooperation Agreements processed with cooperating organisations, through the Vice-Rector's Office for Quality and Academic Planning.

Additional, Transitional, Repealing and Final Provisions.

First additional provision.

The Vice-Rector's Office for Quality and Academic Planning is entitled, within the scope of its powers, to issue as many instructions as may be necessary to apply the content of these regulations.

Second additional provision.

In all sections where the Vice-Rector's Office for Quality and Academic Planning is named, it shall be understood to refer to the Vice-Rector's Office in charge of internships at any given time.

First transitional provision.

Agreements concluded prior to the entry into force of these regulations and the internships which are being carried out under them must comply with these. For this purpose, UCAM establishes a maximum period of three years.

Final provision.

These regulations shall come into force as of the academic year **2022/23**.