

## **GENERAL REQUIREMENTS AND CONDITIONS OF ACADEMIC INTERNSHIPS OF UCAM STUDENTS AT THE UNIVERSITY ITSELF.**

### **SECOND-TERM CALL 2020/2021 ACADEMIC YEAR**

**In compliance with Royal Decree 592/2014, of 11 July, which regulates  
external academic internships of university students.**

UCAM Universidad Católica San Antonio de Murcia values in a special manner the practical application of the theoretical knowledge acquired during academic training, preparing its students for the exercise of professional activities and facilitating their incorporation in the labour market.

For this reason, UCAM offers to its students the possibility to carry out curricular and extracurricular internships at the University itself, as well as at the centres affiliated to it, under the supervision of the academic and professional tutor of the department or service of destination.

#### ***Object***

The object of this document is to regulate the terms for the award of collaboration scholarships for the university students of UCAM in the second term of the 2020/2021 academic year.

Likewise, Annex 1 of this call summarises the posts and requirements of the internships in each department or service for this period.

#### ***Recipients of the internships and requirements to carry them out***

To carry out academic internships at UCAM, students must comply with the following requirements:

- To be registered in Bachelor's Degree studies during the 2020/2021 academic year, as long as they have passed 50% of the credits of the degree, or to be registered in Master's Degree studies during the 2020/2021 academic year.
- To comply with the requirements specified by the department or service of destination indicated in Annex 1.
- To successfully pass the personal selection interview.

- To have a satisfactory academic record that allows combining academic activity and internships.
- Foreign students must have a valid student visa.
- Not to be in an exchange period.
- Not to have enjoyed a collaboration scholarship in the same department before.
- It will be not allowed to enjoy two scholarships of this call at the same time, as well as other UCAM scholarships of this type (for example, scholarships of initiation to research, etc.)
- Not to have any contractual relationship with the university where the internship is to be carried out.

### ***Internships application period***

The call for the internships will be opened twice a year, coinciding with the terms of the academic year:

#### **First call**

- Registration from 1 July to 15 September.
- Resolution deadline 15 October.
- Maximum duration until 28 February.

#### **Second call**

- Registration from 1 January to 15 February.
- Resolution deadline 1 March.
- Maximum duration until 30 July.

#### **Extraordinary call**

- **Registration from 10 March to 10 April.**
- **Resolution deadline 25 April.**
- **Maximum duration until 31 July**

### ***Funding***

The table indicates the financial aid package assigned to the internships according to the weekly hours of development of the Training Programme in the department or service.

Hours per week	Funding*
25	€367.00
20	€293.00
15	€220.00

10	€147.00
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\* Gross monthly amount

### **Formalisation of applications**

Students interested in these internships must fill in [this form](#) during the call period, indicating their interest according to the requirements of each post by choosing three offers. The University reserves the right to award the internships according to the profile and preferences.

In the [application form](#), they must include the following documents:

- ❖ Curriculum Vitae
- ❖ Valid Enrollment Certificate

### **Evaluation of applications**

The applications will be evaluated by:

- ❖ Orientation and Work Placement Service (SOIL)
- ❖ Person in charge of UCAM departments or services
- ❖ Human Resources Department

Likewise, the following assessment criteria will be taken into account:

- ❖ Compliance with the requirements of this call and Annex I for each post
- ❖ Curriculum vitae
- ❖ Academic record
- ❖ Economic situation of the applicant if that is the main reason of the application

### **Resolution**

Both the selected and the non-selected candidates will receive a written communication with the final decision.

This call may result null and void if no applicant complies with the established standards.

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

- ❖ Curriculum Vitae
- ❖ Id (DNI or NIE)
- ❖ Social Security Number
- ❖ IBAN
- ❖ Valid registration document
- ❖ For international students: Valid foreigner's identification card, or document certifying the submission of the documents to the Aliens Office.

### ***Rights and duties of students carrying out an internship***

#### **1. Rights**

- ❖ To tutelage, during the duration of the corresponding internship, by a teacher of the University and by a professional who works at UCAM.
- ❖ To be integrated in the work team of the department or service where the internship is carried out.
- ❖ To receive, via bank wire or as a discount on registration, in those cases where it is so established, the economic contribution agreed upon according to the hours of dedication.
- ❖ To receive a certifying document, with specific mention of the activity carried out, its duration and, where needed, the corresponding performance.
- ❖ To renounce to the awarded internships. In case of that happening, the renunciation must be justified and confirmed by the academic tutor and the SOIL before its conclusion. Otherwise, the University reserves the right not to grant similar internships in the future.
- ❖ Any other rights foreseen in the regulation in force and/or in the corresponding Educational Cooperation Agreements signed by the University.

#### **2. Duties**

- ❖ To join the corresponding department on the date indicated by the SOIL.
- ❖ To accept and comply with the general norms of the University, with special attention for timeliness, responsibility, commitment with their tasks and effort to learn, care for the equipment, relation with the members of the department and spirit of improvement.
- ❖ To show, at all times, a respectful attitude towards the institution, protecting the good name of the University.
- ❖ To know and comply with the Training Project of the internship, following the indications of the professional tutor assigned by UCAM and under the supervision of the academic tutor of the University.
- ❖ To keep in touch with the academic tutor of the University during the development of the internship and to notify to him/her any incident that may arise in it, as well as to submit the documents, the mid-term monitoring reports and the final report that are required.
- ❖ To immediately notify the tutors if one stops being registered in the corresponding Bachelor's or Master's Degree programme.
- ❖ To maintain confidentiality with regard to internal University information and to maintain professional secrecy about their activities, both during and after their internship.

- ❖ To write the final internship report.
- ❖ Any other duty foreseen in the regulation in force and/or in the corresponding Educational Cooperation Agreements signed by the University.
- ❖ The University reserves the right to interrupt the student's internship in the event of non-compliance with the duties described above.

***UCAM Human Resources***

ANNEX I

Department	No. of Scholars	Duration	No. of hours per week	Degree	Profile	Internships content	Company tutor
<b>INTERNATIONAL PROJECTS OFFICE (O.P.R.I)</b>	1	April - July	25	Modern Languages; Translation and Interpreting; Journalism; Publicity and Public Relations; Marketing	English, Spanish: B2 -C1	<ol style="list-style-type: none"> <li>1. To carry out information management and text drafting tasks.</li> <li>2. To obtain research information from the university.</li> <li>3. To carry out interviews with the researchers.</li> <li>4. To design strategies, communication and dissemination campaigns.</li> <li>5. To manage social networks.</li> <li>6. To organise events to disseminate science such as the Science Week, the Scientific Olympics, etc.</li> </ol>	Francisco José Ruiz Gil (Unit of Scientific Culture and of Innovation, UCC+i)
<b>SOFTWARE ENGINEERING</b>	1	April - July	20-25	Computer Engineering	Interest in programming	<ol style="list-style-type: none"> <li>1. Creation, design and development of web applications.</li> </ol>	Pilar María Campoy González
<b>MULTIMEDIA</b>	1	April - July	25	Audio-visual Communication; Marketing; Publicity and Public Relations	Spanish: min. B2 knowledge of design programmes: Photoshop, illustrator, InDesign, After Effects.	<p>The challenges will be focused on:</p> <ol style="list-style-type: none"> <li>1. The development of visual material: leaflets, posters.</li> <li>2. Publicity campaigns focused on national and international projects of the University.</li> <li>3. Photography, design, video montage.</li> <li>4. UI/UX Communication.</li> </ol>	Samuel Ferrer/Nabil Ejez/Jorge Gil Sierras

<b>EVENT AND PROTOCOL OFFICE</b>	1	April - July	20-25	Marketing; Tourism; Journalism; Publicity and Public Relations; Protocol and Image Consulting	Spanish C1 or native; English: B2; knowledge of protocol, event organisation	<ol style="list-style-type: none"> <li>1. Preparation, coordination and execution of institutional events at UCAM.</li> <li>2. Training and coordination of protocol assistants.</li> <li>3. Advice to all departments and services of the University on different aspects of protocol and organisation of events at UCAM.</li> </ol>	Joaquín Hernández Arcas
<b>ADVERTISEMENT AND MERCHANDISING</b>	1	April - July	20-25	Business Administration and Management; Marketing; Publicity and Public Relations;	Spanish C1 or native; interest in video edition; publicity, design	<ol style="list-style-type: none"> <li>1. To coordinate and keep the webpage updated: UCAM Store.</li> <li>2. To draw up the weekly sales tables and transmit the information to the corresponding persons.</li> <li>3. Development of new projects with companies and UCAM.</li> <li>4. Data analysis and Marketing plan.</li> </ol>	Antonio Ballester Torralba
<b>UCAM SPANISH SPORT UNIVERSITY</b>	1	April - July	20-25	Business Administration and Management; Marketing; Journalism;	English: B2; knowledge and interest in the sports field	<ol style="list-style-type: none"> <li>1. To develop and carry out national and international marketing plans in collaboration with the departments of national, international and digital marketing of the university.</li> <li>2. To develop strategies to recruit potential students at a global level.</li> <li>3. Community management and revitalisation of social networks and means in order to increase the visibility of our academic offerings, as well as to recruit potential collaborators or sponsors.</li> </ol>	Juan José Pérez Lajarín
<b>INSTITUTIONAL PARTNERS</b>	1	April - July	5-10	Marketing; Publicity and Public Relations	Spanish: C1 or native; general knowledge of marketing, publicity and/or communication	<ol style="list-style-type: none"> <li>1. E-commerce management.</li> <li>2. To carry out visibility plans supported by digital campaigns.</li> <li>3. To detect new opportunities on the market.</li> </ol>	Juan Pedro Cano/Marcos Mateo

<p><b>STUDENT INFORMATION SERVICE (SIE), POST-GRADUATE STUDIES</b></p>	<p>1</p>	<p>April - July</p>	<p>10-20</p>	<p>Marketing; Journalism; Publicity and Public Relations; Business Administration and Management;</p>	<p>Spanish C1 or native; knowledge of: office software, database, good presence and good relations with the public</p>	<p>1. Support with the annual marketing campaign addressed to educational centres. 2. Attention to the public.</p>	<p>Pedro López Egea</p>
<p><b>ECONOMIC MANAGEMENT</b></p>	<p>1</p>	<p>April - July</p>	<p>20-25</p>	<p>Business Administration and Management</p>	<p>English: B2, Excel advanced level</p>	<p>1. Control of payments generated by all academic activities. 2. To check all possible non-payments. 3. To notify the possible incidents related to payments.</p>	<p>Vanesa Moreno Muñoz</p>
<p><b>VICE-CHANCELLOR'S OFFICE FOR QUALITY AND ACADEMIC ORGANISATION</b></p>	<p>1</p>	<p>April - July</p>	<p>25</p>	<p>Law; Business Administration and Management; Modern Languages</p>	<p>Spanish C1 or native</p>	<p>1. Management of processes, translation of texts, regulations study and design. 2. Management of documents, conduction of surveys. 3. Other tasks associated with the processes of the Vice Chancellor's Office.</p>	<p>Isabel María Timón Pérez</p>
<p><b>ORIENTATION AND WORK PLACEMENT SERVICE (SOIL)</b></p>	<p>1</p>	<p>April - July</p>	<p>20-25</p>	<p>Business Administration and Management; Modern Languages; Marketing; Tourism</p>	<p>English: B2; Spanish: B1</p>	<p>1. Management of external internships of Bachelor's and Master's degrees that have an English version for international students who wish to carry out their internships in Spain. 2. Publication of offers with international profiles. 3. To contact with companies at a Regional and National level to welcome students with an international profile for internships. 4. Guidance in the improvement of international CVs to enhance the employability of international students.</p>	<p>M<sup>a</sup> Dolores Saravia Alarcón</p>



<b>HOUSING</b>	1	April - July	20-25	Business Administration and Management	English, Spanish: B2	<ol style="list-style-type: none"> <li>1. To deal with customers and suppliers.</li> <li>2. Data Analysis.</li> <li>3. Webpage maintenance.</li> <li>4. Search for real estate properties.</li> </ol>	Nuria Díaz Gutierrez
<b>VICE-CHANCELLORSHIP FOR RESEARCH</b>	1	April - July	20-25	Business Administration and Management; Marketing; Journalism Modern Languages; Translation and Interpreting;	Spanish C1 or native; knowledge of: office software, web environment	<ol style="list-style-type: none"> <li>1. Development and mechanisation in databases.</li> <li>2. Documents filing.</li> <li>3. Generation of Office Documents.</li> <li>4. Telephone assistance to doctoral students.</li> <li>5. Administrative management of Technical Secretariat procedures.</li> <li>6. Management of Google Apps.</li> </ol>	Andrés Hernández Rodríguez
<b>INSTITUTIONAL RELATIONS</b>	1	April - July	25	Law; Marketing; Business Administration and Management	English: B2	<ol style="list-style-type: none"> <li>1. International and institutional relations with companies and with training and higher education bodies.</li> <li>2. Signing of partnership agreements, revision of framework agreements. Audit of marketing and commercial processes.</li> <li>3. Management of programmes and of students' information deriving from the collaborations carried out within our system.</li> </ol>	Ernesto García Rodríguez
<b>SPORTS SERVICES</b>	1	April - July	20-25	Sport; Modern Languages	English: C1; passion for sports	<ol style="list-style-type: none"> <li>1. Control and follow-up of international and Olympic athletes.</li> <li>2. Technical support in competitions.</li> <li>3. Management of personal documents.</li> </ol>	Pablo Rosique

<b>SPACES AND SCHEDULE PLANNING</b>	1	April - July	20-25	Marketing; Business Administration and Management; Engineering	Spanish B2; IT skills	<ol style="list-style-type: none"> <li>1. Telephone assistance.</li> <li>2. Planning of reservations and schedules.</li> <li>3. Collection of information.</li> <li>4. Use of different IT tools.</li> <li>5. Drafting of reports.</li> <li>6. Interesting but not necessary (measurement of spaces, making of plans in AutoCAD)</li> </ol>	Ana María Montalbán López
<b>DEPARTMENTAL SECRETARIATS</b>	3	April - July	20-25	Business Administration and Management; Modern Languages	English, Spanish: B2	<ol style="list-style-type: none"> <li>1. Assistance (personal, e-mail, by phone) to students in English.</li> <li>2. Administrative works to support teaching.</li> <li>3. To link international exchange students with Erasmus tutors.</li> </ol>	
<b>MURCIA INSTITUTE OF TECHNOLOGY</b>	1	April - July	20-25	Marketing; Business Administration and Management; Publicity and Public Relations;	English, Spanish: B2	<ol style="list-style-type: none"> <li>1. Coordination of projects: planning of projects; development, follow-up and assessment of projects; relations with the promoters; support to justification, communication strategy.</li> <li>2. Organisation of selection processes for UCAM graduates in collaboration with different institutions.</li> <li>3. Organisation of workshops and conferences.</li> </ol>	César Nicolás
<b>HIGHER LANGUAGE SCHOOL</b>	1	June - July	25	Modern Languages; Translation and Interpreting; Marketing; Tourism; Business Administration and Management;	English: B2-C1; knowledge of: Italian, French or German	<ol style="list-style-type: none"> <li>1. To help with the registration of students in the official Trinity and Cambridge English exams.</li> <li>2. To produce certificates in both languages (Spanish, English).</li> <li>3. To modify the webpage both in Spanish and in English.</li> <li>4. Verbal and written communication with foreign clients in English, assisting the international student via phone, WhatsApp or e-mail.</li> </ol>	Raquel Calatayud López

