



UNIVERSITAT  
**RAMON  
LLULL**

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REGULATIONS FOR EXTERNAL ACADEMIC INTERNSHIPS  
AT RAMON LLULL UNIVERSITY

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Approved by the Governing Board of Ramon Llull University on June 13, 2024.

## Preamble

As indicated in article 11 of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the quality assurance procedure:

*"1. External academic internships constitute a training activity carried out by university students and supervised by universities, whose objective is to allow them to apply and complement the knowledge acquired in their academic training, favoring the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability and promote their entrepreneurial capacity. The European Supplement to the Degree will include the internships carried out by the student.*

*2. In accordance with Royal Decree 592/2014, of July 11, which regulates external academic internships for university students, they may be carried out in their curricular modality (and therefore are part of the study plan and the training project of the degree, which can be specified in compulsory or optional subjects or subjects) and in its extracurricular modality.*

*3. The university will guarantee the fully formative nature of the external academic internships and that the conditions of completion by the students are appropriate and subject to their primary educational interest. Given its educational nature, its implementation will not, in any case, result in obligations inherent to an employment relationship, nor may its content give rise to the substitution of the labor provision inherent to jobs.*

*4. The execution of external academic internships will require the signing of an Educational Cooperation Agreement between the university, or its own and affiliated centers, and the entities, companies, social and union organizations or the administration, as provided for in the Article 7 of Royal Decree 592/2014, which will include the training project developed by these internships and the conditions under which it will be implemented.*

*5. The university must have specific regulations for the development of external academic internships, which must have been approved by its governing bodies. Said regulations must specify, at a minimum, the requirements of the students and collaborating entities, the content of the Educational Cooperation Agreements, the mechanisms for monitoring and evaluating the internships, the academic recognition of the student's internships, the work of coordination and academic tutoring, and the duration and schedules of carrying out the internships, including the necessary adaptations for students with disabilities and specific educational support needs."*

Therefore, as indicated in point 5 of this article, the University must have specific regulations for the development of external academic internships, which must include minimum contents, indicated in this same point 5, and must be approved by the governing bodies of the University.

However, this Regulation of external academic internships of the Ramon Llull University will also be governed by the principle of subsidiarity existing with its federated institutions and the uniqueness of the Ramon Llull University lies in its federal structure and organization. In this sense, although the formal ownership of the university activity - and also of the responsibilities that arise - is the Ramon Llull Fundació University, the management of certain powers is entrusted to the federated institutions by virtue of the principle of subsidiarity. In article 9.1 of the Organization and Functioning Rules of the University (hereinafter, NOiF), it is established that "The organization of the Ramon Llull University is inspired by the principle of subsidiarity. Consequently, the federated institutions enjoy broad autonomy for the organization and management of the federative integration centers."

This special configuration is included in the provisions of article 7.1 a) of the NOiF of the University, which indicates that the federative integration centers “are those schools, faculties, institutes or other centers, the management of which is entrusted to an institution through the corresponding management contract, so that it takes full responsibility for the service of each center and provides it through its own human, technological and property resources, with full submission to the applicable university legislation, the University's own regulations and in the text of the management contract”.

It is based on everything stated above that this regulation includes general aspects. All University centers, by virtue of their autonomy and principle of subsidiarity, will reflect in their own regulations on external academic internships the specific aspects that these general regulations contemplate.

### **Article 1. Object and scope of application.**

The purpose of this Regulation is to comply with the provisions of points 2 and 5 of article 11 of Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality. , and applies to official undergraduate, master's and doctoral degrees, as well as other university education, specifically continuing education that will be defined as own degrees.

### **Article 2. External academic internships.**

2.1. External academic internships are a training activity carried out by university students and supervised by universities, whose objective is to allow these students to apply and complement the knowledge acquired in their academic training, favoring the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability and promote their entrepreneurial capacity . The European Supplement to the Degree will collect the internships carried out by the students.

In accordance with Royal Decree 592/2014, of July 11, which regulates external academic internships for university students, these may be carried out in their curricular modality and in their extracurricular modality, and may be carried out at the university itself. or in collaborating entities, such as companies, institutions and public and private entities at a national and international level.

2.2. Curricular internships are part of the study plan and the training project of the degree and are specified in compulsory or optional subjects or subjects. Carrying out these internships does not entail any employment relationship with the entity or service in which they are carried out.

2.3. Extracurricular internships are not part of the training curriculum, although they have the same purpose as curricular internships. They are voluntary in case the center offers them and the center, the entity, company or resource will establish by agreement the specific criteria for their regulation.

2.4. The external academic internships of university students will always be adapted to the nature of the studies and will have to adjust to the specific existing regulations based on the different areas of knowledge, as is the case of degrees in Health Sciences.

2.5. In all cases, curricular and extracurricular, the internships will comply with the requirements established by the applicable legal regulations, such as registration in the General Social Security Regime.

**Article 3. Students.**

3.1. They may carry out external academic internships:

- a) Students enrolled in any teaching taught by the University or its affiliated centers, whenever provided for in the study plan or itinerary.
- b) Students from other Spanish or foreign universities who, by virtue of academic mobility programs or agreements established between them, are studying at the University or in its affiliated centers.

3.2. To carry out curricular external academic internships, students will have to meet the requirements established in the study plan of each degree and the corresponding regulations of each center.

3.3. To carry out extracurricular external academic internships, these must respond to the competencies provided for in the university education in which the student is enrolled.

3.4 To carry out academic internships, students will not have to maintain any contractual relationship with the company, institution or public or private entity or the University itself in which they will carry out the internship, except in those specific situations that have express authorization, in accordance with the regulations of each center.

**Article 4. Collaborating entities.**

The collaborating entity must meet, at a minimum, the following requirements:

- a) Be duly constituted.
- b) Not having an employment regulation file open on the start date of the internship.
- c) Have the appropriate means and facilities for the correct development of the internships.
- d) Have qualified personnel to supervise the internships, preferably with the same qualification as the student, except in those specific cases that, at the discretion of each center, are considered to be able to carry out this function.

**Article 5. University/center-collaborating entity framework agreement and internship agreement with the student**

5.1 To carry out external academic internships, the University or, where applicable, the corresponding center, will sign individual educational cooperation agreements and/or framework agreements with the collaborating entities and will encourage that the internships are accessible for carrying out internships. students with disabilities, Specific Needs for Educational Support (NESE) or in situations of vulnerability, ensuring the provision of the necessary human, material and technological resources that guarantee equal opportunities. These agreements will establish the general framework of relations between the collaborating entity, the University or, where appropriate, the center, establishing how the internship process and the responsibility of both parties will be developed.

5.2 The internships will be regulated by the educational cooperation agreement. In cases considered appropriate, there will also be an internship agreement or specific work plan that will determine the content of the internship, and which will be agreed upon and signed by the student, the academic tutor of the University and the tutor of the University. collaborating entity. This agreement will preferably contemplate the following :

- a) Objective of the training project to be carried out by the student.
- b) The tasks to be performed by the student.
- c) The duration of the internship.
- d) The student's permanence regime in the collaborating entity, according to current regulations.
- e) The conditions for early termination of the practice in case of non-compliance with its terms.
- f) Where applicable, the insurance subscription and payment regime, both for accidents and civil liability, or equivalent financial guarantee.
- g) The existence, if applicable, of a scholarship or study aid for the student or the form of satisfaction.
- h) The protection of student data.
- i) The regulation of possible conflicts that arise in the development of the internships.

#### **Article 6. Obligations regarding social security.**

6.1. In accordance with the provisions of article 2.5 of these regulations, the Social Security obligations of intern students will be fulfilled based on the current regulations applicable in each case.

6.2. Regarding unpaid training internships, Royal Decree 2/2023 modifies the consolidated text of the General Social Security Law, approved by Royal Legislative Decree 8/2015, of October 30, in the sense of introducing a new additional provision 52, relating to the Social Security obligations of companies, institutions or entities that carry out internships and, also, that intern students will be included as an employee in the General Social Security Regime.

#### **Article 7. Duration and schedules for carrying out the internships.**

7.1 The duration of the internship will be as follows:

a) Curricular external academic internships will have the duration established by the corresponding study plan. Specifically, Royal Decree 822/2021 indicates the following:

*In the case of degree studies, article 14.5 provides that " In the event that the study plan incorporates the completion of curricular external academic internships, these will have a maximum extension equivalent to 25 percent of the total credits of the degree, with the exception of those Degrees that, by the rules of European Union Law, must have another percentage, and must be offered preferably in the second half of the study plan. This rule also excludes Degrees that include the Dual Mention, regulated in article 22, whose extension will be between 20 and 40 percent of the credits in Degree degrees.*

*In the case of university master's degrees, article 17.3 provides that "The study plans of a University Master's degree may incorporate external academic internships, with the aim of reinforcing the training received by the student body through training development supervised by the university in institutions." , administrations, companies, social and union organizations, and other entities, to put into practice the competencies and skills acquired, or improve, where appropriate, research capacity. These internships may not exceed one third of the total credit load that makes up the study plan."*

b) Extracurricular external academic internships will preferably have a duration of no more than fifty percent of the academic year, seeking to ensure the correct development and monitoring of the student's academic activities.

7.2 The schedules and calendar for carrying out the internships will be established in accordance with their characteristics and the availability of the collaborating entity. The schedules, in any case, will have to be compatible with the academic, training and representation and participation activities carried out by the student at the University.

7.3. The student will have the right to the permit regime according to current regulations.

### **Article 8. Assignment of internships.**

8.1 Centers must have a pool of diverse and sufficient internship resources to ensure that all students can carry out the internship.

8.2 Students may propose new internship positions that are not in the center's pool. In these cases, the center will establish the criteria to assess whether they are suitable for carrying out the internship and proceed to establish the corresponding collaboration agreement. If both parties consider it appropriate, this resource, service or company can be incorporated into the resource pool.

8.3 Each center will establish its mechanisms or criteria for assigning internships. These criteria must be public, clear and must ensure non-discrimination, so that all students have the same opportunities to access resources.

### **Article 9. Monitoring and coordination of internships**

To carry out external academic internships, students will have an academic tutor from the University and a tutor from the collaborating entity, who will be responsible for establishing the student's work plan and monitoring the internship, with the support of the internship services of each center, if applicable .

### **Article 10. Of the academic tutor of the university**

10.1 The appointment of the academic tutor will be carried out in accordance with the procedures established by the center.

10.2 The academic tutor may :

- a) Establish the work plan.
- b) Agree on the work plan with the tutor of the collaborating entity.
- c) Support the student and ensure the correct development of the training project.
- d) Guarantee the compatibility of the internship schedule with the academic, training and representation and participation obligations of the student.
- e) Effectively monitor the internships by coordinating with the tutor of the collaborating entity.
- f) Agree on the modifications that occur in the Training Project.
- g) Carry out the evaluation process of the internships according to what is established in this regulation and that of the university center.

h) Maintain confidentiality in relation to any information that is known as a result of your activity as a tutor.

i) Inform the body responsible for external internships at the center about any possible incidents that may arise.

j) Supervise, and where appropriate, request, the adequate provision of the necessary support resources to guarantee that students with disabilities, NESE or situations of vulnerability carry out their internships under conditions of equal opportunities, non-discrimination and universal accessibility.

10.3 The center will provide the students' tutor with the information and training necessary to carry out this function.

### **Article 11. Of the tutor of the collaborating entity**

The tutor designated by the collaborating entity must be a person linked to the collaborating entity, with professional experience and the necessary knowledge to carry out effective tutoring and who is in possession of the same qualification as the student, except in those specific cases that criteria of each center it is considered that they can develop that function. In no case may it coincide with the person who performs the functions of academic tutor. of the University.

### **Article 12. Tasks to be developed by the student**

12.1. Regarding curricular internships, the student will carry out the planned tasks established in the training plan.

At the end of the internship, the student will prepare and present to the academic tutor of the University a final report, or the work that has been agreed upon, always following the evaluation procedures of the *Practicum subject* of their study plan and the regulations of the center itself. If it is a report, the following information may be recorded, among others:

- a) Personal data of the student.
- b) Collaborating entity in which the internship has been carried out and location.
- c) Concrete and detailed description of the tasks, work performed and departments of the entity to which it has been assigned.
- d) Assessment of the tasks developed with the knowledge and skills acquired in relation to university studies.
- e) List of the problems raised and the procedure followed for their resolution.
- f) Identification of the contributions that the internships have made in terms of learning.
- g) Evaluation of internships and suggestions for improvement.
- h) Name, surname, university degree and job title/position of the tutor of the collaborating entity.

12.2. In the case of extracurricular internships, each center will establish its own requirements for the student.

### **Article 13. Evaluation of the internships by the collaborating entity**

The tutor of the collaborating entity will send to the academic tutor of the center a final report at the end of the internship, which will include the number of hours completed by the student and in which he will evaluate, where appropriate and always following the regulations. specific to each center, the following aspects referring to the learning outcomes planned in the corresponding training project. Some indicative elements may be:

- a) Technical capacity.
- b) Learning capacity.
- c) Job administration.
- d) Oral and written communication skills. In the case of students with disabilities or NESE who have oral expression difficulties, the degree of autonomy to develop this skill must be indicated and whether they require any type of technical and/or human resources for it.
- e) Sense of responsibility.
- f) Ease of adaptation.
- g) Creativity and initiative.
- h) Personal involvement.
- i) Motivation.
- j) Receptivity to criticism.
- k) Punctuality.
- l) Relationships with your work environment.
- m) Capacity for teamwork.
- n) Other aspects that are considered appropriate.

#### **Article 14. Evaluation of the internships by the academic tutor of the University.**

The academic tutor of the center will evaluate the internships developed in accordance with the criteria defined in the subject/subject and the procedures established by each center of the university, completing the corresponding evaluation report.

#### **Article 15. Academic recognition of internships and accreditation.**

1 5.1. The academic recognition of external academic internships will be carried out according to the rules and procedures established by the center, adhering to current legislation.

15.2 Once the external academic internship is completed, the university will issue, at the student's request, a document accrediting its completion.

15.3 The European Diploma Supplement will include the external academic internships carried out.

#### **Article 16. Necessary adaptations for students with disabilities, NESE or situations of vulnerability.**

The University and its centers will promote, through educational cooperation agreements signed with collaborating entities, accessibility for students with disabilities, NESE or

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situations of vulnerability, seeking to make human and material resources available, and making the necessary adaptations that guarantee equal opportunities for these students.

These Regulations for external academic internships of the Ramon Llull University come into force the day after approval by the Governing Board meeting on June 13, 2024.