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Royal Decree 592/2014, of July 11, regulating external academic internships for university students.

Ministry of Education, Culture and Sports
"BOE" No. 184, of July 30, 2014
Reference: BOE-A-2014-8138

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CONSOLIDATED TEXT

Last modification: no modifications

In our legislation, the first regulation of university student internships was addressed in Royal Decree 1497/1981, of June 19, 1981, on Educational Cooperation Programs. In general terms, the main objective of this regulation was to achieve a comprehensive training of university students through educational cooperation programs with companies for the training of students in the last two years of a specific Faculty, Higher Technical School or University School or for a group of these centers with common characteristics. The program did not establish any contractual relationship between the student and the company, since, by its nature, this relationship was strictly academic and not labor-related.

Subsequently, Royal Decree 1497/1987, of November 27, 1987, which established common general guidelines for the study plans of university degrees of an official nature and valid throughout the national territory, structured university education in a cyclical structure, incorporating into the system the computation of academic credit by credits. In order to adapt the period during which students could carry out internships in companies to the credit system introduced by Royal Decree 1497/1987, of November 17, Royal Decree 1845/1994, of September 9, was approved, which modified Royal Decree 1497/1981, of June 19, providing that educational cooperation programs 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.

In the new organization of official university education, introduced (due to the requirements of the process of construction of the European Higher Education Area) with Organic Law 4/2007, of April 12, 2007, which amends Organic Law 6/2001, of December 21, 2001, on Universities, and implemented by Royal Decree 1393/2007, of October 29, 2007, which establishes the organization of official university education, special emphasis has been placed on external internships for university students, stipulating that undergraduate curricula will contain "all the theoretical and practical training required for the completion of external internships", which establishes the organization of official university education, special emphasis has been placed on the performance of external internships by university students, providing that undergraduate curricula shall contain "all the theoretical and practical training that the student must acquire", among which "external internships" are mentioned (Article 12.2), and that "if external internships are programmed, they shall have a maximum extension of 60 credits and should preferably be offered in the second half of the study plan" (article 12.6).

In the same vein, the University Student Statute, approved by Royal Decree 1791/2010, of December 30, recognizes in Article 8 the right of undergraduate students to "have the possibility of carrying out curricular or extracurricular internships, which may be carried out in external entities and in the centers, structures or services of the University, according to the planned modality and ensuring that they serve their training purpose" (section f) and to "have effective academic and professional supervision () in the external internships that may be carried out in external entities and in the centers, structures or services of the University, according to the modality foreseen and guaranteeing that they serve the formative purpose of the same" (section f) and to "have effective academic and professional supervision () in the external internships foreseen in the syllabus" (section g). In greater detail, Article 24 of this Statute regulates external academic internships, their types and general characteristics, as well as the extension of their realization to all students enrolled in any education provided by universities or centers affiliated to them.

The time elapsed since the approval of Royal Decree 1497/1981 makes necessary a new regulation more in line with the provisions of the legislation in force and which develops, specifies and clarifies some of the aspects foreseen therein, such as the objectives of the internships, the collaborating entities and the recipients, requirements, tutorials and contents of the educational cooperation agreements. Furthermore, such regulation must promote the incorporation of students in internships in the field of public administrations and private companies, boosting the employability of future professionals, fostering their capacity for entrepreneurship, creativity and innovation and responding to the commitment to economic transformation based on the knowledge society.

This Royal Decree has been reported favorably by the Council of Universities, by the General Conference on University Policy and by the State University Student Council.

By virtue thereof, at the proposal of the Minister of Education, Culture and Sport, in agreement with the Council of State and after deliberation of the Council of Ministers at its meeting of July 11, 2014,

PROVIDED:

Article 1. *Object.*

The purpose of this Royal Decree is the development of the regulation of external academic internships for university students.

Article 2. *Definition, nature and characteristics of external internships.*

1. External academic internships are an activity of a formative nature carried out by university students and supervised by the Universities, whose objective is to allow them to apply and complement the knowledge acquired in their academic training, favoring the acquisition of competencies that prepare them for the exercise of professional activities, facilitate their employability and foster their entrepreneurial capacity.

2. They may be carried out at the university itself or at collaborating entities, such as companies, institutions and public and private entities at the national and international level.

3. Given the formative nature of the external academic internships, under no circumstances shall they give rise to any obligations of an employment relationship, nor may their content lead to the substitution of the labor provision of jobs.

4. Likewise, and in the event that at the end of the studies the student joins the staff of the collaborating entity, the time of the internship shall not be computed for seniority purposes or exempt from the probationary period unless otherwise expressly stipulated in the applicable collective bargaining agreement.

5. Within the scope of Public Administrations, Public Law Entities and other Public Bodies, the performance of external academic internships in them may not be considered as a merit for access to the civil service nor shall it be computed for the purposes of seniority or recognition of previous services.

Article 3. *Purposes.*

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

a) Contribute to the integral formation of students by complementing their theoretical and practical learning.

b) To facilitate the knowledge of the work methodology adequate to the professional reality in which the students will have to operate, contrasting and applying the acquired knowledge.

c) To promote the development of technical, methodological, personal and participatory skills.

d) Obtain practical experience that facilitates insertion into the labor market and improves their future employability.

e) Encourage the values of innovation, creativity and entrepreneurship.

Article 4. *Types of external academic internships.*

External academic internships will be curricular and extracurricular.

a) The curricular internships are configured as academic activities that are an integral part of the Study Plan in question.

b) Extracurricular internships are those that students may perform on a voluntary basis during their training period and which, although having the same purposes as curricular internships, are not part of the corresponding Study Plan. However, they will be included in the European Diploma Supplement in accordance with the regulations in force.

Article 5. *Duration and schedules of the internships.*

1. The duration of the internship will be as follows:

a) External curricular internships will have the duration established by the corresponding study plan in the terms established by article 12.6 of Royal Decree 1393/2007, of October 29, which establishes the organization of official university education.

b) Extracurricular external internships will preferably last no more than fifty percent of the academic year, without prejudice to what is established by the universities, ensuring the correct development and monitoring of the student's academic activities.

2. Internship schedules will be established in accordance with the characteristics of the internship and the availability of the collaborating entity. The schedules, in any case, will try to be compatible with the academic, training and representation and participation activity developed by the student at the university.

Article 6. *The training project.*

1. The training project in which the realization of each external academic internship is specified must establish the educational objectives and the activities to be developed. The objectives will be established considering the basic, generic and/or specific competencies to be acquired by the student. Likewise, the contents of the internship shall be defined in such a way as to ensure the direct relation of the competencies to be acquired with the studies pursued.

2. In any case, the training project shall be carried out in accordance with the principles of inclusion, equal opportunities, non-discrimination and universal accessibility.

Article 7. *Educational Cooperation Agreements.*

1. In order to carry out external internships, the universities or, where appropriate, the internship management entities linked to them, shall sign Educational Cooperation Agreements with the collaborating entities provided for in Article 2.2 of this Royal Decree and shall encourage them to be accessible for students with disabilities to carry out internships, ensuring the provision of the necessary human, material and technological resources to ensure equal opportunities.

2. The agreements shall establish the regulatory framework for relations between the student, the collaborating entity, the university and, if applicable, the internship management entity linked to the latter. In their basic stipulations or in the annexes that develop them, they must include at least the following:

- a) The training project to be carried out by the student.
- b) The leave regime to which he/she is entitled in accordance with the regulations in force.
- c) The conditions for early termination of the practice in case of non-compliance with its terms.
- d) If applicable, the system of underwriting and payment of insurance, both accident and civil liability, or equivalent financial guarantee.
- e) The existence, if any, of a scholarship or study aid for the student and the manner of its satisfaction.
- f) The protection of your data.
- g) The regulation of possible conflicts arising in its development.
- h) The terms of the university's recognition of the work carried out by the tutors of the collaborating entity.

Article 8. *Recipients of the internship and requirements for its realization.*

1. They may perform external academic internships:

a) Students enrolled in any education provided by the University or by the Centers affiliated to it.

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 at the Centers attached to it.

2. In order to carry out external internships, students must meet the following requirements, if applicable:

a) To be enrolled in the university education to which the basic, generic and/or specific competencies to be acquired by the student in the internship are linked.

b) In the case of external curricular internships, the student must be enrolled in the related subject, according to the Study Plan in question.

c) Not to maintain any contractual relationship with the company, institution or public or private entity or the university where the internship is to be carried out, unless authorized in accordance with the internal regulations of each university.

Article 9. *Rights and duties of trainees.*

1. During the external academic internship, students shall have the following rights:

a) To the tutelage, during the period of duration of the corresponding internship, by a professor of the university and by a professional who provides services in the company, institution or entity where the internship is carried out.

b) To evaluation in accordance with the criteria established by the University.

c) To obtain a report from the collaborating entity where the internship has been carried out, expressly mentioning the activity carried out, its duration and, if applicable, its performance.

d) To receive, in the cases in which it is so stipulated, the economic contribution of the collaborating entity, as a scholarship or study aid.

e) To intellectual and industrial property in the terms established in the legislation regulating the matter.

f) To receive, from the collaborating entity, information on safety and occupational risk prevention regulations.

g) To carry out their academic, training, representation and participation activities, with sufficient prior notice to the collaborating entity.

h) To have the necessary resources for the access of students with disabilities to tutoring, information, evaluation and the performance of the internship under equal conditions.

i) To reconcile, in the case of students with disabilities, the realization of the internship with those activities and personal situations derived from or connected to the disability situation.

j) Any other rights provided for in the regulations in force and/or in the corresponding Educational Cooperation Agreements signed by the University and, if applicable, the internship management entity linked to the same, with the collaborating entity.

2. Likewise, during the external academic internship, students must comply with the following duties:

a) Comply with the current regulations regarding external internships established by the university.

b) To be familiar with and comply with the Internship Training Project, following the instructions of the tutor assigned by the collaborating entity under the supervision of the university academic tutor.

c) Maintain contact with the academic tutor of the university during the internship and inform him/her of any incident that may arise during the internship, as well as to make

delivery of the required documents and interim monitoring reports and the final report.

d) To join the collaborating entity in question on the agreed date, comply with the schedule set forth in the educational project and respect the rules of operation, safety and occupational risk prevention of the same.

e) Develop the Training Project and diligently comply with the activities agreed upon with the collaborating entity in accordance with the guidelines established therein.

f) Preparation of the final report on the internship, as provided for in Article 14 of this Royal Decree and, where appropriate, the interim report.

g) Keep confidentiality in relation to the internal information of the collaborating entity and maintain professional secrecy about their activities, during and after their stay.

h) Show, at all times, a respectful attitude towards the policy of the collaborating entity, safeguarding the good name of the university to which it belongs.

i) Any other duty provided for in current regulations and/or in the corresponding Educational Cooperation Agreements signed by the University and, if applicable, the internship management entity linked to the same, with the collaborating entity.

Article 10. Guardianships and requirements to exercise them.

1. Students will have a tutor from the collaborating entity and an academic tutor from the university to carry out the external internship.

2. The tutor appointed by the collaborating entity must be a person linked to the same, with professional experience and with the necessary knowledge to carry out an effective tutoring. It cannot coincide with the person who performs the functions of academic tutor of the university.

3. The appointment of the academic tutor of the university will be made in accordance with the procedures established by the university:

a) For curricular internships, the tutor must be a university professor, preferably from the faculty, school or university center in which the student is enrolled and, in any case, related to the teaching to which the internship is linked.

b) In the case of extracurricular internships, the academic tutor will preferably be a professor of the university who teaches in the same branch of knowledge of the course studied.

4. Universities shall provide tutors of students with disabilities with the information and training necessary to perform this function.

Rights and duties of the tutor of the collaborating entity.

1. The guardian of the collaborating entity shall have the following rights:

a) Recognition of their collaborative activity by the university, in accordance with the terms of the educational cooperation agreement.

b) To be informed about the regulations governing external internships as well as the Training Project and the conditions for its development.

c) To have access to the university to obtain the information and support necessary for the fulfillment of the purposes of its function.

d) Such other specific considerations as the university may establish.

2. He shall also have the following duties:

a) Welcome the student and organize the activity to be developed according to what is established in the Training Project.

b) Supervise their activities, guide and control the development of the practice with a relationship based on mutual respect and commitment to learning.

c) Inform the student of the organization and operation of the entity and of the regulations of interest, especially those related to safety and occupational hazards.

d) Coordinate with the academic tutor of the university the development of the activities established in the educational cooperation agreement, including those modifications.

of the training plan that may be necessary for the normal development of the practice, as well as the communication and resolution of possible incidents that may arise in the development of the same and the control of permissions for the realization of exams.

e) To issue the final report and, if applicable, the interim report referred to in Article 13 of this Royal Decree.

f) Provide the complementary training required by the student for the internship.

g) To provide the student with the indispensable material means for the development of the practice.

h) Facilitate and stimulate the contribution of proposals for innovation, improvement and entrepreneurship by the student.

i) Facilitate access to the university's academic tutor to the entity for the fulfillment of the purposes of its function.

j) To maintain confidentiality regarding any information known to them about the student as a result of their activity as a tutor.

k) To provide help and assistance to the student, during his stay in the entity, for the resolution of those questions of a professional nature that he may need in the performance of the activities he performs in the entity.

Article 12. *Rights and duties of the academic tutor of the university.*

1. The academic tutor of the university shall have the following rights:

a) The effective recognition of their academic activity in the terms established by the university, in accordance with its internal regulations, without any economic-remunerative effects deriving from such recognition.

b) To be informed about the regulations governing external internships as well as the Training Project and the conditions under which the student to be supervised will stay.

c) To have access to the entity for the fulfillment of the purposes of its function.

2. He/she shall also have the following duties:

a) To ensure the normal development of the Training Project, guaranteeing the compatibility of the internship schedule with the student's academic, training, representation and participation obligations.

b) To effectively monitor the internship, coordinating with the tutor of the collaborating entity and having seen, if necessary, the follow-up reports.

c) To authorize any modifications to the Training Project.

d) To carry out the evaluation process of the supervised student's internship in accordance with the provisions of Article 15 of this Royal Decree.

e) To keep confidential any information known to him/her as a result of his/her activity as a tutor.

f) Inform the body responsible for external internships at the university of any possible incidents that may arise.

g) Supervise, and if necessary request, the adequate provision of the necessary support resources to ensure that students with disabilities carry out their internships under conditions of equal opportunity, non-discrimination and universal accessibility.

Intermediate monitoring report and final report of the tutor of the collaborating entity.

1. The tutor of the collaborating entity will prepare and send to the academic tutor of the university a final report, at the conclusion of the internship, which will include the number of hours completed by the student and in which he/she will be able to evaluate the following aspects referred, if applicable, to both the generic and specific competencies, as foreseen in the corresponding training project:

a) Technical capacity.

b) Learning capacity.

c) Job administration.

d) Oral and written communication skills. In the case of students with disabilities who have difficulties in oral expression, the degree of autonomy for this skill must be indicated and if it requires some 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) Receptiveness to criticism.
- k) Punctuality.
- l) Relationships with your work environment.
- m) Ability to work as part of a team.
- n) Any other aspects deemed appropriate.

2. Once half of the internship period has elapsed, an interim follow-up report may be prepared, when so established, in accordance with the regulations of each university.

Intermediate monitoring report and final report of the student's internship.

1. The student will prepare and submit to the academic tutor of the university a final report, at the end of the internship, which should include, among others, the following aspects:

- a) Student's personal data.
 - b) Collaborating entity where the internship has been carried out and location.
 - c) Description concretaydetailed of the tasks, work developed and departments of the entity to which he/she has been assigned.
 - d) Assessment of the tasks performed with the knowledge and skills acquired in relation to university studies.
 - e) f) Identification of the contributions that, in the field of learning, have been made by the different learning processes and the procedures followed to solve them.
- practices.
- g) Evaluation of practices and suggestions for improvement.

2. The student will prepare, if necessary, an intermediate follow-up report, preferably after half of the internship period has elapsed, which includes an assessment of the development of the Training Project.

Article 15. Evaluation of the internship.

The academic tutor of the university will evaluate the internship in accordance with the procedures established by the university, completing the corresponding evaluation report.

Article 16. Academic recognition and accreditation.

1. The academic recognition of external internships will be carried out in accordance with the rules and procedures established by the university.

2. Upon completion of the external internship, the university will issue, at the student's request, a document accrediting the internship that will contain, at least, the following aspects:

- a) Document holder.
- b) Collaborating entity where the internship was performed.
- c) Description of the internship specifying its duration and dates.
- d) Activities carried out.
- e) Such others as the university deems appropriate.

3. The university will ensure that the model document accrediting external internships facilitates communication with collaborating entities and promotes mobility.

international student mobility by adopting a format similar to that used for European mobility programs.

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

Article 17. *Offering, dissemination and awarding of external internships.*

1. The universities will establish procedures for the configuration of the offer, dissemination, application and awarding 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 organization and development of the internships, the organization and development of the internships will try to ensure that they entail the least economic overexertion for the students.

3. Universities will give priority to students who carry out curricular internships over those who apply for extracurricular internships. Likewise, priority in the selection and awarding of internships will be given to students with disabilities, so that they can opt for companies in which all universal accessibility measures are ensured, including those related to transportation for their transfer and access to them.

4. External internship offers should contain, as far as possible, the following information:

- a) Name or company name of the collaborating entity where the internship will take place.
- b) Center, locality and address where they will take place.
- c) Start and end dates of the internship and its duration in hours.
- d) Number of daily hours of dedication or workday and assigned schedule.
- e) Training project, activities and competencies to be developed.

Article 18. *Quality assurance of external internships.*

1. The Internal Quality Assurance System of each university will articulate the procedures that guarantee the quality of the external internships carried out by the students. These procedures will include mechanisms, instruments and bodies or units dedicated to the collection and analysis of information on the development of internships and the review of their planning.

2. The Ministry of Education, Culture and Sports, in collaboration with the Autonomous Communities and the Council of Universities, and with the consent of the collaborating entities, will promote the public dissemination of the list of collaborating entities in which the students of each university carry out external academic internships, as well as the public recognition of those companies, institutions or entities whose internships reach higher levels of quality.

Sole additional provision. *Generic references.*

All references to positions, posts or persons for which the generic masculine form is used in this Royal Decree must be understood to apply, indistinctly, to women and men.

Sole derogatory provision. *Repeal of regulations.*

Royal Decree 1497/1981, of June 19, 1981, on Educational Cooperation Programs, and Royal Decree 1845/1994, of September 9, 1994, updating the former, are hereby repealed.

First final provision. *Amendment of Royal Decree 1146/2011, of July 29, which amends Royal Decree 1631/2006, of December 29, which establishes the minimum teaching requirements for Compulsory Secondary Education, as well as Royal Decrees 1834/2008, of November 8, and 860/2010, of July 2, affected by these amendments.*

The wording of paragraph 2 of the first additional provision of Royal Decree 1146/2011, of July 29, amending Royal Decree 1631/2006, of July 29, 2011, is amended.

of December, by which the minimum teachings corresponding to Compulsory Secondary Education are established, as well as Royal Decrees 1834/2008, of November 8, and 860/2010, of July 2, affected by these modifications, which shall be worded as follows:

"2. The implementation of the rest of the amendments incorporated in this Royal Decree is deferred indefinitely, without prejudice to the application of the amendments that the Educational Administrations decide to implement, and in any case without prejudice to the implementation of the amendments introduced in the Organic Law 2/2006, of May 3, on Education, by the Organic Law 8/2013, of December 9, for the improvement of educational quality, which will be implemented according to the schedule set forth in the fifth final provision of said Organic Law 8/2013, of December 9."

Second final provision. *Competent title.*

This Royal Decree is issued under the provisions of Article 149.1.30^á of the Spanish Constitution, which grants the State the exclusive power to issue the basic rules for the development of Article 27 of the same, in order to ensure compliance with the obligations of the public authorities in this area.

Third final provision. *Authorization for regulatory development.*

The Minister of Education, Culture and Sports is authorized to issue rules and adopt the necessary measures for the development and application of this Royal Decree.

Fourth final provision. *Entry into force.*

This Royal Decree shall enter into force on the day following its publication in the Official Gazette. "Boletín Oficial del Estado".

Given in Madrid, on July 11, 2014.

FELIPE R.

The Minister of Education, Culture and Sports,
JOSÉ IGNACIO WERT ORTEGA