



# **REGULATION 10/2025 OF UNIVERSIDAD SAN PABLO-CEU ON EXTERNAL ACADEMIC INTERNSHIPS**

Approved by the Governing Council at its meeting on November 26, 2025, and by the Board of Trustees at its meeting on December 13, 2025

**REGULATION 10/2025 OF UNIVERSIDAD SAN PABLO-CEU ON EXTERNAL ACADEMIC INTERNSHIPS****STATEMENT OF REASONS**

External Academic Internships (hereinafter, EAI) are training activities carried out by university students and supervised by universities, with the aim of enabling 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. The European Diploma Supplement will include the EAPs completed by the student.

In accordance with *Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality*, the possibility of introducing External Academic Internships (EAI) into the curriculum reinforces the educational project of the student body.

In this context, the Regulations on External Academic Internships aim to establish mechanisms to ensure their normal development, quality assurance, and the adoption of the necessary measures to achieve their objectives, promoting the optimal incorporation of students into the labor market. These regulations have been developed in accordance with the provisions of *Royal Decree 592/2014, which regulates external academic placements for university students*.

**Article 1. Purpose.**

The purpose of these Regulations is to regulate the EAI carried out by students at Universidad San Pablo-CEU.

**Article 2. Legal framework.**

External academic internships are governed by *Royal Decree 592/2014, of July 11, which regulates external academic placements for university students*.

In the case of curricular internships, they shall also be governed by the provisions of *Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality*.

Likewise, the University Student Statute, approved by Royal Decree 1791/2010, of December 30, shall apply, whose Article 24 regulates external academic internships, their types and general characteristics, as well as their extension to all students enrolled in any course taught by universities.

**Article 3. Definition of EAI**

1. For the purposes of these Regulations, EAI shall be understood to mean those training activities carried out by university students and supervised by Universidad San Pablo-CEU, the aim of which is to enable students to apply and complement the knowledge acquired in their academic training, promoting the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability, and foster their entrepreneurial capacity.

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

3. The University will guarantee the fully educational nature of the EAIs and that the conditions for their completion by students are appropriate and subject to their primary educational interests. Given their educational nature, under no circumstances will their completion give rise to obligations inherent to an employment relationship, nor may their content give rise to the replacement of the work performance inherent to jobs.

Likewise, in the event that at the end of their studies the student joins the staff of the collaborating entity, the time spent on the EAI will not be counted for seniority purposes nor will it exempt the student from the probationary period, unless expressly stipulated otherwise in the applicable collective agreement.

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

5. EAIs may be carried out in-person, blended, or virtual teaching modes.

6. EAIs serve the following objectives:

- a) To contribute to the comprehensive training of students by complementing their theoretical and practical learning.
- b) To facilitate knowledge of the working methodology appropriate to the professional reality in which students will operate, contrasting and applying the knowledge acquired.
- c) To promote the development of technical, methodological, personal, and participatory skills.
- d) To obtain practical experience that facilitates entry into the job market and improves future employability.
- e) To promote the values of innovation, creativity, and entrepreneurship.
- f) To establish mutually beneficial collaborative relationships with other institutions and/or companies.

**Article 4. Types of EAs**

1. In accordance with the provisions of *Royal Decree 592/2014, of July 11, regulating external academic internships for university students*, they may be carried out in their curricular and/or extracurricular form:
  - a) Curricular internships: A subject classified as "External Internships" in the Study Plan, with the duration and characteristics set out in the Study Plan, which are carried out in an entity, company, or institution with which an agreement has been signed.
  - b) Extracurricular internships: those that students may carry out on a voluntary basis during their training period and which, although they have the same purposes as curricular internships, are not part of the corresponding Study Plan. However, they will be included in the European Diploma Supplement as determined by current regulations.
2. Universidad San Pablo-CEU will give priority to curricular internships over extracurricular ones.

**Article 5. Duration, schedule, and scope of EAs**

1. Undergraduate curricular internships shall have the duration established in the corresponding Study Plan under the terms set forth in Article 14.5 of *Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality*. They shall have a maximum extension equivalent to 25 percent of the total credits of the degree, with the exception of those degrees which, under European Union law, must have another percentage, and shall preferably be offered in the second half of the Study Plan. This rule also excludes degrees that include the Dual Mention, regulated in Article 22 of the aforementioned Royal Decree, whose length shall be between 20 and 40 percent of the credits in degree programs.
2. In the case of university master's degrees, curricular internships may not exceed one-third of the total credit load that makes up the Study Plan.
3. For students of university-specific degrees, the duration shall be as set out in the corresponding Study Plan.
4. Extracurricular internships shall not exceed 900 hours per academic year, in order to ensure the proper development and monitoring of the student's academic activities.
5. Extracurricular internships may be a continuation of a curricular internship, in which case the sum of the duration of the curricular internships may be counted, plus the maximum duration of the extracurricular internships reflected in these Regulations.
6. In exceptional cases that benefit the student, or where there is a commitment to hire by the collaborating entity, the Vice-Rectorate for Students and University Life may authorize a duration different from that detailed in this article, setting the possible extension at the same collaborating entity at a maximum of 200 hours.

7. The distribution of EAI hours will be established in accordance with the characteristics of the EAI and the availability of the collaborating entity. In all cases, the schedules will be compatible with the academic, training, and representation and participation activities carried out by the student at the University.

8. In the case of curricular internships, the schedule will be established by consensus between the student and the collaborating entity. However, in healthcare degrees, the program for each subject will determine the specific schedule, considering the possibility of an irregular distribution of the internship day, depending on the characteristics and availability of the entity where the practical learning takes place. For extracurricular placements, the timetable will be agreed between the student and the collaborating organization. In both cases, it will not be compulsory to make up for absences due to attendance at exams or final tests, or to the corresponding EAI guidance and monitoring appointments at the University.

9. The period for completing curricular and extracurricular EAIs may run from the start date of the academic year corresponding to the academic calendar of the degree program the student is studying to the date immediately prior to the start of the following academic year. In general, the academic calendar for each academic year for undergraduate degrees will begin on September 1 and end on August 31 of the following year, under the terms approved annually by the Standing Committee of the Governing Council, with EAIs being able to be carried out during August and, exceptionally, during the first half of September. For postgraduate degrees, the length of the academic year will depend on the academic calendar for each degree.

## **Article 6. Completion of EAI**

EAI will end due to:

- a) The conclusion of the period set for this purpose.
- b) The willingness of either party to terminate the practice, when any of the following circumstances arise:
  - Justified reasons that prevent the scheduled activities from taking place.
  - Mutual agreement between the parties involved.
  - Breach of the agreement by either party.
  - Express and justified resignation of the selected student.
  - Justified termination by the company.
  - Loss of student status.

## **Article 7. Educational objectives and training project**

1. The training project in which each internship is carried out must set out the educational objectives and activities to be carried out. The objectives will be established considering the knowledge that the student must acquire. Likewise, the contents of the internship will be defined in such a way as

to ensure a direct relationship between the skills to be acquired and the studies undertaken.

2. In all cases, the training project shall be designed in accordance with the principles of inclusion, equal opportunities, non-discrimination, and universal accessibility.

#### **Article 8. Insurance and coverage for students during EAI**

1. Students at Universidad San Pablo-CEU will be covered during the period of their enrollment by the School Insurance and by the private insurance policies taken out for this purpose at the beginning of each academic year, in relation to the civil liability that may arise from the EAI carried out in companies, institutions, and other entities.

2. Accidents and accidents "in itinere", considering as such those suffered by the insured during the performance of the internships and during travel to the centers where they are carried out, will be covered provided that such internships are carried out and are proposed and supervised by the University.

3. Students over the age of 28 are not covered by the School Insurance, but are covered by the aforementioned policies.

4. For students who carry out EAI outside the national territory, Universidad San Pablo-CEU will additionally take out multi-assistance travel insurance. This insurance covers the following risks: private civil liability, accidents, medical, surgical, and hospitalization expenses, and trip cancellation expenses. Professional Careers, through its Internship Units, will request in writing that the Management of Fundación San Pablo-CEU take out this insurance for international internships prior to the start date of the internship.

#### **Article 9. Tutoring for EAI**

1. To carry out the EAs, students will have a tutor from the collaborating entity and an academic tutor from the university.

2. The tutor appointed by the collaborating entity must be a person associated with that entity, with professional experience and the necessary knowledge to provide effective tutoring. They will be responsible for welcoming the student and organizing the activities to be carried out in accordance with the training project, as well as coordinating with the academic tutor from the University to ensure the activities are carried out. They may not be the same person who performs the duties of academic tutor at the University.

3. The academic tutor from the University will be:

a) For curricular internships, a professor at the University, preferably from the same university center where the student is enrolled and, in any case, related to the teaching to which the internship is linked. The appointment shall be made in accordance with the procedure

established at each center.

b) In the case of extracurricular internships, the academic tutor may be the head of the Internship Unit of the Campus to which the degree program belongs, or it may be a professor, if the internship requires a certain specificity. In this case, the academic tutor will also be responsible for resolving any incidents that may arise during the monitoring of the internship.

#### **Article 10. Financial Conditions.**

1. Partner organizations may pay the selected student a monthly stipend or study grant, in which case the provisions of *Royal Decree 1493/2011, which regulates the terms and conditions for inclusion in the General Social Security System for persons participating in training programs*, shall apply. *in accordance with the provisions of the third additional provision of Law 27/2011, of August 1, on the updating, adaptation, and modernization of the Social Security system, and Law 18/2014, of October 15, approving urgent measures for growth, competitiveness, and efficiency.*

2. The amount of the grant or study aid shall be indicated in the Annex to the Educational Cooperation Agreement, which shall specify the obligations incumbent on the company under current legislation and shall in no case be considered remuneration or payroll for the activity carried out, as there is no contractual relationship.

#### **Article 11. Recipients of the EAI and requirements.**

1. The following may participate in EAIs:

a) Students enrolled in any official or proprietary degree program taught by Universidad San Pablo-CEU, even if they are participating in national or international mobility programs.

b) Students from other Spanish or foreign universities who, by virtue of academic mobility programs or agreements established between them, are pursuing official studies at Universidad San Pablo-CEU, unless the rules governing the program provide otherwise and provided that these are reflected in their academic agreements .

2. The requirements that students must meet differ depending on whether the internships are curricular or extracurricular.

a) Curricular internships: to participate in curricular internship programs, the provisions of the Study Plan for each degree program shall apply, which, where applicable, shall specify the minimum number of credits required to enroll in the course linked to the EAI. This enrollment is essential for the student to be able to carry out the curricular internship.

In this regard, students who have passed 50 % of the credits for their degree and who so request are allowed to advance their enrollment in the compulsory EAI subject by means of the enrollment extension formula (except for regulated healthcare degrees). The steps for

implementing this procedure are as follows:

- The Academic Secretary's Offices of the centers will include the following text in the Enrollment Guide that is sent to students each year: " EAI. Students, under the same criteria as for any other subject, must enroll in the credits corresponding to the curricular internships and must go to the Career Services office on their campus to ensure that the internships are carried out correctly within the established legal framework. If students wish to complete their curricular internships prior to the academic year in which they are scheduled, they must go to the Career Services Office on their campus for information and to subsequently enroll."
- This process will not count towards the credit limit established for enrollment.
- The extension of enrollment will be handled by the Student Secretary's Office of the corresponding campus.

In any case, in order to carry out curricular internships, it is an essential requirement that the student does not have any contractual relationship with the company, institution, or public or private entity, or the University itself, where the EAI will be carried out.

b) Extracurricular internships. To participate in the extracurricular internship program, it will be necessary to:

- Be enrolled at Universidad San Pablo-CEU in the degree program for which the internship is offered, or in the university program to which the basic, generic, and/or specific skills to be acquired by the student during the internship are linked. Enrollment must be for the academic year in which the EAI is carried out.
- Have passed 50 % of the credits required to obtain the degree for which you are studying. In the case of one-year degrees, you must at least be enrolled in the same, except as provided in the previous section.
- Not have any contractual relationship with the company, institution, public or private entity, or the University itself where the EAI will be carried out.

## **Article 12. Requirements for collaborating entities**

To participate in the EAI program at Universidad San Pablo-CEU, the collaborating entity must meet at least the following requirements:

- Be duly constituted.
- Have the appropriate means and facilities for the development of the EAI.
- Have qualified personnel to supervise the EAI.

## **Article 13. Educational Cooperation Agreements and Specific Annexes**

1. The implementation of the EAI will require the signing of an Educational Cooperation Agreement between the University, or its own and affiliated centers, and the entities, companies, social and trade union organizations, or the Administration, which will include the training project developed by said internships and the conditions under which they will be implemented, as provided for in Article 7 of Royal Decree 592/2014, of July 11, which regulates external academic internships for university students.
2. For these purposes, the University has an Educational Cooperation Agreement Model for general application, adapted to current regulations on EAI. This model will be the document that formalizes the collaboration in the area of EAI and includes, among other things, the following aspects: recipients, duration, objective, management procedure, requirements, obligations and benefits, conditions for revocation, insurance, contribution obligations, corporate image and industrial and intellectual property rights, duration and validity, data protection, and litigation issues.
3. The University, the collaborating entities, and the selected students must express their acceptance and commitment to carry out the EAI by signing the appropriate specific Annex within the indicated period, and always prior to the start date of the internship. The aforementioned Annex shall include the following information: type (curricular or extracurricular), start and end dates, schedule, Training Project, name of the Company Tutor, name of the Academic Tutor, Data Protection, among others, and must be validated by the student, the representative of the collaborating entity, and the Dean/Director of the School/Center.
4. Internship managers, in coordination with academic internship tutors, must know and verify the exact number of curricular internship hours for the degree program the student is pursuing in order to record this information in the corresponding Annex. Based on these hours, if the internship continues, a new extracurricular Annex must be created for a maximum of 900 hours. The purpose of this Annex is to enable the company to reduce its Social Security contributions for the curricular period, to which it is entitled under current regulations.
5. In the case of students pursuing dual degrees, the Annexes will be linked to the individual degree to which the training project for each internship is related.
6. Under no circumstances may students begin their EAI without first notifying the Internship Unit at their campus and without the prior signing of the Framework Agreement for Educational Cooperation and its corresponding Annex with the collaborating entity. In the event that the student joins the internship without a signed Framework Agreement or Annex, the internship period carried out under these circumstances will not count as curricular or extracurricular internship.

#### **Article 14. Data Protection**

The signing of the EAI Educational Cooperation Agreement and its Annex implies acceptance of the content of these Regulations and authorization for the student's personal data and the collaborating entity's contact details to be used and incorporated into the files of Universidad San Pablo-CEU and the entity managing the institutional platform provided by the University, for the purpose of the proper management of the internships and the monitoring of both the student's

access to the labor market and their integration into it. All of the above is in accordance with the provisions of *Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC, as well as Organic Law 3/2018, of December 5, on the Protection of Personal Data and the Guarantee of Digital Rights*.

### **Article 15. Industrial and Intellectual Property**

Any registrable industrial property rights that may arise from the results of the student's work shall belong to the collaborating entity.

With regard to intellectual property, and in accordance with *Law 2/2019, of March 1, amending the revised text of the Intellectual Property Law, approved by Royal Legislative Decree 1/1996, of April 12*, the student's authorship of the work shall always be recognized.

### **Article 16. Rights and obligations of the University.**

1. The University reserves the right to terminate the agreement with collaborating entities if it considers that they are in breach of it, and always after having first attempted to resolve the issue through other means.

2. The University's obligations under the EAI are as follows:

- To assign an academic tutor to the student.
- To maintain the student's School Insurance coverage and additionally take out accident and civil liability insurance.
- To respect the confidential aspects of the activity carried out by the student at the collaborating entity.
- Where appropriate, after receiving the report from the collaborating entity's tutor, to award the relevant EAI grade, which will be recorded in the student's academic record.
- To issue a certificate to the collaborating entity and/or its tutor, upon request, for their collaboration in the Internship program.

### **Article 17. Rights and obligations of collaborating entities**

1. The rights of collaborating entities are:

- Effective recognition by the University of their work by means of a certificate issued for this purpose.
- Respect for the confidentiality of their data processed during the course of the internship.
- That the internship does not interfere with the normal performance of the collaborating entity's tasks.
- To interrupt the EAI if the student fails to fulfill their duties, after notifying the academic tutor.

2. The obligations of collaborating entities are as follows:

- To welcome the student and organize their activities in accordance with the provisions of the Training Project.
- To supervise, guide, and monitor the development of the internship, and to assist the student in resolving any professional issues that may arise in the performance of their activities.
- To inform the student about the organization and functioning of the entity and the relevant regulations, especially those relating to occupational safety and risks.
- To ensure the proper development and monitoring of the student's academic activities.
- To prepare and send the Final Report and, where applicable, the interim follow-up report to the academic tutor at the University, using the templates provided by the University.
- Where applicable, to make the payment of the grant or study aid.
- To comply with the tax and Social Security obligations provided for in the applicable regulations in force.
- To comply, with regard to the student's personal data, with the obligations established in *Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC*, as well as *Organic Law 3/2018, of December 5, on the Protection of Personal Data and the guarantee of digital rights*.

### **Article 18. Rights and obligations of students**

#### 1. Students have the right:

- To supervision, during the period of the corresponding internship, by an academic supervisor from the University and a supervisor from the collaborating entity.
- To have their internship evaluated in accordance with the criteria established by the University.
- To obtain a report from the collaborating entity indicating that they have completed the internship, with express mention of the activity carried out, its duration, and, where applicable, their performance.
- To receive, where stipulated, a financial contribution from the collaborating entity in the form of a grant or study aid.
- To the intellectual and industrial property rights of the work carried out, under the terms established in the legislation regulating this matter.
- To receive information from the collaborating entity on occupational health and safety regulations.
- To fulfill their academic, training, and representation and participation activities at the University, after giving sufficient advance notice to the collaborating entity.
- In the case of students with special educational needs, they shall be entitled to the necessary resources to access tutoring, information, assessment, and the performance of the internship itself on equal terms. Likewise, their right to reconcile the internship with those activities and personal circumstances arising from or connected with their situation shall be respected.
- Any other rights provided for in current regulations and/or in the corresponding Educational

Cooperation Agreements signed by Universidad San Pablo-CEU and the collaborating entity.

2. Students have the following obligations:

- To join the collaborating entity on the agreed date
- To comply with the scheduled timetable and respect its operating rules, safety regulations, and occupational risk prevention measures.
- To comply with the training project following the instructions of the tutors.
- To maintain confidentiality in relation to the internal information of the collaborating entity and maintain professional secrecy regarding its activities during and after their stay, as well as show a respectful attitude towards the entity's policy.
- To be familiar with and comply with the Code of Conduct of Fundación Universitaria San Pablo-CEU, approved by its Board of Trustees on June 12, 2020.
- At the end of the EAI, prepare and submit a Final Report to the academic tutor at the University, according to the model provided by the University.

3. Students also undertake the following additional commitments:

- Students who, once they have accepted a curricular internship, decide to abandon it without justification before the end of the period indicated in the Annex, will fail the subject the ordinary examination period and must restart all the procedures to undertake a new internship before the end of the academic year in which they are enrolled.
- Once curricular or extracurricular EAIs have begun, students must abandon any selection process in which they are currently involved and may not apply for new ones under any circumstances, having to complete the period of time indicated in the Annex to which they agreed.
- If the student leaves the extracurricular internship before completing the period of time indicated in the Annex regulating the EAI without just cause, they will not be able to apply for another extracurricular internship with the Professional Careers Department of Universidad San Pablo-CEU.
- If, during the curricular internship, the student is asked to leave the organization due to deficiencies in their work or behavior, the grade for said internship will be suspended in the regular exam period. The student must begin the search process again to find another internship in the extraordinary exam period.

**Article 19. Rights and obligations of academic tutors**

1. Academic tutors have the right:

- Effective recognition, and where appropriate certification, of their academic activity under the terms established by Universidad San Pablo-CEU.

- To be informed about the regulations governing EAIs, as well as the Training Project and the conditions under which the student they are supervising will carry out their internship.
- To have access to the collaborating entity for the fulfillment of the purposes of their role.
- To the training necessary for their proper performance as academic tutors.

2. The obligations of academic tutors are as follows.

- To ensure the normal development of the Training Project, guaranteeing the compatibility of the EAI schedule with the student's academic, training, representation, and participation obligations.
- To effectively monitor the internships, coordinating with the tutor at the collaborating entity and reviewing the monitoring reports, where applicable.
- In curricular internships, to carry out the evaluation process for the subject of the supervised student's internship.
- To inform the body responsible for EAIs at the University of any incidents that may arise.
- To supervise and, where appropriate, request the adequate provision of the necessary support resources to ensure that students with special educational needs carry out their internships under conditions of equal opportunity, non-discrimination, and universal accessibility.
- To propose the termination of the EAI, after submitting a written justification to the head of the center.
- To support the recruitment of collaborating entities for the completion of curricular internships.

## **Article 20. Rights and obligations of the entity's tutors**

1. The entity's tutors have the right:

- To recognition of their collaborative activity.
- To be informed about the regulations governing EAIs, as well as the Training Project and the conditions for its implementation.
- To have access to the University to obtain the information and support necessary to fulfill the purposes of their role.

2. The obligations of the entity's tutors are:

- To welcome the student and organize the activity to be carried out in accordance with the

provisions of the Training Project.

- To supervise their activities, guide and monitor the development of the internship with a relationship based on mutual respect and commitment to learning.
- To inform the student about the organization and functioning of the entity and the relevant regulations, especially those relating to occupational safety and risks.
- To coordinate with the academic tutor at the University the development of the activities established in the Annex to the Educational Cooperation Agreement, including any modifications to the training plan that may be necessary for the normal development of the internship, as well as the communication and resolution of any incidents that may arise during the internship and the control of permits for taking exams.
- To issue the final EAI report and survey for each student, according to the models provided by the University.
- To provide the complementary training required by the student to carry out the internship.
- To provide the student with the material resources necessary for the development of the internship.
- To facilitate access to the organization for the academic tutor from the University in order to fulfill the purposes of their role.
- To provide help and assistance to the student during their stay at the organization to resolve any professional issues that may arise in the performance of their activities there.

## **Article 21. EAI management procedure**

1. The Career Services Department of Universidad San Pablo-CEU will be responsible for managing EAIs through the Internship Units on each campus.

2. The Career Services Department, through the Internship Units on each campus, performs the following functions:

- Seeking EAIs for students, except in the case of healthcare and regulated degrees.
- In the case of Master's degrees, support in the search for EAI will be carried out in coordination between the Director/Coordinator of the Master's degree (who has market expertise) and the Career Advisor assigned to that degree (who will monitor the student).
- Manage the administrative procedures associated with the completion of these agreements (such as the signing of the Framework Agreement for Educational Cooperation and the student's Annex).

- Support tutors, both academic and from the organizations, in the monitoring and supervision of the EAIs.
- Resolve any issues that may arise during the development of the EAIs.
- In turn, the Career Advisors, who are also part of the Professional Careers Department, are responsible for guiding and informing students about the different career opportunities offered by the degree they have studied, organizing seminars, conferences, and other activities related to business and the job market.

3. The management of EAIs is described and regulated in Procedure P-20 of the IQAS of Universidad San Pablo-CEU, drawn up by the Professional Careers Department. For the implementation of the procedure described in P-20, an EAI Management Portal (hereinafter PGP) has been designed and created, the use of which is mandatory in all Universidad San Pablo-CEU centers.

4. The PGP is the only valid medium for managing, accounting for, and documenting the work carried out by the University of San Pablo-CEU in relation to EAI. Professional Careers will not be responsible for any incidents that occur during internships carried out outside of this procedure. In such cases, responsibility will fall on the center or person who authorized them without the knowledge of Professional Careers.

5. The EAI management procedure will be adapted to the following guidelines:

- Students may apply for offers that match their profile and are published on the Internship Management Portal (hereinafter, IMP).
- The collaborating entity will receive an email from the IMP with the CV of each candidate who, in addition to having registered for the offer, has been approved by the Professional Careers Technician. If the collaborating entity is interested in the student, it will invite them for a personal interview.
- If the student is selected by the organization, the latter will ask the Internship Unit to draw up the Annex with the specific conditions of the internship (student details, start and end dates, possible remuneration, etc.).
- The Annex will be signed in triplicate by the student, the legal representative of the organization, company, or institution, or the person delegated by them, and the Dean of the School/Director of the center.

6. In the case of curricular internships for healthcare and regulated degrees, each center of Universidad San Pablo-CEU will determine the procedure for applying for, selecting, and awarding curricular internships, in accordance with previously determined objective criteria, guaranteeing, in all cases, the principles of transparency, merit, publicity, and equal opportunities and, in all cases, in accordance with the EAI program for each degree.

The allocation of curricular internship places will be carried out by the Internship Coordinators of

each degree program and will be based on strictly academic criteria. Students who reject, abandon, or fail to join the assigned internship will be subject to the evaluation criteria established by each center.

The center reserves the right to revoke a student's or collaborating entity's participation in the center's curricular internship program for failure to comply with the provisions of these Regulations, pedagogical inadequacy of the training internships, or violation of the rules in force in each case in relation to the performance of scheduled tasks. To this end, the center may submit to the Vice-Rectorate for Students and University Life the termination of the Educational Cooperation Agreement with a collaborating entity, which will result in the loss of its status as an accredited entity for the University's EAI program. To this end, a reasoned report must be issued by the Dean or Director of the center. The procedure is reflected in the EAI Management Procedure of each center of Universidad San Pablo-CEU.

All information is recorded in the IMP and the Career Services Department will take it into account for the review and improvement of the entire process.

Students who refuse, abandon, or fail to join the assigned internship without just cause, as determined by the University, may be excluded from the internship program.

The University reserves the right to revoke a student's or collaborating entity's participation in the internship program for failure to comply with these regulations, pedagogical inadequacy of the training internships, or violation of the rules in force in each case in relation to the performance of scheduled tasks.

## **Article 22. Adaptations for special educational needs**

In the case of students with special educational needs, the necessary adaptations will be determined and managed by the Equality Unit and the Student Services Department for Students with Special Needs at Universidad San Pablo-CEU, in accordance with the provisions of the special protocols set out in Universidad San Pablo-CEU Student Regulations.

## **Article 23. Coordination and monitoring of EAIs**

1. Universidad San Pablo-CEU has an EAI Management Portal (IMP), through which both curricular and extracurricular EAIs are managed: publication of offers, generation of agreements, student applications, monitoring of students in EAIs, coordination-communication between academic tutors and company tutors, final reports from academic tutors and companies, student reports, satisfaction surveys for different groups, etc.

2. The IMP also monitors and supervises students in a digital environment, facilitating contact between the tutor and the student, as well as between the academic tutor and the tutor at the collaborating entity.

3. To this end, students undertaking curricular internships must send their academic tutor regular updates via the IMP, consisting of brief reports in which the student describes the tasks performed, which will be recorded in the "Follow-up" section.

4. Students are required to inform their academic tutor of any breach by the organization of the assigned tasks, as well as of the conditions agreed upon in the Annex. In the event that the assigned duties do not coincide with those agreed upon in the specific Annex or with the objective of the EAI, the academic tutor must attempt to rectify the situation and, if necessary, recommend the interruption of the Internship.

5. If, at any time, any type of conflict arises between the student and the entity, the academic tutor will be responsible for mediating on behalf of Universidad San Pablo-CEU to resolve the problem. If the situation is irresolvable, they must coordinate with the Head of the Professional Careers Unit of their Campus and, ultimately, with the Professional Careers Department, to find a solution.

#### **Article 24. Report and survey by the collaborating entity's tutor.**

1. Once the internship has been completed and within the maximum period established by the University, the tutor from the collaborating entity shall prepare and send the following to the academic tutor at the University via the IMP:

- A Final Report, in accordance with the standard model established by the University, assessing the student's activity during the internship.
- A satisfaction survey, in accordance with the standard model established by the University.

2. The University may request an interim report and survey if necessary.

#### **Article 25. Student EAI report and survey**

1. At the end of the Internship and within the maximum period established by the University, the student will complete and submit to the academic tutor at the University via the IMP:

- A Final Internship Report, in accordance with the standard model established by the University.
- A Satisfaction Survey, in accordance with the standard model established by the University.

2. The University may request an interim report and survey if necessary.

#### **Article 26. Evaluation of curricular EAIs**

1. Curricular internships will be assessed by the University academic tutor based on the monitoring carried out, the report from the collaborating entity's tutor, and the student's final report,

considering the weighting of the corresponding Assessment Systems in all cases.

2. The official grade record shall be signed by the Curricular Internship Coordinator appointed by the center, in accordance with the official grading system.
3. The examination schedule will be as generally provided for in the assessment regulations, although the extraordinary examination session will be subject to the academic calendar and the specific characteristics of the curricular internships in each Study Plan.

### **Article 27. Academic recognition of EAIs**

1. In accordance with the provisions of Article 10 of *Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality*, accredited professional experience may be recognized in the form of credits towards an official degree. This option may be available when such experience is closely related to the knowledge, skills, and abilities required for the official university degree. Similarly, credits earned and completed in university studies at universities or other official higher education institutions may be recognized.
2. The number of credits that can be recognized on the basis of professional or work experience or those from non-official university studies (either specific to the university or continuing education) may not exceed, overall, 15 % of the total credits that make up the study plan for the degree to be obtained. These recognized credits will not have a numerical grade and, therefore, cannot be used when assessing the student's academic record.
3. For the recognition of professional experience in the form of credits, a formal request by the student, a photocopy of the employment contract, and a document certifying the functions and tasks performed in the company are required. The Coordinator of the Degree Program that the applicant student is enrolled in will be responsible for carrying out the recognition in those cases where it is appropriate.
4. Likewise, interested students may request recognition of curricular internships if they have completed such internships in another undergraduate degree program and wish to have them recognized. To this end, they must submit the "document certifying the EAI" to the corresponding Curricular Internship Coordinator, in accordance with PI3- Recognition and Transfer of University Credits. The recognition granted may be partial, depending on the ECTS of the EAI and the compatibility between the skills acquired in that degree and the skills to be acquired in the degree in which they are enrolled.
5. If the student has completed extracurricular internships, these will be recorded in the European Diploma Supplement.

### **Article 28. EAI Quality Assurance System**

1. The EAI at Universidad San Pablo-CEU are subject to the University's Internal Quality Assurance

System. To this end, the Department of Professional Careers and the Quality Assurance Committees of the Centers will ensure compliance with the Internal Quality Assurance System, with the support of the Statistics and Quality Unit.

2. The quality of the EAIs carried out will be evaluated through satisfaction surveys of students, tutors, and collaborating entities that have participated in the EAI Programs. These surveys are generated by the IMP and will be conducted using a computerized procedure.

3. The strengths and weaknesses of the EAI's operation, as well as improvement actions, will be determined at the end of each academic year, based on the information obtained from these satisfaction surveys. Career Services, in collaboration with the Statistics and Quality Unit of Universidad San Pablo-CEU, will be the body responsible for compiling and analyzing the results of the quality surveys, as well as designing improvement actions.

4. The procedures for ensuring the quality of the EAIs carried out by students are described in the procedures established by the University for this purpose.

**Sole derogatory provision. Regulatory repeal.**

*Regulation 2/2022 of Universidad San Pablo-CEU on External Academic Internships* is hereby repealed, as are any provisions of equal or lower rank that contradict the provisions of this Regulation.

**Sole final provision. Entry into force.**

These Regulations shall enter into force on the day following their approval by the Board of Trustees of Universidad San Pablo-CEU.