



REGULATION 2/2022 OF UNIVERSIDAD SAN PABLO-CEU OF EXTERNAL ACADEMIC INTERNSHIPS

Approved by the Governing Council at its meeting on 6 April 2022 and by the Board of Trustees at its meeting on 30 April 2022

STATEMENT OF PURPOSES

The External Academic Internships (hereinafter, EAI) constitute an activity of a formative nature 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, favouring the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability and promote their entrepreneurial capacity. The European Diploma Supplement shall collect the EAI made by the student.

In accordance with *Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the quality assurance procedure*, the possibility of introducing EAI into the curricula reinforces the student training project.

In this context, the Regulation of External Academic Internships aims to establish the mechanisms to guarantee the normal development of the same, the assurance of their quality and the adoption of the necessary measures to achieve their objectives, promoting an optimal employability of the students. The development of this regulation is carried out in accordance with the provisions of *Royal Decree 592/2014 regulating the External Academic Internships of university students*.

Article 1. Object.

The purpose of this Regulation is to regulate the EAI carried out by the students of Universidad CEU San Pablo.

Article 2. Legal Regime.

The EAI are governed by *Royal Decree 592/2014, of 11 July, which regulates the External Academic Internships of university students*.

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

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

Article 3. Definition of EAI.

1. For the purposes of these Regulations, EAI should be understood as those training activities carried out by university students and supervised by Universidad CEU San Pablo, whose objective is to allow students to apply and complement the knowledge acquired in their academic training, favouring the acquisition of skills that prepare them for the exercise of professional activities, facilitate their employability and promote their entrepreneurial capacity.

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

3. The University shall guarantee the fully educational nature of the EAI and that the conditions of realisation by the students are adequate and subject to their primary educational interest. Given its educational nature, its realisation shall not derive, in any case, obligations of an Employment relationship, nor its content may lead to the replacement of the labour provision of jobs.

Likewise, and in the event that at the end of their studies students join the personnel of the collaborating entity, the time of the EAI shall not be computed for the purposes of seniority or exempt from the probationary period, unless in the appropriate applicable collective agreement it was expressly stipulated otherwise.

4. The realisation of the EAI shall require the signing of an Educational Cooperation Agreement between the University, or its own and attached centres, and the entities, companies, social and trade union organisations or the Administration, as provided for in article 7 of *Royal Decree 592/2014, which regulates the external academic internships of university students*, that shall include the training project developed by these internships and the conditions in which it will be implemented.

5. The EAI may be performed in in-person, hybrid or virtual teaching modality.

6. The EAI serve the following objectives:

- a) To contribute to the comprehensive education of students by completing their theoretical and practical learning.
- b) To facilitate the knowledge of the work methodology appropriate to the professional reality in which students shall have to 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 their integration into the labour market and improves their future employability.
- e) To promote the values of innovation, creativity, and entrepreneurship.
- f) To establish mutually beneficial collaborative relationships with other institutions and companies.

Article 4. Typology of the EAI.

1. In accordance with the provisions of *Royal Decree 592/2014, of 11 July, which regulates the external academic internships of university students*, they may be carried out in their curricular modality and/or in their extracurricular modality:

- a) Curricular internships: Subject of character "External Internships" of the Study Plan, with duration and characteristics foreseen in the Study Plan, that are carried out in an entity, company, or institution under an agreement.
- b) Extracurricular internships: those that students can do voluntarily during their training period and that, although having the same purposes as the curricular internships, are not part of the corresponding Study Plan. However, they shall be contemplated in the European Diploma Supplement as determined by current regulations.

2. Universidad CEU San Pablo shall give priority to curricular internships over extracurricular ones.

Article 5. Duration, schedule, and extension of the EAI.

1. The Curricular Internships of Bachelor's degrees shall have the duration established by the corresponding Study Plan in the terms established by article 14.5 of *Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for quality assurance*. They shall 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. From this rule, the Bachelor's degrees that include the Dual Mention, regulated in article 22 of the aforementioned Royal Decree, whose extension shall be between 20 and 40 percent of the credits in Bachelor's degrees, are also excepted.

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 with their own degrees, the duration shall be that provided for in the corresponding Study Plan.
4. The extracurricular internships shall have a duration not exceeding 900 hours per academic year, to ensure the correct development and monitoring of the student's academic activities.
5. Extracurricular internships may result from the continuation of a curricular internship, in which case the sum of the duration of the curricular ones may be computed, plus the maximum duration of the extracurricular ones reflected in these Regulations.
6. In exceptional cases that benefit students, or that there is a commitment to hire by the collaborating entity, the Vice-Rectorate for Students and University Life may authorise a duration different from that detailed in this article, fixing the possible extension in the same collaborating entity in a maximum of 200 hours.
7. The hourly distribution of the EAI shall be established according to the characteristics of the same and the availabilities of the collaborating entity. The schedules, in any case, shall be compatible with the academic, training and representation and participation activity developed by the students at the University.
8. In the case of curricular internships, the time distribution shall be established by consensus between the students and the collaborating entity. However, in degrees in care the programme of each subject shall mark the specific schedule, taking into account the possibility of an irregular distribution of the internship day, depending on the characteristics and availabilities of the entity where the practical learning occurs. For extracurriculars, the time distribution of the internships shall be established by consensus between the student and the collaborating entity. In both cases, to recover the absences of attendance derived from the attendance to exams or final tests, as well as the corresponding appointments of orientation and follow-up of the EAI by the University, shall not be mandatory.
9. The period of completion of curricular and extracurricular EAI may include from the start date of the course that corresponds to the academic calendar of the degree that the students study until the date immediately prior to the start of the next course. In general, the academic-teaching calendar of each course for the Bachelor's degrees shall begin on 1 September and end on 31 August of the following year, in the terms approved

annually by the Permanent Commission of the Governing Council, being able to carry out EAI during August and, exceptionally, during the first half of September. For postgraduate degrees, the extension of the course shall depend on the academic calendar of each degree.

Article 6. Completion of the EAI.

The completion of the EAI shall occur by:

- a) The end of the period fixed for this purpose.
- b) The willingness of any of the parties to terminate the internship, when any of the following circumstances occur:
 - Justified causes that prevent the development of the programmed activities.
 - Mutual agreement of the intervening parties.
 - 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 the realisation of each internship is specified must set the educational objectives and the activities to be developed. The objectives shall be established considering the knowledge that the students must acquire. Likewise, the contents of the internship shall be defined in a way that ensures the direct relationship of the competences to be acquired with the completed studies.

2. In any case, it shall be ensured that the training project conforms to the principles of inclusion, equal opportunities, non-discrimination, and universal accessibility.

Article 8. Insurance and student coverage during the EAI.

1. The students of Universidad CEU San Pablo shall be covered during the period of validity of their registration by the School Insurance and by the private insurance policies subscribed 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 completion of the internship and during the trips to the centres of realisation

of the same, shall be covered provided that said internships are carried out and are proposed and supervised from the University.

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

4. For students who take EAI outside the national territory, Universidad CEU San Pablo shall additionally subscribe to a multi-assistance travel insurance. This insurance covers the following risks: private liability, accidents, medical, surgical and hospitalisation expenses, and travel cancellation expenses. Professional Careers, through its Internship Units, shall request in writing to the Management of the Fundación San Pablo-CEU the contracting of this Insurance for cases of international internships in advance of the start date of the internship.

Article 9. Tutoring of the EAI.

1. For the realisation of the EAI, the students shall have a tutor of the collaborating entity and an academic tutor of the university.

2. The tutor appointed by the collaborating entity must be a person linked to it, with professional experience and with the necessary knowledge to carry out an effective tutorship. The tutor shall be in charge of welcoming the students and organising the activities to be developed according to the training project, as well as of coordinating with the academic tutor of the University the development of the activities. The tutor cannot be the academic tutor of the University.

3. The academic tutor of the University shall be:

a) For curricular internships, a university professor, with preference of the university centre in which the students are enrolled in and, in any case, related to the teaching to which the internship is linked to. The designation shall be made in accordance with the procedure laid down in each centre.

b) In the case of extracurricular internships, the academic tutor may be responsible for the Internship Unit of the Campus to which the degree belongs, or may be a teacher, if the internships require a certain specificity. In this case, it shall also be the academic tutor who is responsible for resolving the possible incidents that occur during the monitoring of the development of the internships.

Article 10. Economic Conditions.

1. The collaborating entities may pay monthly to the selected students an economic amount as a grant or study aid, in which case the provisions of *Royal Decree 1493/2011* shall be followed, *which regulates the terms and conditions of inclusion in the General Social Security Regime of people participating in training programmes, in development of the provisions of the third additional provision of Act 27/2011, of 1 August, on updating, adaptation and modernisation of the Social Security system and Act 18/2014 of 15 October, approval of 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 they entail for the company according to current legislation and in no case shall be considered remuneration or payroll for the activity carried out, as there is no contractual relationship.

Article 11. Recipients of the ECPs and requirements.

1. The EAI may be carried out by:

- a) Students enrolled in any official or own degree taught by Universidad CEU San Pablo, even if they take advantage of national or international mobility programmes.
- b) Students from other Spanish or foreign universities who, by virtue of academic mobility programmes or agreements established between them, are studying official studies at Universidad CEU San Pablo, unless the rules governing the programme provide otherwise and as long as 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 the curricular internship programmes, the provisions of the Study Plan of each degree shall be followed, which, where appropriate, will mark the number of minimum credits passed necessary to be able to enrol in the subject linked to the EAI. This registration is essential for the students to carry out the curricular internships.

In this sense, students who have passed 50 % of the credits of their degree, and who request it, are allowed to advance the enrolment of the subject of mandatory EAI through the formula of extension of enrolment (except regulated care careers). The steps for the implementation of this procedure shall be as follows:

- The Academic Secretariats of the centres shall include the following text in the Registration Guide that is sent to students every year: "EAI CURRICULARES. The student, according to the same criteria as any other subject, must enrol in the credits corresponding to the curricular internships and must go to the Careers Office on their campus for the correct development of the internship within the established legal framework. If the students wish to carry out their work placement prior to the academic year in which it is to be carried out, they must go to the Careers Office on their campus for information and subsequently register".
- This management would not be computed for the credit limit established in the registration.
- The extension of enrolment shall be managed by the Student Secretariat of the corresponding Campus.

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

- To be enrolled in Universidad CEU San Pablo, in the degree for which the internship is offered, or in the university education to which the basic, generic and/or specific competences to be acquired by the students in the realisation of the internship are linked. Enrolment must be for the year in which the PAE takes place.
- To have passed 50 % of the credits necessary to obtain the degree they are studying. In the case of degrees of one course duration, it is required, at least, to be enrolled in it, except as provided in the previous section.
- Not to maintain any contractual relationship with the company, institution or public or private entity or the University itself in which the EAI will be carried out.

Article 12. Requirements of collaborating entities.

To participate in the EAI programme of Universidad CEU San Pablo, 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 for the supervision of EAI.

Article 13. Educational Cooperation Agreements and Specific Annexes.

1. The realisation of the EAI shall require the signing of an Educational Cooperation Agreement between the University, or its own and affiliated centres, and the entities,

companies, social and trade union organisations, or the Administration, that shall include the training project developed by these internships and the conditions in which it will be implemented, as provided for in article 7 of *Royal Decree 592/2014, of 11 July, which regulates the external academic internships of university students*.

2. For these purposes, the University has a Educational Cooperation Agreement Model for its general application adapted to current regulations on EAI. This model will be the document that formalises the collaboration in the field of EAI and includes, among others, the following aspects: recipients, duration, objective, management procedure, requirements, obligations and benefits, revocation conditions, insurance, contribution obligations, corporate image rights and industrial and intellectual property, duration and validity, data protection and litigious issues.

3. The University, the collaborating entities and the selected students must express their acceptance and commitment to carry out the EAI, signing the appropriate specific Annex within the period indicated, and always prior to the start date of the internship. In the aforementioned Annex the following data will be recorded: modality (curricular or extracurricular), start date and end date, schedule, Training Project, name of the Tutor in the Company, name of the Academic Tutor, Data Protection, among others, and must be validated by the student, by the representative of the collaborating entity and by the Dean of the School/Director of the centre.

4. The internship managers, in coordination with the academic tutors of internships, must know and verify the exact number of hours of curricular internships of the degree that the students take to fix that data in the corresponding Annex. From those hours, if the internships continue, a new Annex of an extracurricular nature must be made for a maximum of 900 hours. The objective of this Annex is that the company can subsidise the Social Security contribution of the curricular period, to which it is entitled according to current regulations.

5. In the case of students who study double degrees, the Annexes will be made linked to the individual degree with which the training project of each internship is related.

6. Under no circumstance students shall join the realisation of the EAI without prior communication to the Internship Unit of their Campus and without the prior signature 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 without an Annex, the internship period carried out in these circumstances shall not count as curricular or extracurricular internships.

Article 14. Data Protection.

The signing of the Educational Cooperation Agreement of EAI and its Annex implies the acceptance of the content of these Regulations and the authorisation for the students personal data and the contacts of the collaborating entity data to be used and incorporated into the files of Universidad CEU San Pablo and the managing entity of the institutional platform provided by the University, in order to the correct management of the internships and the realisation of follow-ups, both of access to the labour market and of students' employability. All the above, in accordance with the provisions of *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals 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 in Organic Act 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights.*

Article 15. Industrial and Intellectual Property.

The registrable industrial property rights that may be derived from the results of the internship carried out by the students shall correspond to the collaborating entity.

With regard to intellectual property, and in accordance with *Act 2/2019, of 1 March, which modifies the revised text of the Intellectual Property Act, approved by Royal Legislative Decree 1/1996, of 12 April*, the recognition of the authorship of the work by the students shall always be respected.

Article 16. Rights and obligations of the University.

1. The University reserves the right to terminate the agreement with the collaborating entities if the former considers that the latter fail to comply with it and always after having arbitrated previous mechanisms to avoid it.

2. The obligations of the University by reason of the EAI are:

- To assign every student an academic tutor.
- To keep students in the School Insurance regime and additionally subscribe to accident and civil liability insurance.
- To respect the confidential aspects of the activity carried out by the students in the collaborating entity.
- In the appropriate case, to grant, after receiving the report of the tutor of the collaborating entity, the relevant qualification of the EAI, which will be registered in the student's academic record.

- To issue an accrediting document to the collaborating entity and/or the tutor of the same that request it, for the collaboration provided in the Internship programme.

Article 17. Rights and obligations of collaborating entities.

1. The rights of the collaborating entities are:

- The effective recognition by the University of its work by means of an accrediting document issued for this purpose.
- Respecting the confidentiality of the data processed in the course of internships.
- The development of the internships do not interfere with the normal development of the tasks of the collaborating entity.
- Interrupting the completion of the EAI if the students fail to comply with their duties, prior communication to the academic tutor.

2. The obligations of the collaborating entities are:

- To welcome the students and organise their activities in accordance with the provisions of the Training Project.
- To supervise, guide, and control the development of the internships, and provide help to students in the resolution of the professional issues that may need in the performance of the activity carried out.
- To inform the students of the organisation and operation of the entity and of the regulations of interest, especially those related to safety and occupational risks.
- To ensure the correct development and monitoring of the student's academic activities.
- To carry out and send to the academic tutor of the University the Final Report and, where appropriate, the intermediate follow-up, according to models provided by the University.
- Where appropriate, make effective the payment of the grant or study aid.
- To comply with the tax and Social Security obligations provided for in current regulations and that are applicable.
- 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 27 April 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 in Organic Act 3/2018, of 5 December, on the Protection of Personal Data and guarantee of digital rights.*

Article 18. Rights and obligations of students.

1. Students have the right:

- To the tutelage, during the period of duration of the corresponding internship, by an academic tutor of the University and a tutor in the collaborating entity.
- To the evaluation of the internships in accordance with the criteria established by the University.
- To obtain a report by the collaborating entity in which it is indicated that it has carried out the internships, with express mention of the activity carried out, its duration and, where appropriate, its performance.
- To receive, in cases where this is stipulated, an economic contribution from the collaborating entity, as a grant or study aid.
- To the intellectual and industrial property of the works carried out, in the terms established in the regulatory legislation of the matter.
- To receive, from the collaborating entity, information on the safety regulations and prevention of occupational risks.
- To comply with their academic, training and representation and participation in the University, after sufficient notice to the collaborating entity.
- In the case of students with special educational needs, they shall have the right to have the necessary resources for access to tutorship, information, evaluation, and the performance of the internships on equal terms. Likewise, their right to reconcile the performance of the internships with those activities and personal circumstances derived or connected with their situation shall be respected.
- Those other rights provided for in current regulations and/or in the corresponding Educational Cooperation Agreements signed by Universidad CEU San Pablo and the collaborating entity.

2. The following are the obligations of students:

- To join the collaborating entity on the agreed date.
- To comply with the scheduled time and respect its rules of operation, safety, and prevention of occupational risks.
- To fulfil the training project following the instructions of the tutors.
- To keep confidentiality in relation to the internal information of the collaborating entity and to keep professional secrecy about their activities during their stay and once it is over, as well as show a respectful attitude towards the policy of the entity.

- To know and comply with the Code of Conduct of the Fundación Universitaria San Pablo-CEU approved by its Board of Trustees on 12 June 2020.
- At the end of the EAI, to prepare and deliver to the academic tutor of the University a Final Report, according to the model provided by it.

3. Students also make the following additional commitments:

- Those students who have already accepted a curricular internship and decide to abandon it without justification before the end of the time indicated in the Annex, will fail the subject in ordinary call and must restart all the procedures to carry out a new internship before the end of the academic year in which they are enrolled.
- Once the curricular or extracurricular EAI has begun, the students must abandon any selection process in which in progress, not being able in any case to apply to new ones, having to complete the period of time indicated in the Annex to which they agreed.
- If the students leave the extracurricular internship before having completed the period of time indicated in the Regulatory Annex of the EAI without justified cause, they will not be able to apply for any other extracurricular internship before the Department of Professional Careers of Universidad CEU San Pablo.
- If during the completion of the curricular internships, due to deficiencies in their work or behaviour, the students are invited to leave the entity, they will fail in the ordinary call. The students must begin the search process again to carry out other internships in extraordinary call.

Article 19. Rights and obligations of academic tutors.

1. Academic tutors have the right:

- To the effective recognition, and where appropriate certification, of their academic activity in the terms established by Universidad CEU San Pablo.
- To be informed about the regulations on the EAI, as well as the Training Project and the conditions under which the stay of the students to be tutored will be carried out.
- To have access to the collaborating entity for the fulfilment of the purposes of their powers.
- To the necessary training for their good performance as academic tutors.

2. The obligations of academic tutors are:

- To ensure the normal development of the Training Project, guaranteeing the compatibility of the schedule of realisation of the EAI with the academic training and representation and participation obligations of the student.
- To effectively monitor the internships, coordinating with the tutor of the collaborating entity and seeing, where appropriate, the follow-up reports.
- In the curricular internships, to carry out the evaluation process of the subject of internships of the supervised students.
- To inform the body responsible for the EAI in the University of the possible incidents that have arisen.
- 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 opportunities, non-discrimination, and universal accessibility.
- To propose the termination of the EAI, after written presentation of a reasoned justification to the head of the centre.
- To support the recruitment of collaborating entities for the realisation of curricular internships.

Article 20. Rights and obligations of the tutors of the entity.

1. The tutors of the entity have the right:

- To the recognition of their collaborating activity.
- To be informed about the regulations that regulate the EAI, as well as the Training Project and the conditions of its development.
- To have access to the University to obtain the information and support necessary for the fulfilment of the purposes of their functions.

2. The following are the obligations of the tutors of the entity:

- To welcome the students and organise the activity to be developed in accordance with the provisions of the Training Project.
- To supervise their activities, guide, and control the development of the internship with a relationship based on mutual respect and commitment to learning.
- To inform the students of the organisation and operation of the entity and of the regulations of interest, especially those related to safety and occupational risks.
- To coordinate with the academic tutor of the University the development of the activities established in the Annex to the Educational Cooperation Agreement,

including those modifications of the training plan that may be necessary for the normal development of the internship, as well as the communication and resolution of possible incidents that may arise in the development of the same and the control of permits for the realisation of exams.

- To issue the final report and survey of the EAI for each student, according to models provided by the University.
- To provide the complementary training that the students need for the realisation of the internships.
- To provide the students with the material means indispensable for the development of the internship.
- To provide the academic tutor of the University with access to the entity for the fulfilment of the purposes of their powers.
- To provide help and assistance to the students, during their stay in the entity, for the resolution of those issues of a professional nature that they may need in the performance of the activities carried out in it.

Article 21. Procedure for the management of the EAI.

1. The Department of Professional Careers of Universidad San Pablo-CEU will be in charge of the management of the EAI, through the Units of Internships of each Campus.

2. The Department of Professional Careers, through the Units of Internships of each Campus, develops the following functions:

- To search for EAI for students, except in care and regulated degrees.
- In the case of Master's Degrees, the accompaniment in the search for EAI will be carried out in a coordinated manner between the Director/Coordinator of the Master (who have the expertise of the market) and the Career Advisor assigned to that degree (who will monitor the student).
- To manage the administrative procedures associated with the realisation of the same. (Such as the signing of the Framework Agreement for Educational Cooperation and the Student's Annex).
- To support tutors, both academic tutors and entities, in the follow-up and tutorship of the EAI.
- To resolve the issues that may arise during the development of the EAI.
- In turn, the Career Advisors, who are also part of the Department of Professional Careers, are responsible for guiding and informing the students of the different professional opportunities offered by the degree they have studied, organising

seminars, conferences, and other activities related to the company and the labour market.

3. The management of the EAI is described and regulated in Procedure P-20 of the IQAS of Universidad CEU San Pablo, prepared by the Directorate of Professional Careers. For the development of the procedure described in the P-20, Internship Management Portal (hereinafter, IMP) has been designed and created, whose use is mandatory in all the centres of Universidad CEU San Pablo.

4. The IMP is the only valid support to manage, account for and demonstrate the work that Universidad CEU San Pablo develops in the field of EAI. Professional Careers shall not be responsible for the eventualities that occur in an internship carried out outside this procedure. In this case, the responsibility will fall on the centre or person who has authorised them without the knowledge of Professional Careers.

5. The procedure for managing EAI shall be adapted to the following guidelines:

- Students can request those offers that adapt to their profile and that are published in the Internship Management Portal (hereinafter, IMP).
- The collaborating entity will receive an e-mail from the IMP with the CV of each candidate, which, in addition to having registered in the offer, has the approval of the Professional Careers Technician. If the collaborating entity is interested in the student, it shall summon the student for a personal interview.
- If students are selected by the entity, it shall request the Internship Unit to prepare the Annex with the specific conditions of the internship (student data, start and end date, possible remuneration, etc.)
- The Annex shall be signed in triplicate by the student, the legal representative of the entity, company or institution, or person to whom he delegates, and the Dean of the Faculty/Director of the centre.

6. In the case of curricular internships of care and regulated degrees, each centre of Universidad CEU San Pablo shall determine the procedure for application, selection, and award of curricular internships, according to previously determined objective criteria, guaranteeing, in any case, the principles of transparency, merit, publicity and equal opportunities and, in any case, in accordance with the programme of the EAI of each degree.

The allocation of places for curricular internships shall be made by the Internship Coordinators of each degree and shall be done by strictly academic criteria. The students

who reject, abandon, or do not join the assigned internship will be applicable the evaluation criteria provided by each centre.

The centre reserves the right to revoke for students, as well as for the collaborating entity, the participation in the curricular internship programme of the centre for breach of the provisions of these Regulations, pedagogical inadequacy of the training internships or violation of the rules that in relation to the realisation of scheduled tasks are in force in each case. For these purposes, the centre may submit to the Vice-Rectorate for Students and University Life the termination of the Educational Cooperation Agreement with a collaborating entity, which shall entail the loss of the status of accredited entity for the EAI programme of the University. To do this, a report motivated by the Dean or Director of the centre must be issued. The operation is reflected in the EAI Management Procedure of each centre of Universidad CEU San Pablo.

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

The students who refuse to abandon or do not join the assigned internship, without justified cause according to the criteria of the University, may be excluded from the internship programme.

The University reserves the right to revoke for students, as well as for the collaborating entity, the participation in the internship programme for breach of the provisions of this regulation, pedagogical inadequacy of the training internships or violation of the rules that in relation to the performance of scheduled tasks are in force in each case.

Article 22. Adaptations for special educational needs.

In the case of students with special educational needs, the necessary adaptations shall be dictated and managed by the Unit for Equality and by the Service of Attention to Students with special needs of Universidad CEU San Pablo, in accordance with the provisions of the Special Protocols contained in the Regulations of students of Universidad CEU San Pablo.

Article 23. Coordination and monitoring of the EAI.

1. Universidad CEU San Pablo has the Internship Management Portal (IMP), through which the management of the EAI, both curricular and extracurricular, is carried out: publication of the offers, generation of the agreements, application of the students, follow-up of the students in EAI, coordination – communication academic tutor and

company tutor, final reports of academic tutors and those of the companies, student memory, satisfaction surveys to the different groups, etc.

2. Likewise, the IMP develops the work of monitoring and tutoring the students in a digital environment, which facilitates the contact between the tutor and the student, as well as between the academic tutor and the tutor of the collaborating entity.

3. For these purposes, students who carry out curricular internships must send to the academic tutor through the IMP periodic follow-ups, consisting of brief reports in which the students describe the tasks performed and that shall be recorded in the "Follow-up" section.

4. The students are obliged to inform their academic tutor of any breach by the entity in the assigned tasks, as well as in the conditions agreed in its Annex. In the event that the assigned functions do not coincide with what was agreed in the specific Annex or with the objective of the EAI, the academic tutor must try to redirect the situation and, if necessary, recommend the interruption of the Internships.

5. If, eventually, any type of conflict occurs between the students and the entities, the academic tutor shall be responsible for intermediating on behalf of Universidad CEU San Pablo to solve the problem. If the situation is unsolvable, it must be coordinated with the Head of the Professional Careers Unit of the Campus and, ultimately, with the Directorate of Professional Careers, to adopt a solution.

Article 24. Report and survey of the tutor of the collaborating entity.

1. Once the Internship has been completed and within the maximum period established by the University, the tutor of the collaborating entity shall carry out and send to the academic tutor of the University through the IMP:

- A Final Report, according to the standardised model established by the University, assessing the student's activity during the internship.
- A Satisfaction Survey, according to the standardised model established by the University.

2. The University may request the completion of an intermediate report and survey if necessary.

Article 25. Memory and survey of the student's EAI.

1. At the end of the Internship and within the maximum period established by the University, the students shall make and send to the academic tutor of the University through the IMP:

- A Final Report of Internships, according to the standardised model established by the University.
- A Satisfaction Survey, according to the standardised model established by the University.

2. The University may request the completion of an intermediate report and survey if necessary.

Article 26. Evaluation of curricular EAI.

1. The Curricular internships shall be evaluated by the academic tutor of the University based on the follow-up carried out, the report of the tutor of the collaborating entity and the final report of the student, taking into account in any case the weighting of the corresponding Evaluation Systems.

2. The signing of the official qualification certificate corresponds to the Coordinator of Curricular internships designated by the centre, in accordance with the official qualification system.

3. The regime of calls will be the one provided in general in the evaluation regulations, although the extraordinary call will be conditions to the academic calendar and the particularities of the curricular internships of each Study Plan.

Article 27. Academic recognition of the EAI.

1. Based on the provisions of article 10 of *Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and the procedure for ensuring its quality*, accredited professional experience may be recognised in the form of credits for obtaining an official degree. This option may be given when that experience is closely related to the knowledge, competences, and skills of the official university degree. In the same way, the credits passed and taken in university studies of the universities or other official higher studies may be recognised.

2. The volume of recognisable credits from professional or work experience or those from unofficial (exclusive or continuous learning) university studies may not exceed, globally, 15 percent of the total credits that make up the Study Plan of the degree that

is intended to be obtained. These recognised credits will not have a numerical grade and, therefore, they shall not be taken into account for the student's record.

3. For the recognition in the form of credits of the professional experience, a request formalised by the student, a photocopy of the employment contract and a document accrediting the functions and tasks performed in the company are required. The Coordinator of the degree that the applicant student is studying shall be in charge of carrying out the recognition in those cases in which it is appropriate.

4. Likewise, the interested students may request the recognition of curricular internships, in case they have carried out another internship programme of this kind for another Bachelor's Degree and they want them to be recognised. For these purposes, they shall provide the "document accrediting the EAI" to the corresponding Coordinator of Curricular Internships, following the P13- Recognition and Transfer of Credits of the University. The recognition granted may be partial, depending on the ECTS of the EAI and the compatibility between the competences acquired in that degree and the competences to be acquired in the degree in which they are enrolled.

5. In the event that the students have completed extracurricular internships, they shall be recorded in the European Diploma Supplement.

Article 28. Quality Assurance System of the EAI.

1. The EAI of Universidad CEU San Pablo are subject to the Internal Quality Assurance System of the University. To this end, the Department of Professional Careers and the Quality Assurance Commissions of the Centres shall ensure compliance with the Internal Quality Assurance System, with the support of the Statistics and Quality Unit.

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

3. The detection of strengths and weaknesses of the functioning of the EAI, as well as the improvement actions, shall be determined at the end of every academic year, according to the information obtained from said satisfaction surveys. Professional Careers, in collaboration with the Statistics and Quality Unit of Universidad CEU San Pablo, will be the body in charge of compiling and analysing the result of the quality surveys, as well as the design of the improvement actions.



4. The procedures to guarantee the quality of the EAI carried out by students are described in the procedures established by the University for this purpose.

Unique additional provision. Interpretation.

The Governing Council of the University is responsible for interpreting these Regulations.

Single derogatory provision. Regulatory repeal.

Any provisions of equal or lower rank which are contrary to the provisions of this Regulation shall be repealed.

Single final disposition. Entry into force.

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