

REGULATION FOR ACADEMIC INTERNSHIPS FOR STUDENTS OF THE UNIVERSIDAD FRANCISCO DE VITORIA

PREAMBLE

Academic internships represent a valuable opportunity to enrich the educational experience of students and to enhance their employability. The Universidad Francisco de Vitoria recognises the educational value of internships and provides students with the necessary resources to make the most of this opportunity through both curricular and extracurricular internship programs.

Academic internships are regulated by Royal Decree 592/2014, of July 11, which authorises universities to enter into agreements for training internships as part of the academic curriculum or as a complement to university studies. Additionally, the Statute of the University Student, approved by Royal Decree 179/2010, of December 30, regulates academic internships, their types, and general characteristics (Chapter VI).

Going beyond merely complying with current legislation, the Universidad Francisco de Vitoria aims to support students throughout their academic journey, particularly during their internship period, in identifying their professional vocation and to regard work as a means of contributing to the common good. The university seeks to help students approach their work as a form of service and social transformation.

CHAPTER I: DEFINITION, OBJECTIVES AND GENERAL REQUIREMENTS

Article 1. Object

The purpose of these Regulations is to govern the academic internships of students at the Universidad Francisco de Vitoria.

Article 2. Definition and modalities

1. Academic internships are an educational activity through which students have the opportunity to apply the knowledge acquired in their studies, whether within the university itself or in external organisations, in accordance with a structured training plan.

2. Academic internships may take the following forms:

a) Curricular internships: These are structured as a course that forms part of the degree programs offered by the university.

b) Extracurricular internships: These are undertaken voluntarily by students during their period of study. Although they share the same general objectives as curricular internships, they are not included in the official degree program.

3. A curricular internship will become extracurricular once the student exceeds the number of hours established for that purpose in the curriculum.

Article 3. Objectives

1. The aim of both types of internships is to serve as a bridge between academic learning and professional experience. Their purpose is, therefore, to enable the development of learning outcomes that prepare students for their professional life, enhance their employability and foster their entrepreneurial abilities. For this reason, internships offer significant educational value

2. Additionally, at the Universidad Francisco de Vitoria internships are intended to be an opportunity for students to grow both personally and professionally, embodying the values and leadership through service promoted by the university's educational mission, thereby contributing to the common good and the transformation of the world.

Article 4. Beneficiaries and entities

1. Students enrolled in the corresponding course within the degree programs of the Universidad Francisco de Vitoria may be eligible to have curricular internships under the provisions of these Regulations

2. Students enrolled in a program associated with studies programs offered by the Universidad Francisco de Vitoria may be eligible to have extracurricular internships.

3. Both curricular and extracurricular internships may take place at the university itself or at partner organisations, such as companies, institutions, and public or private entities, either national or international.

As a general rule, curricular internships must be carried out within a single organisation, except in exceptional cases involving force majeure beyond the student's control, and always with the express authorisation of the Internship Committee.

The foregoing provision is a general guideline and will not apply in cases where different criteria are specified in the internship course guide of the degree program.

4. Internships may not be carried out in institutions with which the student has an employment or similar relationships, except with the express authorisation of the Internship Committee. Such authorisation shall be granted only if the professional activity is deemed suitable for achieving the learning outcomes established in the corresponding course guide.

Article 5. Duration and scheduling of the internships

1. The duration of the curricular internships shall be as established in the curriculum for each degree program and specified in the course syllabus.

2. Although in some degree programs internships are listed in the curriculum as a course for the second semester, they may be carried out from the beginning of the academic year until the start of the first examination period, or until the start of the second examination period, except in the case of regulated internships that have specific scheduled dates.

31 The academic year for undergraduate studies begins on September 1 and ends on August 31. For all other programs, the academic year shall be determined by the corresponding academic calendars.

4. If permitted by the degree program, students may begin their curricular internships during the summer months prior to the start of the academic year in which the internship is scheduled according to the curriculum, providing students enrol in the internship program when the enrolment period is opened and follow the procedures indicated in these Regulations.

5. In the case of degree programs that so allow in their internship system, extracurricular internships carried out during the academic year immediately preceding the one in which the internship course is scheduled may be converted into curricular internships.

To that end, the students enrolled in the internship course must request the conversion of the internships conducted the previous academic year between September 1 and December 1, submitting a written request to the department responsible for the management of internships for their degree program for consideration by the Internship Committee.

The Committee will issue a decision based on the relevance of the content of the extracurricular internship to the objectives of the internship program.

6. Extracurricular internships may take place at any time during the academic year.

7. The schedule of the internship shall be established according to the nature of the internship and the availability of the host organisation. In all cases, this must be compatible with the students' academic responsibilities and activities at the university.

Article 6. Training Project

All internships shall be carried out in accordance with the provisions of the corresponding Training Project, which must establish the educational or training objectives and the activities to be performed considering the skills, competences and learning outcomes the student is expected to acquire. The content of the internship shall be defined to ensure a direct connection between the competences to be acquired and the study program.

Article 7. Management of the curricular and extracurricular internship program

An Internship Committee shall be established for each degree program, including a member from the department responsible for managing internships and the Program Director and/or a person designated by the latter.

The Internship Committee shall have the following functions:

- a) Organisation, coordination and management of the internship program and ensuring the coordination of the program. The Committee will collaborate with the Quality Assurance Committee to propose improvements to external internship procedures.
- b) Ensure the functions and tasks performed by students during the internship align with the educational objectives of the corresponding degree program.
- c) Coordination with entities collaborating in the UFV internship program.
- d) Management and oversight of the agreements governing student internships.
- e) Management of student applications to carry out their internship in a partner organisation with which there is no prior agreement. In such cases, the Internship Committee shall be responsible for authorising or denying the application and, where applicable, signing the corresponding Educational Cooperation Agreement and Annex (see Appendices 1 and 2).
- f) Assignment and monitoring of students during their internships.
- g) Ensure a sufficient number of internships are available in order for all students enrolled in the program to complete an internship within the corresponding academic year.
- h) Establishment of the necessary guidance mechanisms to support students in the selection processes.
- i) Assignment of Academic Tutors.
- j) Dissemination of the offer and the criteria applicable for the adjudication of the internship.

Article 8. Academic supervision of curricular and extracurricular internships

The supervision and evaluation of the activities carried out by the student during the internship shall be the responsibility of the assigned tutors, in accordance with the following criteria:

- a) Academic Tutor: A professor from Universidad Francisco de Vitoria responsible for monitoring the internship, evaluating student performance and providing support. To fulfil this role effectively, the Academic Tutor must maintain regular and open communication with the External Tutor.
- b) External Tutor: Appointed by the company or institution hosting the student. This person must be a qualified professional associated with the organisation and shall be responsible for organising and supervising the student's training activities in line with the Training Project. When the internship is within the university itself, the External Tutor shall be the head of the corresponding department or a delegated person; under no circumstances will the same individual serve as both Academic and External Tutor.

Article 9. Educational Cooperation Agreement

1. All internships must be covered by an Educational Cooperation Agreement (see Appendix 1), signed between the Universidad Francisco de Vitoria and the partner organisation. This agreement shall govern the collaboration between both parties for the practical training of students. The formalisation of this agreement is an essential prerequisite for students to begin their internship with the company or organisation.

2. An Educational Cooperation Agreement shall not be required in the case described in Article 4.4 of these Regulations.

Article 10. Annex to the Educational Cooperation Agreement

1. For each student undertaking an internship at a company or organisation, an Annex to the Cooperation Agreement shall be signed, following the standard model of the Universidad Francisco de Vitoria (see Appendix 2).

2. The specific conditions of each offered internship shall be detailed in this Annex, which must include, at a minimum, the information of the partner organisation, a description of the internship position, the training plan, and the rights and responsibilities of the student.

CHAPTER II: PROCEDURE FOR THE ASSIGNMENT OF INTERNSHIPS

Article 11. Internships offers and communication

The Internship Committee, as applicable in each case, shall publish through the university:

- a) A list of agreements with public and/or private entities.
- b) Tutoring system.
- c) The internship application system shall include the possibility of converting extracurricular internships from a previous academic year into curricular ones, as well as the periods during which internships may be carried out and the possibility of completing an internship at an entity with which the student has an employment relationship or similar.
- d) Adjudication criteria.
- e) The internship offer must include:
 - Name of the host entity where the internship will take place.
 - Location and address where the internship will take place.
 - Start and end dates of the internships, and total duration in hours.
 - Number of daily working hours or total work schedule and assigned hours.
 - Training Project, activities, skills and competences to be developed.

Article 12. Adjudication criteria

1. The assignment of internships will be based on the following criteria:
 - a) Curricular internships will be given priority over extracurricular internships.
 - b) Priority in the selection and assignment of internships will be given to students with disabilities, to ensure equitable access and guarantee universal accessibility.

Article 13. Insurance

1. All students are covered by the School Insurance if they are under twenty-eight years of age and enrolled in official programs, without prejudice to the possibility that the Universidad Francisco de Vitoria may take out additional individual insurance policies.
2. Students are also covered by an accident insurance policy contracted by the Universidad Francisco de Vitoria.
3. In the case of international internships, students must also obtain an insurance policy which covers their stay abroad and include liability coverage.

Article 14. Data protection

1. Enrolment in the internship course, and the request for extracurricular internships through the Professional Careers Department, implies student acceptance of these Regulations and their authorisation of the Universidad Francisco de Vitoria to use their personal data in accordance with Organic Law 3/2018 of December 5, on Personal Data Protection and the Guarantee of Digital Rights (hereinafter LOPDGDD), and any other applicable regulations (hereinafter referred to as current legislation).
2. The personal data provided by the student will be included in user files in accordance with the provisions of the aforementioned Organic Law, and students may exercise their rights established therein.

CHAPTER III: RIGHTS AND OBLIGATIONS

Article 15. Academic Tutor

1. The Academic Tutor will have the following rights:
 - a) To the effective recognition of their academic activity according to the terms established in the internal regulations of the university.
 - b) To be informed about the regulations governing internships, the Training Project and the general conditions of the internship program.
 - c) To have access to the host organisation for purposes related to their function in the internship program.
2. The Academic Tutor will also have the following responsibilities:
 - a) To ensure the proper execution of the Training Project, guaranteeing that the internship schedule is compatible with the student's academic responsibilities, representation or participation.
 - b) To effectively monitor the internship, coordinating with the tutor at the host organisation and reviewing any follow-up reports where applicable.
 - c) To authorise any modifications made to the Training Project.
 - d) To carry out the evaluation process of the tutored student's internship.
 - e) To safeguard the confidentiality of any information obtained as a result of their role as tutor.
 - f) To inform the University's Internship Committee of any incidents that may arise.
 - g) To supervise, and where necessary, request support to ensure that students with disabilities can carry out their internships under conditions of equal opportunity, non-discrimination, and universal accessibility.

Article 16. External Tutor

1. The External Tutor will have the following rights:
 - a) To recognition of their participation in the internship program according to the terms of the Educational Cooperation Agreement.
 - b) To be informed about the regulations governing internships, the Training Project and the general conditions of the internship program.
 - c) To have access to the university for purposes related to their function in the internship program.

2. The External Tutor will also have the following responsibilities:
 - a) To welcome the student and organise the activities to be carried out in accordance with the Training Project.
 - b) To supervise the student's activities, guide and monitor the progress of the internship, fostering a relationship based on mutual respect and commitment to learning.
 - c) To inform the student about the host organisation and its operations, as well as relevant regulations, especially those related to occupational health and safety .
 - d) To coordinate with the Academic Tutor the activities established in the Educational Cooperation Agreement, including any modifications to the Training Project previously approved by the Internship Committee, as well as to communicate and resolve any possible issues that may arise during the internship and to manage permissions for exam attendance.
 - e) To issue the final evaluation report of the student.
 - f) To provide any additional training the student may require to carry out the internship.
 - g) To provide the student with the essential material resources necessary for the internship.
 - h) To facilitate and encourage the student's proposals for innovation, improvement, and entrepreneurship.
 - i) To grant access to the Academic Tutor to the entity for the fulfilment of their role.
 - j) To safeguard the confidentiality of any information about the student obtained as a result of their role as tutor.
 - k) To provide help and support to the student during their placement for the resolution of any professional matters in performing their activities within the entity.

Article 17. Rights of students

1. During external academic internships, students shall have the following rights:
 - a) To receiving tutoring and supervision throughout the duration of the internship by a university professor and a professional working at the company, institution, or organisation where the internship takes place.
 - b) To be evaluated according to the criteria established by the University.

- c) To receive a report from the host organisation, explicitly describing the duties and activities carried out, their duration, and, if applicable, student performance.
- d) To receive, when stipulated, financial remuneration from the host organisation in the form of a scholarship or study grant.
- e) To intellectual and industrial property rights as established by the applicable legislation.
- f) To receive information from the host organisation regarding occupational health and safety regulations and risk prevention.
- g) To fulfil their academic responsibilities, representation or participation, provided the host organisation is given sufficient advance notice.
- h) To have access to the necessary resources for students with disabilities to participate equally in supervision, information, evaluation, and the conduct of the internship.
- i) For students with disabilities, to reconcile the internship with personal activities and circumstances derived from or related to their disability.
- j) Any other rights provided for in current regulations and/or in the corresponding Educational Cooperation Agreements signed by the University and, where applicable, the management entity associated with the internship.

2. During the internship, students will have the following responsibilities:

- a) To comply with all applicable regulations regarding external internships established by the university.
- b) To be familiar with and follow the Training Project for the internship, following the instructions of the External Tutor assigned by the host organisation under the supervision of the Academic Tutor.
- c) To maintain contact with the Academic Tutor throughout the internship and report any incidents that may arise, as well as submit any required documents, intermediate and final reports.
- d) To join the host organisation on the agreed date, comply with the schedule set out in the educational project, and abide by the organisation's operating rules, occupational health and safety regulations and protocols.
- e) To diligently execute the Training Project and fulfil the duties and activities agreed with the host organisation.
- f) To prepare the final internship report and, where applicable, the intermediate report.
- g) To safeguard the confidentiality of any internal information of the host organisation and to observe professional secrecy about its activities during and after the internship.
- h) To always demonstrate a respectful attitude toward the policies of the host organisation, safeguarding the good reputation of the university.
- i) To start the internship at the place and time agreed with the tutors.
- j) Not to abandon the internship before completion.

- k) To provide the host organisation or the university, as the case may be, with their Social Security number.
- l) To comply with any other responsibilities or duties established by applicable regulations and/or the Educational Cooperation Agreement and, where applicable, the management entity associated with the internship.

CHAPTER IV: ACADEMIC RELEVANCE OF THE INTERNSHIP

Article 18. Final Report of the External Tutor (see Appendix 3)

The External Tutor will prepare and send to the Academic Tutor a final report detailing the number of hours completed by the student, in which they may assess the following aspects related to the competencies and learning outcomes outlined in the Teaching Guide and/or the corresponding Training Project, framed within the following areas:

- Technical skills
- Learning ability
- Adaptability
- Work planning and organisation
- Proactivity
- Oral and written communication skills
- Teamworking
- Reliability and responsibility

Article 19. Final Report by the Student (see appendix 4)

The student must prepare a final report, which shall be submitted to the Academic Tutor in the manner and within the deadline established. This report must reflect the activities carried out during the internship and include the student's personal assessment, in accordance with the Course Guide and/or Training Project, including the following aspects:

- a) Student's personal information.
- b) Description of the host organisation, including the department and location.
- c) Specific and detailed description of the tasks and work carried out, as well as the departments within the host organisation to which the student was assigned.
- d) Assessment of how the tasks performed relate to the knowledge and skills acquired in connection with the student's academic studies.
- e) Overview of the problems encountered and the procedures followed to resolve them.
- f) Identification of the learning contributions derived from the internship experience.
- g) Evaluation of the internship and suggestions for improvement

Article 20. Evaluation criteria

1. The aim of the evaluation will be to assess the student's performance within the host organisation, in accordance with the learning outcomes specified in the Course Guide and/or outlined in the Training Project.

2. The final evaluation will be based on:

- a) The final report prepared by the External Tutor.
- b) The final report prepared by the student.
- c) The evaluation of the Academic Tutor.

3. The Course Guides establish the relative weight of each of these components in the student's final grade.

4. In the case of curricular internships, the Academic Tutor will assess the student according to the standard grading system (numerical with one decimal). In the case of extracurricular internships, the grade will be expressed as: PASS / FAIL.

5. In the event of early termination of the internship for reasons beyond the student's control, the Internship Committee will assess whether the completed portion is sufficient to determine whether the internship must be completed or can be evaluated.

CHAPTER V: QUALITY ASSURANCE

Article 22. Quality assurance of internships

1. The UFV Quality Assurance System, structured by procedure 2.3.4. on External Internships, establishes the methodology applied to manage and monitor external internships and assess their suitability for achieving the intended learning outcomes.

2. Satisfaction surveys of the internship program by those involved (students, tutors, etc.), in addition to tutor reports and evaluations, will be used to identify irregularities and potential shortcomings, and to implement improvements where considered necessary.

Appendix 1.

Educational Cooperation Agreement

COOPERATION AGREEMENT BETWEEN THE UNIVERSIDAD FRANCISCO DE VITORIA AND

THE PARTIES

The first party, Mr. José Antonio Verdejo Delgado, in his capacity as Secretary General of the Universidad Francisco de Vitoria and, as such, representing the Fundación Universidad Francisco de Vitoria (hereinafter, "UFV" or "University"), with Tax Identification Number (NIF) G-80480197 and registered address at Carretera M-515 from Pozuelo to Majadahonda, Km. 1.800, 28223 Pozuelo de Alarcón (Madrid), pursuant to a power of attorney granted before the Notary of Madrid, Mr. Gerardo Muñoz de Dios, on February 24, 2004, under protocol number 881, and the deed of appointment as Secretary General of the Universidad Francisco de Vitoria, granted before the Notary of Madrid, Ms. Alicia Velarde Valiente, on November 18, 2022, under protocol number 2,706.

And, the other party, M. _____, in their capacity as _____ and, as such, on behalf and in representation of _____ (hereinafter, "_____" or the "Company" or "Collaborating Entity"), with registered address at _____ and Tax Identification Number (NIF) _____, certifies their authority of representation by virtue of a power of attorney granted before the Notary of _____, Mr./Ms. _____, on the ____ day of _____, _____, under protocol number _____.

Hereinafter, UFV and the Company shall be jointly referred to as the "Parties" and, individually, each of them as a "Party."

The Parties act in representation and with the authority conferred upon them by their respective positions in accordance with the law, for the purpose of formalising this Cooperation Agreement.

STATE

I. That _____ is interested in actively collaborating with UFV solely for the purpose of complementing the education of the University's students by facilitating the completion of their external academic internships.

II. That the external academic internships shall be carried out at all times in accordance with applicable regulations, and in particular with the provisions of Royal Decree 592/2014 of July 11, which governs external academic internships for university students.

III. That the Parties, in the exercise of the powers vested in them, enter into this Cooperation Agreement, which shall be governed by the applicable legislation and in accordance with the following:

CLAUSES

FIRST. – OBJECT OF THE AGREEMENT

The purpose of this Agreement is to contribute to the education of UFV students and, in accordance with applicable legislation, to facilitate the completion of both curricular and extracurricular academic internships through their placement in public or private companies and institutions, based on the understanding that theoretical and practical training are complementary and both are essential for the student's future professional life.

SECOND. - BENEFICIARIES

Students of UFV who meet the requirements set forth in the University's Internship Regulations may participate in these internships.

The internships are intended for students enrolled at UFV in pursuit of an official university degree.

Students may benefit from this Agreement as long as they maintain their academic relationship with UFV. Students who complete their studies during the internship period shall continue to be considered students until the end of the academic year in which they are enrolled.

UFV's Internship Regulations explicitly state in Article 3 that students who are engaged in professional activity may have such activity recognised as an internship, provided that it is related to their Training Project.

The UFV Internship Committee will publish the internship opportunities and the selection criteria, and will carry out a preliminary selection of students eligible for these internships. The list of selected candidates will be forwarded to _____ for further review and final selection.

The students selected for each internship will be listed in the Annex to this Agreement, which will detail the specific characteristics of each internship carried out during the corresponding academic year.

THIRD. - TRAINING PROJECT

The Training Project, which defines the structure of each academic internship, must set out the educational objectives and the activities to be carried out. These objectives shall be established with reference to the basic, generic, and/or specific competencies that the student is expected to acquire. Likewise, the contents of the internship shall be defined in such a way as to ensure a direct relationship between the competencies to be acquired and the student's field of study. The Training Project shall be attached to this Agreement. Its monitoring and supervision will be carried out by the individual designated by the Company as the External Supervisor, and by a UFV-appointed Academic Supervisor.

The nature and content of the internships shall, in all cases, be tailored to the student's educational needs. The internship schedule at the Company must be compatible with the theoretical instruction of the academic program.

_____ shall at all times respect the student's academic commitments, especially examination dates. For his or her part, the student shall comply with the obligations outlined in the annex signed thereto.

FOURTH. - TUTORS

To ensure the optimal educational experience for the student, he or she shall be assigned both an Academic Supervisor at the University and an External Supervisor at the Company. The supervisor appointed by the Collaborating Entity must be someone affiliated with the organisation, possessing relevant professional experience and the necessary knowledge to provide effective supervision. This individual may not be the same person who serves as the student's Academic Supervisor at the University.

The appointment of the Academic Supervisor at the University shall follow the procedures established by the institution:

For curricular internships, the supervisor must be a University professor, preferably from the same faculty, school, or academic centre in which the student is enrolled, and in any case, aligned with the field of study to which the internship relates.

In the case of extracurricular internships, the academic supervisor shall preferably be a University professor who teaches within the same field of knowledge as the student's program of study.

FIFTH. – RIGHTS AND RESPONSIBILITIES OF TUTORS

The company will appoint an External Tutor who shall have the rights and fulfil the obligations established by UFV in Articles 14 and 15 of its Regulations:

Rights and responsibilities of the Tutor from the Collaborating Entity

1. The External Tutor will have the following rights:

- a) To recognition of their participation in the internship program according to the terms of the Educational Cooperation Agreement.
- b) To be informed about the regulations governing internships, the Training Project and the general conditions of the internship program.
- c) To have access to the university for purposes related to their function in the internship program.

2. The External Tutor will have the following responsibilities:

- a. To welcome the student and organise the activities to be carried out in accordance with the Training Project.
- b. To supervise the student's activities, guide and monitor the progress of the internship, fostering a relationship based on mutual respect and commitment to learning.
- c. To inform the student about the host organisation and its operations, as well as relevant regulations, especially those related to occupational health and safety .
- d. To coordinate with the Academic Tutor the activities established in the Educational Cooperation Agreement, including any modifications to the Training Project previously approved by the Internship Committee, as well as to communicate and resolve any possible issues that may arise during the internship and to manage permissions for exam attendance.
- e. To issue the final evaluation report of the student.
- f. To provide any additional training the student may require to carry out the internship.
- g. To provide the student with the essential material resources necessary for the internship.
- h. To facilitate and encourage the student's proposals for innovation, improvement, and entrepreneurship.
- i. To grant access to the Academic Tutor to the entity for the fulfilment of their role.
- j. To safeguard the confidentiality of any information about the student obtained as a result of their role as tutor.
- k. To provide help and support to the student during their placement for the resolution of any professional matters in performing their activities within the entity.

Rights and responsibilities of the Academic Tutor:

1. The Academic Tutor will have the following rights:
 - a) To the effective recognition of their academic activity according to the terms established in the internal regulations of the university.
 - b) To be informed about the regulations governing internships, the Training Project and the general conditions of the internship program.
 - c) To have access to the host organisation for purposes related to their function in the internship program.

2. The Academic Tutor will have the following responsibilities:
 - a. To ensure the proper execution of the Training Project, guaranteeing that the internship schedule is compatible with the student's academic responsibilities, representation or participation.
 - b. To effectively monitor the internship, coordinating with the tutor at the host organisation and reviewing any follow-up reports where applicable.
 - c. To authorise any modifications made to the Training Project.
 - d. To carry out the evaluation process of the tutored student's internship.
 - e. To safeguard the confidentiality of any information obtained as a result of their role as tutor.
 - f. To inform the University's Internship Committee of any incidents that may arise.
 - g. To supervise, and where necessary, request support to ensure that students with disabilities can carry out their internships under conditions of equal opportunity, non-discrimination, and universal accessibility.

SIXTH. – COLLABORATION OF THE COMPANY

The External Tutor from the Collaborating Entity shall prepare and submit to the University's Academic Tutor a final report upon completion of the internship, which will include the number of hours completed by the student and may assess some or all of the following aspects related, as applicable, to both the generic and specific competencies set forth in the corresponding Training Project, which is attached as an annex:

- a) Technical skills.
- b) Learning ability.
- c) Work planning and organisation.
- d) Oral and written communication skills. In the case of students with disabilities who have difficulties with oral expression, the report shall indicate the degree of autonomy in this skill and whether any type of technical and/or human support is required.
- e) Sense of responsibility.
- f) Adaptability.
- g) Creativity and initiative.
- h) Personal dedication.
- i) Motivation.

- j) Receptivity to criticism.
- k) Punctuality.
- l) Workplace relations.
- m) Capacity for teamworking.

SEVENTH. - REMUNERATION

The amount of the stipend, if the internship includes any grant or financial aid, shall be specified in an agreement that will be attached to this Agreement as an Annex.

Any financial contributions intended as a grant or aid shall be paid directly to the student by the Company.

The amounts received by the student shall be subject to withholding in accordance with the applicable tax legislation. Such withholdings shall be applied by the party that makes the payment to the student.

EIGHTH. – DURATION OF THE INTERNSHIP

The duration of the curricular external academic internships may vary depending on the degree program, with the number of hours defined in the Study Plan and detailed in the Training Project for the course.

In any case, if during the completion of the curricular external academic internships the student is absent due to common or occupational contingencies, he or she must make up the necessary hours required to fulfil the objectives of their Study Plan.

Furthermore, although in some cases internships are listed in the Study Plans as a second-semester course, the Internship Committee may exceptionally authorise their completion throughout the entire academic year.

The internship schedules will be established according to their specific characteristics and the availability of the Collaborating Entity where the internships take place. In all cases, external academic internships must be compatible with the student's academic, training, and extracurricular activities at the University. Moreover, the student's academic commitments, especially exam dates, will be respected at all times.

NINTH. - INSURANCE

Without prejudice to the fact that students undertaking internships are covered by Social Security protection, UFV informs that its students under twenty-eight years of age enrolled in official degree programs are covered by the School Insurance (Seguro Escolar). This is without prejudice to UFV's ability to subscribe to additional individual insurance policies.

Additionally, students are covered by an accident insurance policy subscribed by UFV.

In the case of international internships, the student must also subscribe to insurance covering their stay abroad, including civil liability coverage. If the internship is carried out outside the national territory, the student shall be responsible, at their own expense, for contracting specific insurance covering accident risk, illness, and civil liability, as well as medical insurance guaranteeing healthcare in the country where the internship will take

place (European Health Insurance Card or private insurance). However, benefits provided by the European Health Insurance Card or private insurance may be insufficient in cases of repatriation or certain medical interventions, so it is recommended that the student contract complementary private insurance. In any case, the student will be required to provide proof of processing the European Health Insurance Card or private insurance prior to departure. Students undertaking internships abroad must subscribe to additional travel assistance insurance covering at least private civil liability, third-party damages, personal accidents, illness, and repatriation.

TENTH. – INCLUSION IN THE SOCIAL SECURITY SYSTEM

In accordance with the provisions of Additional Provision Fifty-Two of Royal Legislative Decree 8/2015 of October 30, which approves the consolidated text of the General Social Security Law, as amended by Royal Decree-Law 2/2023, the completion of external academic internships, under the respective legal and regulatory framework, shall determine the inclusion of the individuals undertaking them in the Social Security system.

By virtue of the aforementioned provision and Royal Decree 1493/2011 of October 24, which regulates the terms and conditions for inclusion in the General Social Security Regime of individuals participating in training programs, regarding paid external academic internships, whether curricular or extracurricular, the Collaborating Entity shall assume responsibility for including the student in the Social Security system and managing all related matters in accordance with applicable legislation, as well as for paying the corresponding contributions.

With respect to unpaid curricular external academic internships, the Parties agree that the University shall assume responsibility for including the student in the Social Security system and managing all related matters in accordance with current legislation, as well as for paying the corresponding contributions. The Collaborating Entity shall provide the University with the necessary information to report the actual internship days to Social Security.

Regarding unpaid extracurricular external academic internships, pursuant to the provisions of Additional Provision Fifty-Two of Royal Legislative Decree 8/2015 of October 30, as amended by Royal Decree-Law 2/2023, the Collaborating Entity shall assume responsibility for including the student in the Social Security system and managing all related matters in accordance with current legislation, as well as for paying the corresponding contributions.

ELEVENTH. – STUDENT-COMPANY RELATIONSHIP

Students undertaking their external academic internships within the Company shall at no time be considered employees of the Company nor integrated into its organisational structure. Under no circumstances shall the students have an employment relationship or contract with _____, not even as provided for under current labour regulations regarding internships or training contracts.

In the event of non-compliance with the obligations that ensure the proper conduct of the training internships, these may be suspended prematurely.

TWELFTH. – COLLABORATION BETWEEN FRANCISCO DE VITORIA-COMPANY

The management of UFV may propose to _____ the collaboration of its professionals as teaching staff for specialised seminars or any collaborative or educational project.

THIRTEENTH. – DURATION OF THE AGREEMENT

The duration of this Agreement shall be indefinite, with either Party able to suspend its effects by giving express notice to the other Party at least two months prior to the last agreed period of validity for the internships set forth in the Annex.

However, the Agreement may be terminated prematurely by either Party by giving express notice to the other Party without the two-month advance notice in the following cases:

- a) If circumstances arise that make its execution impossible.
- b) If either Party denounces the Agreement based on any of the following causes: cessation of activities by the Educational Entity or the Collaborating Entity; breach of the clauses established in the Agreement; pedagogical inadequacy of the training internships; or violation of the rules applicable to the execution of the scheduled activities in force at the time.

In the event of premature termination of the Agreement, the Parties shall be obliged to fulfil their respective commitments up to the date on which such termination occurs. In any case, the internships currently in progress shall be allowed to continue until their completion.

For any dispute that cannot be resolved amicably between the Parties, both expressly waive any other jurisdiction and submit to the Courts and Tribunals of Madrid city.

FOURTEENTH. – INSTITUTIONAL ASSOCIATION

In signing this Agreement, the Collaborating Entity expressly authorises UFV to include its name among the collaborating institutions of UFV, as well as its logo or emblem in reports or informational documents of any kind that may be published.

FIFTEENTH. – DATA PROTECTION

The processing of personal data arising from this Agreement and/or its execution shall be carried out in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, concerning the protection of natural persons with regard to the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (hereinafter, the "GDPR"), Organic Law 3/2018 of December 5 on the Protection of Personal Data and Guarantee of Digital Rights (hereinafter, "LOPDGDD"), and any other applicable implementing legislation (hereinafter, "Applicable Legislation").

UFV guarantees that the Personal Data (hereinafter, "Personal Data") transferred have been collected in compliance with the information obligation established in Article 13 of the GDPR and Article 11 of the LOPDGDD and, where applicable, after obtaining the informed consent of the data subjects for the processing of their data and their communication, in accordance with the purposes set forth in this Agreement. UFV also guarantees the legality and appropriateness of the communication of Personal Data, pursuant to Article 6 of the GDPR and the rest of the Applicable Legislation.

The Collaborating Entity commits to inform the students in accordance with the provisions of Article 14 of the GDPR and Article 11.3 of the LOPDGDD.

The data of the students and other individuals affected by the execution of this Agreement will be processed for the purpose of carrying out the necessary administrative, academic, and professional tasks related to the completion of the internships governed by this Agreement.

The legal bases for such processing are:

(i) Compliance with a legal obligation, when data processing is necessary to fulfil legal obligations.

(ii) Performance of a contract, to carry out all administrative processes related to the academic and/or teaching management of the degree, postgraduate, doctorate, higher vocational training cycle, degree, or own program in which the student is enrolled.

(iii) The legitimate interest of the Data Controller.

Personal Data will not be transferred or disclosed to third parties, except in cases provided for by the GDPR and the LOPDGDD. However, they may be processed by entities providing services to either Party (as Data Processors), provided that they sign the corresponding data processing agreements, thereby ensuring adequate confidentiality and security conditions.

Personal Data will be retained for the time necessary to comply with legal and/or contractual obligations and in accordance with the deadlines established by applicable regulations.

Condition of Independent Data Controllers:

The Parties mutually acknowledge themselves as Independent Data Controllers of the Personal Data arising from the object of this Agreement.

Data subjects may exercise their rights of access, rectification, erasure, restriction of processing, objection, portability, and the right not to be subject to automated decisions, through the following means:

- Regarding UFV: By sending a written request to the General Secretariat of Universidad Francisco de Vitoria, at Ctra. M-515 Pozuelo-Majadahonda Km. 1,800, 28223 Pozuelo de Alarcón (Madrid), or by email to dpd@ufv.es.
- Regarding the Collaborating Entity: By email to the address _____ or by written communication sent to the address specified in the heading of this Agreement.

If the data subject considers their rights have not been satisfactorily addressed, they are informed of their right to file a complaint with the Spanish Data Protection Agency, located at C/ Jorge Juan, 6, 28001 Madrid, phone number 900 293 183, or via its website (www.aepd.es).

SIXTEENTH. - RENOVATION

This Agreement supersedes any other agreement previously entered into between the Parties regarding the same subject matter.

In witness whereof, the Parties sign this Agreement for a single purpose, in Madrid, on the date indicated below, with the date of execution of this document taken as the date of the last signatory [If there is only one date, that date shall apply].

UNIVERSIDAD FRANCISCO DE VITORIA

M. José Antonio Verdejo Delgado
General Secretary

M. _____

Appendix 2.

ANNEX

1.-COLLABORTING ENTITY:

- Name:
- Address:

2.- SPECIFICATIONS OF THE INTERNSHIP POSITION

- Student:
- Degree program and year:
- Start date:
- End date:
- Hours:
- Days:
- Total curricular internship hours (*):
- Total extracurricular internship hours:
- Department:
- Tutor of the collaborating entity:
- Contact (email and telephone):
- Academic Tutor:
- Contact (email and telephone):
- Study assistance (where applicable):

(*) Once these hours have been completed, the internship will be considered voluntary and extracurricular.

3.TRAINING PROJECT

3.1 Educational objectives and competences to be acquired by the student:

3.1.1 See the Course Guide published on the website (in the case of Curricular Internships). Access it via <http://www.ufv.es/oferta-formativa> by consulting the internship subject corresponding to the student's Degree Program and Academic Year referred to in this Annex.

3.1.2 Objectives and Competences

- Technical skills
- Learning ability
- Work planning and organisation

- Oral and written communication skills
- Responsibility
- Adaptability
- Initiative
- Personal dedication
- Motivation
- Receptivity to criticism
- Punctuality
Workplace
- relations
- Capacity for
teamworking
- Creativity

3.2. Activities and content of the Internship:

RIGHTS AND RESPONSIBILITIES OF STUDENTS

The student undertakes the commitment to complete the internship unless a justified cause arises.

Rights and responsibilities of students.

2. During external academic internships, students shall have the following rights:

- To receiving tutoring and supervision throughout the duration of the internship by a university professor and a professional working at the company, institution, or organisation where the internship takes place.*
- To be evaluated according to the criteria established by the University.*
- To receive a report from the host organisation, explicitly describing the duties and activities carried out, their duration, and, if applicable, student performance.*
- To receive, when stipulated, financial remuneration from the host organisation in the form of a scholarship or study grant.*
- To intellectual and industrial property rights as established by the applicable legislation.*
- To receive information from the host organisation regarding occupational health and safety regulations and risk prevention.*
- To fulfil their academic responsibilities, representation or participation, provided the host organisation is given sufficient advance notice.*
- To have access to the necessary resources for students with disabilities to participate equally in supervision, information, evaluation, and the conduct of the internship.*
- For students with disabilities, to reconcile the internship with personal activities and circumstances derived from or related to their disability.*

j) Any other rights provided for in current regulations and/or in the corresponding Educational Cooperation Agreements signed by the University and, where applicable, the management entity associated with the internship.

3. During external academic internships, students shall have the following rights:

- k) To receiving tutoring and supervision throughout the duration of the internship by a university professor and a professional working at the company, institution, or organisation where the internship takes place.
- l) To be evaluated according to the criteria established by the University.
- m) To receive a report from the host organisation, explicitly describing the duties and activities carried out, their duration, and, if applicable, student performance.
- n) To receive, when stipulated, financial remuneration from the host organisation in the form of a scholarship or study grant.
- o) To intellectual and industrial property rights as established by the applicable legislation.
- p) To receive information from the host organisation regarding occupational health and safety regulations and risk prevention.
- q) fulfil their academic, training, representation, and participation activities, provided that the partner organisation is informed sufficiently in advance.
- r) To have access to the necessary resources for students with disabilities to participate equally in supervision, information, evaluation, and the conduct of the internship.
- s) For students with disabilities, to reconcile the internship with personal activities and circumstances derived from or related to their disability.
- t) Any other rights provided for in current regulations and/or in the corresponding Educational Cooperation Agreements signed by the University and, where applicable, the management entity associated with the internship.

2. *During the external academic internships, students will have the following duties and responsibilities:*

(a) To comply with all applicable regulations regarding external internships established by the university.

(b) To be familiar with and follow the Training Project for the internship, following the instructions of the External Tutor assigned by the host organisation under the supervision of the Academic Tutor.

(c) To maintain contact with the Academic Tutor throughout the internship and report any incidents that may arise, as well as submit any required documents, intermediate and final reports.

(d) To join the host organisation on the agreed date, comply with the schedule set out in the educational project, and abide by the organisation's operating rules, occupational health and safety regulations and protocols.

- (e) To diligently execute the Training Project and fulfil the duties and activities agreed with the host organisation.*
- (f) To prepare the final internship report and, where applicable, the intermediate report.*
- (g) To safeguard the confidentiality of any internal information of the host organisation and to observe professional secrecy about its activities during and after the internship.*
- (h) To always demonstrate a respectful attitude toward the policies of the host organisation, safeguarding the good reputation of the university.*
- (i) To start the internship at the place and time agreed with the tutors.*
- (j) Not to abandon the internship before completion.*
- (k) To provide the host organisation or the university, as the case may be, with their Social Security number.*
- (l) To comply with any other responsibilities or duties established by applicable regulations and/or the Educational Cooperation Agreement and, where applicable, the management entity associated with the internship.*

This Annex shall be attached to the Educational Collaboration Agreement signed between the “COLLABORATING ENTITY” and the UNIVERSIDAD FRANCISCO DE VITORIA.

By signing this document, the student expressly authorises the UNIVERSIDAD FRANCISCO DE VITORIA to share their personal data with the “COLLABORATING ENTITY” for the purpose of managing and processing their internship.

Signed in Pozuelo de Alarcón, on the ____ of _____ , ____

UNIVERSIDAD FRANCISCO DE

Professional Tutor

Student

VITORIA

Appendix 3.

FINAL REPORT OF THE EXTERNAL TUTOR.

Final report of the External Tutor

The following questionnaire includes nine essential elements of student performance and an overall evaluation.

Each element is accompanied by a brief description and a series of statements with four possible behaviours, allowing you to assess the student's performance.

When responding, consider the student's typical performance throughout the internship.

TECHNICAL SKILLS

This competence refers to the specific knowledge, skills, attitudes, and virtues that the student possesses and demonstrates in order to carry out their job responsibilities.

When the student performs their tasks:

1. Does not put into practice knowledge, skills, or attitudes, resulting in low performance.
2. Puts into practice knowledge, skills, and attitudes that allow them to meet the minimum objectives of their role, though there is room for improvement.
3. Puts into practice knowledge, skills, and attitudes, delivering excellent work.
4. Puts into practice their knowledge, skills, and attitudes in an excellent manner, actively contributing to the development of their colleagues or the team.

If you consider it appropriate, you may briefly explain the reasons for your rating.

(Optional open-ended question)

LEARNING ABILITY

This competence refers to the student's ongoing drive to learn and to share knowledge, skills, attitudes, virtues, and personal experiences with others. It also involves a commitment to continuous learning, staying up to date, and integrating new knowledge into their field of work to achieve better results. Furthermore, the student understands that mistakes are a source of learning.

When it comes to learning, the student:

1. Shows a lack of interest in learning new things.
2. Occasionally shows interest in learning new things.
3. Often shows interest in learning new things.
4. Consistently shows interest in learning new things.

**If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)**

Regarding the mistakes they make, the student:

1. Does not take them into account when learning. Ignores them and pays no attention to them.
2. Is aware of making mistakes but is rarely able to accept them.
3. Is aware of making mistakes, accepts them, and learns from them by incorporating the lessons into their tasks.
4. Is aware of making mistakes, accepts them, learns from them, incorporates the lessons into their daily routine, and shares this learning with others.

**If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)**

ADAPTABILITY

This competence refers to the student's ability to work effectively and flexibly in various situations, with different people, or in diverse environments. It implies the capacity to understand and value perspectives different from their own, including opposing points of view. The student experiences changes as:

1. A barrier, approaching them with a negative attitude and resistance.
2. Opportunities for self-improvement and development, although they show resistance when facing them.
3. Opportunities for self-improvement and development.
4. Challenges, which they face with enthusiasm and a growth-oriented attitude, viewing them as opportunities for personal improvement and recognising the positive aspects of change.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

WORK PLANNING AND ORGANISATION

This competence refers to the student's organisational ability. It involves the student specifying the stages, actions, deadlines, and resources required to achieve objectives. Likewise, the student uses work-tracking mechanisms (performance evaluation) to monitor the process.

Before starting a task, the student:

1. Does not specify the stages, actions, deadlines, or resources needed to perform the work; these must be specified by their supervisor.
2. Specifies some concrete actions that provide slight guidance for performing the work.
3. Generally specifies the stages, actions, deadlines, or resources required to perform the work excellently.
4. Specifies in detail the stages, actions, deadlines, and resources needed to perform the work excellently, being aware of their strengths and areas that require more time.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

During the performance of their tasks, the student:

1. Does not follow up on tasks, nor establish improvement actions or key progress points.
2. Follows up on some tasks and identifies errors.
3. Follows up on tasks, identifies errors, and sets improvement actions to ensure appropriate progress in their work.
4. Follows up on tasks, identifies errors, and sets improvement actions that allow them to progress in their work and foster personal growth and development.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

In organising their work, the student:

1. Does not set priorities for their tasks or projects and carries out tasks based on other criteria (e.g., order of arrival, personal interests, etc).
2. Needs guidance from others (supervisor, colleagues...) to set priorities in their tasks, projects, or area in order to carry them out.
3. Is able to independently set priorities in their tasks, projects, or area, without considering the pace and timing of others or the surrounding context.
4. Is able to independently set priorities in their tasks, projects, or area, while considering the needs of others and the demands of the environment (colleagues, project requirements, departmental objectives, etc).

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

PROACTIVITY

This competence refers to the student's ability to act proactively and think ahead in order to create opportunities or prevent problems that may not be evident to others. It implies that the student seeks new opportunities and solutions to problems with a future-oriented mindset.

In their performance, the student:

1. Only does things when asked, has a passive attitude, and does not propose or implement concrete actions or initiatives.
2. Occasionally implements concrete actions that benefit their specific tasks.
3. Proposes and implements concrete actions and initiatives that benefit their professional work.
4. Proposes and implements concrete actions and initiatives that have a positive impact on their environment, on others, and on their daily work.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

ORAL AND WRITTEN COMMUNICATION SKILLS

These competencies refer to the student's ability to listen and understand others, and to clearly and promptly convey the information required by others in order to achieve organisational objectives. This also includes maintaining open channels of communication and both formal and informal networks across different levels of the organisation, both orally and in writing.

When the student engages in conversation with others:

:

1. Has great difficulty. Does not use vocabulary appropriate to their field and does not adapt to the people or the work environment.
2. Communicates with others, although not in a coherent, clear, or effective manner. Rarely uses vocabulary specific to their field and does not adapt to the people they are addressing or the work environment.
3. Communicates their ideas coherently, clearly, and effectively. Uses vocabulary appropriate to their field of work. Speaks respectfully, though does not always adapt language to the people they are addressing.

4. Communicates their ideas coherently, clearly, and effectively. Uses vocabulary appropriate to their professional field. Speaks respectfully and adapts language to the people and the context they are addressing.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

Additionally, when the student listens to others:

1. Does not remain silent while the other is speaking, imposes their opinion, and does not attempt to understand the other person's perspective or standpoint.
2. Remains silent while the other is speaking, but does not understand their perspective or standpoint and adopts a passive attitude.
3. Listens attentively to others, seeks to understand their perspective, and does not judge.
4. Listens attentively to others, understanding their perspective/standpoint without judgment, with an attitude of respect and appreciation, and receives what others contribute as an opportunity for growth.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

When the student communicates in writing:

1. Has great difficulty: does not use vocabulary appropriate to their field and does not adapt to the people or the work environment.
2. Communicates with others, although not in a coherent, clear, or effective manner. Rarely uses vocabulary appropriate to their professional field and does not adapt to the audience or the work context.
3. Communicates their ideas in a coherent, clear, and effective way. Uses vocabulary appropriate to their field. Writes respectfully, though does not always adapt their communication to the recipient.
4. Communicates their ideas in a coherent, clear, and effective way. Uses vocabulary appropriate to their field. Writes respectfully and adapts communication to the audience and the professional context.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)



WORK ENVIRONMENT AND TEAMWORKING

This competence refers to the student's ability to collaborate with others, be part of a team, and work with other areas of the organisation with the aim of jointly achieving the organisational strategy. It means subordinating personal interests to those of the group. It also implies having positive expectations of others, understanding them, and fostering and maintaining a good working environment.

With peers, the student:

1. Displays a negative attitude toward peers, does not interact with them, and creates a negative work environment.
2. Maintains a cordial relationship with peers and does not disrupt the work environment.
3. Creates and sustains a positive and appropriate work environment over time, maintaining good relationships with peers.
4. Creates and consistently maintains a positive work environment. Nurtures relationships with peers and looks out for their well-being.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

When working with others:

1. Has great difficulty working with different people and only feels comfortable working individually.
2. Works adequately only with people they know or who are similar to them.
3. Works effectively with different people, focusing on achieving the task.
4. Works effectively with different people, focusing on achieving the task while taking into account the needs of those they work with.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

RELIABILITY AND RESPONSIBILITY

This competence refers to the balance between the student's personal and professional obligations. In other words, it promotes achieving corporate goals, maintaining an appropriate work environment, and fulfilling personal responsibilities. Regarding their general attitude:

1. The student is not committed to the institution or to the internship they are undertaking. They do not meet expectations (missed deadlines, low-quality work, tardiness, frequent absences, etc) and fail to comply with institutional rules. They do not acknowledge their mistakes, avoid responsibility, and do not accept the consequences of their actions.
2. The student does not consistently comply with basic rules (attendance, punctuality, providing justification for absences...) nor with assigned tasks (frequently submits work late and without prior notice, or their work requires multiple revisions). Additionally, although they occasionally acknowledge their mistakes, they tend to shift responsibility onto others and do not take ownership of the consequences.
3. The student complies with basic rules (attendance, punctuality, providing justification for absences due to illness...) but does not always meet all expectations (occasionally submits work late or without notice, and the quality of work is not always optimal...). They acknowledge their mistakes, although they sometimes involve others; they generally accept the consequences, but with some reluctance.
4. The student is dedicated to their profession, the institution, and the internship they are undertaking. They consistently comply with rules (attendance, punctuality, providing justification for absences due to illness...) and with all assigned responsibilities (deadlines, deliverables, quality of work...). They acknowledge their mistakes and take responsibility for their actions.

If you consider it appropriate, you may briefly explain the reasons for your rating.
(Optional open-ended question)

GENERAL EVALUATION

Overall, evaluate the student's performance:

Scale from 0 to 10

Has the student been selected to continue working at your company after completing the internship? Yes/No

Do you have any additional comments you would like to share?

Appendix 4.

FINAL INTERNSHIP REPORT TO BE COMPLETED BY THE STUDENT

IDENTIFYING DATA

STUDENT	
DEGREE PROGRAM AND YEAR	
COLLABORATING ENTITY	
DEPARTMENT	
LOCATION	
START AND END DATE	
Nº OF CURRICULAR INTERNSHIP HOURS	
Nº OF EXTRACURRICULAR INTERNSHIP HOURS	
EXTERNAL TUTOR	
ACADEMIC TUTOR	

REPORT: The report to be completed by the intern upon the conclusion of their placement at the collaborating entity must include at least the following points:

1. A concrete and detailed description of the tasks performed and work carried out, indicating whether they remained the same throughout the internship period or changed over time and in what way. Also, specify the departments within the entity to which the student was assigned.
2. A brief explanation of whether the internship activities were related to your university studies.
3. An explanation of whether any issues arose during your time at the collaborating entity and the procedure followed to resolve them.
4. Identification of the learning contributions provided by the internship. To do this, complete the following table according to the instructions: *Read the content of this questionnaire carefully and aim to provide an objective evaluation of the competencies acquired, without being influenced by overall impressions or recent events. Analyse each of the competencies listed below and indicate in the corresponding box the level of learning achieved for each, with 1 being the lowest and 6 the highest. Try to avoid assigning average scores.*

	1	2	3	4	5	6
Technical skills						
Learning ability						
Work planning and organisation						
Oral and written communication skills						
Sense of responsibility						
Adaptability						
Initiative						
Personal dedication						
Motivation						
Receptivity to criticism						
Punctuality						
Workplace relations						
Capacity for Teamworking						
Creativity						

5. Evaluation of internship and suggestions for improvement.