

# Non-Curricular Internship Guide

## ICADE Business School



**COMILLAS**  
UNIVERSIDAD PONTIFICIA

ICAI

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CIHS

**Academic year 2022-2023**

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## **1. INTRODUCTION**

This Guide is aimed at ICADE Business School students who wish to do non-curricular internships. The purpose is to clarify the goals of business internships, the rules by which they are governed, the legal status of student-interns and the procedures that must be followed, among other aspects.

The rules by which internships are governed are those in effect at the time they are done.

## **2. GENERAL CONCEPTS**

### **2.1. Non-Curricular Internships**

A non-curricular business internship is not a mandatory subject under the corresponding Study Programme, meaning it is evaluated, but not graded like the subjects included in the Programme.

Business internship can be defined as an educational activity by means of which specific tasks are performed in companies by young university students for a limited period without any type of employment relationship with the companies.

The goal of our internships is to provide our students with an opportunity to alternate theoretical learning with professional practice, and to enter the labour market at the conclusion of the programme having acquired at least some professional experience. Moreover, a student's own search for an internship is in and of itself educational as it provides the students with experience and preparation to enter the job market.

### **2.2. Internship Periods and Duration**

Students enrolled in an Official Master's Degree at IBS during the 2022-2023 academic year may complete internships until 31 August 2022, provided that the hours are compatible with their classes.

The exact moment of the start of an internship will be determined by various fundamental factors:

- 1) The student's academic results
- 2) The specific needs of companies offering internship posts
- 3) The student's results in different selection processes

### **2.3. Legal Status of Student-Interns**

During an internship, students are considered ICADE Business School students doing an internship in virtue of an Educational Cooperation Agreement between the University and the Company in question. Therefore, there is an educational partnership relationship between the university and the company. There is no employment or contractual relationship of any kind between the company and the student.

## 2.4. Scholarships or Study Grants

In most cases, companies provide student-interns with a study grant for doing an internship. The sum of any such grant is never negotiated by ICADE Business School. The company is responsible for paying the sum of any grant directly to the student.

At present, companies are required to register students in the Social Security system when internships are paid (pursuant to Spanish Royal Decree 1493/2011). In order to do so, the student must have a Social Security number. To obtain one, students must complete Form TA1, which can be downloaded at the following link:[http://www.segsocial.es/Internet\\_1/Trabajadores/Afiliacion/Servicios/Modelosdesolicitud31190/ModeloTA1Solicitud572/index.htm](http://www.segsocial.es/Internet_1/Trabajadores/Afiliacion/Servicios/Modelosdesolicitud31190/ModeloTA1Solicitud572/index.htm)

Foreign students should consider obtaining a foreigner's ID number (NIE) as it may be helpful to them. All the information on this process can be found on the Spanish Ministry of the Interior website (<http://www.mir.es>).

## 2.5. Academic Responsibility

Academic responsibility for business internships lies with the Programme Director, who shall act as the academic tutor for internships.

Since business internships are done off the physical ICADE Business School premises, a university professor must supervise the proper development thereof, ensuring that the internship complies with the provisions herein and is in the best interest of the students, companies and University.

A presentation will be organised each academic year aimed at all students during which they will be reminded of all the relevant information regarding internships and they will be given this guide.

**Given the relevance of the content of this presentation, it is mandatory for all students to attend.**

The students have a contact person, **Rebeca Lomas** ([rlomas@comillas.edu](mailto:rlomas@comillas.edu)), who will provide assistance to students at C/ Alberto Aguilera 32, telephone: 91.542.28.00 ext: 2320. For the best assistance, request a meeting in advance.

## 3. PROCESS TO BE FOLLOWED BY STUDENTS TO COMPLETE AN INTERNSHIP

### Step 1: Obtaining the Internship

A student may obtain a business internship in two different ways:

- A. Obtaining an internship through the University** by means of internship offers from companies that collaborate with the Universidad Pontificia Comillas and which sometimes make institutional presentations to students and sometimes send us their internship offers directly. Generally, the Faculty will send companies the CVs of students who initially seem to match the internship offer profile. Offers may occasionally be published on the Faculty Internship website if a company so requests so that students may send their CVs directly to the email indicated in the offer if they wish to (following authorisation as indicated in the following paragraph).

The contact person of the Internship Department will ask the students by e-mail for

his/her conformity with the rules of use of the Faculty Internships website.

Once the student has given his or her agreement, the Internship Department will enable access to the Faculty Internship website (if the student does not accept the rules, it will be understood that he or she does not wish to apply for the internship offers published on the Faculty Internship website).

Once authorised, the student will be notified and instructed to complete a series of fields (via the website) with their personal details, education, experience and preferences (with respect to the different business areas or sectors). Moreover, **students shall upload their CV** in PDF format **to the application** using the option "Add CV". This CV will be the one sent to the companies.

Once the students' CVs have been received, the company will do a pre-selection. The various organisations have the freedom to conduct the selection process they deem appropriate (with psychotechnical tests, individual interviews, group dynamics, etc.) and over the timeframe they deem adequate.

**B. Obtaining an Internship through the Student's Own Search** In such case, students must submit all the information on the company where they will do their internship to the Internship Department as well as the content, duration and timetable of the internship. All of this information must be sent by e-mail to the contact person indicated on page 4 of this manual.

Students will need to complete all the details requested (if all the fields are not completed, the system will not consider this step as finished and the student will need to begin again at another time).

Authorisation for a student-proposed internship may be denied following an analysis of the educational content and quality thereof and the contact maintained with the company (contact will be made with the companies to certify the veracity of the internships submitted and to communicate the internship assessment procedure).

### **Step 2: Notifying the University of the Start of the Internship**

The company or the student must immediately notify the Internship Department of the student's start irrespective of whether the internship was found by the student or obtained through the University. This way, the necessary procedures and documentation may be completed correctly and at the proper time (see the next step).

### **Step 3: Formalising the Educational Cooperation Agreement and the Annex on the Student Internship**

Before a student begins an internship, the corresponding documentation must be formalised:

1. If one hasn't already been signed, the company shall formalise a University-Company **Educational Cooperation Agreement**. This agreement shall establish the commitments stipulated between the University and the company without leading to any obligations inherent to an employment contract under any circumstance.
2. Moreover, the corresponding **annex on the student internship** shall **always** be completed and signed.

3. The corresponding accident and civil liability insurance (national cover if the internship is done in Spain) shall be extended to protect the student during the internship period. If an internship is done abroad, students may request insurance cover for a few days before the start and a few days after the completion of the internship (one week maximum). To receive such an extension, students must send a written request to the contact person indicated on page 4 of this guide. Rebeca Lomas/José Ramón Muñoz Tornero must be informed if the internship is done in Spain yet the student will travel abroad during the internship at some point in order to issue the corresponding international policy for that specific period.

In order for the agreement and annex to be signed, students must first obtain authorisation to do the internship.

**No student may begin an internship under any circumstance without first making sure all of the aforementioned documentation has been prepared.**

#### **4. FUNDAMENTAL ASPECTS OF COMPLETING INTERNSHIPS**

Students must complete their internships in accordance with the specifications indicated in this guide. The **timetables** for internships must always be **compatible** with class schedules and classwork as well as the student's participation and representation within the University (Spanish Royal Decree 592/2014).

Doing an internship **requires** students comply with the following requirements:

##### **4.1. Obligations to the University**

- **To inform the Academic Tutor (Programme Director)** of any **incidents** that may arise during the internship so they may be resolved.
- **To complete a report** on any internships done which will be assessed by the Academic Tutor. This report shall be approximately between two and four pages long (without counting the cover page, flow charts or other figures or graphs) and will be comprised of three parts: (i) an introduction of the company and department where the internship was done; (ii) an explanation of the tasks performed; (iii) the learning outcomes and a personal opinion. This report shall be handed in to the academic tutor before the deadline and in the manner determined by the tutor.

##### **4.2. Obligations to the Company**

When doing internships, students are representatives of the Degree Programme they are enrolled in with the company. The impression students give within the various organisations with regard to their professionalism, seriousness and competence will not only impact their own internship assessment but also, and quite particularly, the possibility of other students obtaining internships with the same organisations in the future as well as the prestige of the degree programme and University. Such representation may have an impact on graduates' future job outlook.

Therefore, and even though as indicated above there is no employment or contractual relationship between companies and students, it is of vital importance to the proper functioning of the IBS internship system that students fulfil the commitments undertaken by

first accepting an internship and later signing the corresponding annex on the internship. While doing an internship, students must always observe all instructions given at any time by their immediate superior as well as by the mentor designated by the company. Any problem that may arise must be discussed and handled first with them. If serious problems arise during the internship which are not resolved internally, students must contact their Academic Tutor first and then the IBS Internship Department if necessary.

Students must remember the following when doing an internship:

- **Working hours and timetable:** as per the working hours and timetable in effect at the company worksite where the internship is being done. **Holidays:** Students do **not** have the right to holidays during the internship period.
- **Regular attendance and timeliness** are essential.
- **Physical presence:** as per the company's internal policy.
- **Social distance:** always reflect politeness and respect without getting too personal.
- **Ethical handling of information:** nobody outside the company shall gain knowledge from the student of internal company information to which the student has access.

#### 4.3. Very Serious Misconduct

Serious misconduct shall mean any conduct involving a breach of the obligations undertaken by the student such as:

- **Not attending an interview** when notified to do so for an offer managed by the University.
- **Rejecting an internship once selected** by the company if the internship offer is managed by the University.
- **Attempting to switch companies** after formally accepting an internship offer (whether it has started or not) or **not completing** an internship.
- **Being absent without justification or often tardy** while doing an internship.
- **Reflecting poor performance or a negative attitude** when doing the duties assigned.
- **Creating problems or conflicts** leading to the suspension of the internship by the company.
- **Failing to comply with the obligations** to the Internship Tutor, including any behaviour by the student involving an abandonment of the student's obligations.

The preceding list is provided for informational purposes and is **not exhaustive**. Each case will be assessed individually.

**VERY IMPORTANT:**

**Any serious misconduct as indicated will lead to the student's loss of the right to formalise another internship under an Educational Cooperation Agreement with the University.**

## **5. EUROPEAN DIPLOMA SUPPLEMENT**

The following is required for non-curricular internships to be indicated on a European Diploma Supplement at the request of the student:

- 1) The student must have completed and handed in the final internship report by the established deadline and in the proper manner (see point 4.1).
- 2) The grade assigned by the Academic Tutor to the final report must be positive.
- 3) The student's performance must have been evaluated as positive by the company.