Universitat de Lleida

Procedure: **MANAGING EXTERNAL ACADEMIC INTERNSHIPS**	**PG 29**
Responsible unit: **TEACHING QUALITY AND PLANNING**	
Approved by: **Francisca Santiveri Morata** **Vice-rector of Academic Planning and Quality**	
Location: https://cv.udl.cat/portal/site/uop **Printed copies are not guaranteed to be valid**	

HISTORY OF EDITIONS			
No. version	**Date Elaboration**	**Date Approval**	**Summary of reasons for change**
PC 04	June 2010	June 2010	Initial edition
PG 1.0	March 2018	Electronics	Homogenize procedures in all centers
2.0	April 2020	Electronics	Changes in operational content
2.1	June 2022	Electronic signature	Update of the regulations

INDEX

1. OBJECT 3

2. SCOPE OF APPLICATION 3

3. SCOPE OF DISSEMINATION 3

4. RELATED PROCESSES 3

5. RELATED MANAGEMENT SYSTEMS 3

6. DEFINITIONS 3

7. REFERENCES/REGULATIONS 4

8. OPERATIONAL CONTENT 5

8.1 DESCRIPTION OF THE ACTIVITY 5

8.2 ACTIVITY FLOW 10

8.3 RESPONSIBILITIES 12

9. PARTICIPATION OF INTEREST GROUPS 13

10. RECORDS AND ARCHIVE 13

PREPARATION / REVIEW

Francisca Santiveri Morata. Vice-rector of Academic Planning and Quality

Fermina Salillas Guallarte. Center Quality Manager (QPD)

1. OBJECT

The purpose of this procedure is to establish how to manage external curricular and extracurricular undergraduate and master's degree and master's degree internships at the University of Lleida.

2. SCOPE OF APPLICATION

This procedure applies to the official degrees of the UdL

3. SCOPE OF DISSEMINATION

This procedure must be brought to the attention of the people involved in the external practices. At the center, the general coordinator of the center's external internships, the professor responsible for the degree's external internships, the academic tutor of the training project and the academic negotiator of the center must know it. At the University, the Vice-rector responsible for teaching must be informed.

4. RELATED PROCESSES

This procedure is part of the Deliver regulated training process (A33).

5. RELATED MANAGEMENT SYSTEMS

This procedure is included in the scope of the UdL's Internal Quality Assurance System.

6. DEFINITIONS

External curricular academic practices: Set of training activities, carried out by students in organizations, aimed at developing the practical and professional side of the training program. These activities are specifically established as such in the study plan of each bachelor's or master's degree and, consequently, carry academic recognition.

External extracurricular academic practices: Training activities that are not specifically included in the study plans of the official undergraduate or master's courses. The student does them voluntarily in organizations, intended to develop the practical and professional side, during the studies, and they pursue the same training objective as the curricular practices.

Educational cooperation agreements: Agreements that allow the consolidation of collaboration links between the University and the entities, with the aim of enriching the training of the students and allowing them to complete the knowledge received in the University with professional experiences.

Training project: Official document that includes the training program for the development of each external academic practice (curricular or extracurricular), both undergraduate and master's. It determines the objectives, characteristics, duration and commitments of the parties, and is linked to the corresponding educational cooperation agreement between the UdL and the collaborating entity in which the internships take place.

7. REFERENCES/REGULATIONS

- Royal Decree 592/2014, of July 11, which regulates the external academic practices of university students.
- Royal Decree-Law 8/2014, of July 4, of approval of urgent measures for growth, competitiveness and efficiency (Additional Provision 25th Bonus on Social Security contributions for external curricular practices).
- Royal Decree 1493/2011, of October 24, which regulates the terms and conditions of inclusion in the general Social Security system of people who participate in training programs.
- Royal Decree 1791/2010, of December 30, by which the Statute of the university student is approved.
- Royal Decree 822/2021, of September 28, which establishes the organization of university education and the procedure for ensuring its quality.
- Teaching and training strategy of the UdL (Governing Council Agreement No. 5/2014 of January 29, 2014, amended by Governing Council of June 25, 2014, extended by Governing Council Agreement No. 50/2020 of February 18, amended by the agreement 109/2020 of the Governing Council of April 28, 2020 and the agreement 183/2020 of the Governing Council of July 23).

- Regulations for External Academic Internships of the UdL, approved by the Governing Council on November 26, 2014.

8. OPERATIONAL CONTENT

8.1 DESCRIPTION OF THE ACTIVITY

1. Plan the external practices

The center establishes the requirements for the internships, in accordance with the training program, to ensure consistency between the theoretical part and the external academic internships (procedure PG 02 Designing training programs) and current regulations. The student must have the basic information about the external academic practices, such as the memory script, the evaluation system, etc. The schedule of external academic practices is included in the center's annual schedule (procedure PG 22 Schedule the annual teaching plan).

The planning must provide for the implementation of the improvements agreed by the study committees, derived from the monitoring of the training program or the monitoring of external academic practices.

2. Process the agreement

Carrying out external academic internships requires the prior formalization of an educational cooperation agreement as a regulatory framework for relations between the student body, the collaborating entity and the UdL.
The function of the study committee is to propose to the competent bodies of the university collaboration agreements with other institutions and public and private bodies, as well as with companies so that students can do internships. All these collaborations must be formalized through an agreement.

The Internship Office is in charge of processing the educational cooperation agreement with the different entities.

3. Sign the agreements

The vice-rector responsible for Teaching at the UdL signs, by delegation of the Rector, agreements with the entities that have expressed their wish to admit students on internships.

4. **Keep the database of entities updated**

The internship coordinator and/or the persons responsible for the degree internships are responsible for initiating and/or maintaining contacts with public or private entities for the realization of external academic internships. The Internship Office must ensure that the database of signed agreements is kept up-to-date. The internship coordinator of the center, with the collaboration of the professor responsible for internships of the degree, is responsible for verifying and reviewing that the entities with which the external academic internships are carried out are suitable for the practical side or training project professional.

5. Spread the offer

With the aim that students can choose a specific internship position depending on their professional expectations, the center must publish the different positions of the entities in sufficient advance, specifying, where appropriate, the lines of work and the tasks to be carried out. The center's website (degree website) disseminates the practices.

6. Apply for internships

Enrolled students will be able, through the web portal, to access the list of curricular and extracurricular internship offers, register in the extracurricular internship exchange and update their curriculum vitae and personal data.

7. Assign places and tutors

The general coordinator of the external internships of the center or the professor responsible for the external internships of the degree guides the student on his selection and assigns places and the academic tutor. The criteria for the selection must be public. In general, the internship coordinator must assign places taking into account the following aspects:

- Student profile required by the institution
- Academic requirements

- Activities preferred by students
- Proximity of the student's residence to the institution

8. Sign the training project

The training project is individual for each student, and must be verified and signed by the student and by those responsible for the practices representing the signatories of the educational cooperation agreement that is linked to it, it is understood that they are the UdL and the entity in which the practice will be carried out. The document "Obligations and duties of the parties involved in the training project of external practices" is also included.

9. Carry out external academic practices

The student does the internship in the assigned entity, he must fulfil the training project signed.

10. Follow up on external academic practices

The general coordinator of the external internships of the center or the professor responsible for the external internships of the degree must hold sessions for planning and monitoring the internships in the different degrees with the specific academic tutors of each degree.

The student who starts an internship has a tutor at the institution in which he is doing the internship and an academic tutor who oversees his training, guides him and monitors the internship training project through sessions of tutoring.

11. Present the report

At the end of the internship period, the student must present the report, evaluated by the entity where the internship took place, and hand it to the academic tutor. Afterwards, if applicable, he must defend the report orally in front of a court.

12. Assess the student

The evaluation of the activity consists of the entity's evaluation report (prepared by the entity's tutor), the academic tutor's assessment report and, where appropriate, the tribunal's assessment of the memory defended orally by the student.

13. Evaluate the activity

At the end of the internship, the student answers an opinion questionnaire about the external academic internship.

14. Follow up

The general coordinator of the external practices of the center or the professor responsible for the external practices of the degree collects and analyses the information of the training project: opinion of the students on the academic practices, opinion of the tutors (d 'entities and academics'), participation data, incidences and/or resolution of these during internships, etc.

The external academic practices of the official training programs of the UdL are part of the information that is analysed and reviewed in the annual monitoring of official degrees (procedure PG 03 Review and improve training programs), through which improvement is guaranteed continuation of the training programs and the procedures that develop it.

15. Approve the improvements to be introduced

The center's study committees are responsible for approving the improvements that must be introduced to the external practices of the center's training programs, either because they are proposed by the coordinator or general coordinator of the center's external practices or the teacher in charge of the external practices of the degree, well because they derive from the annual monitoring of the official degrees.

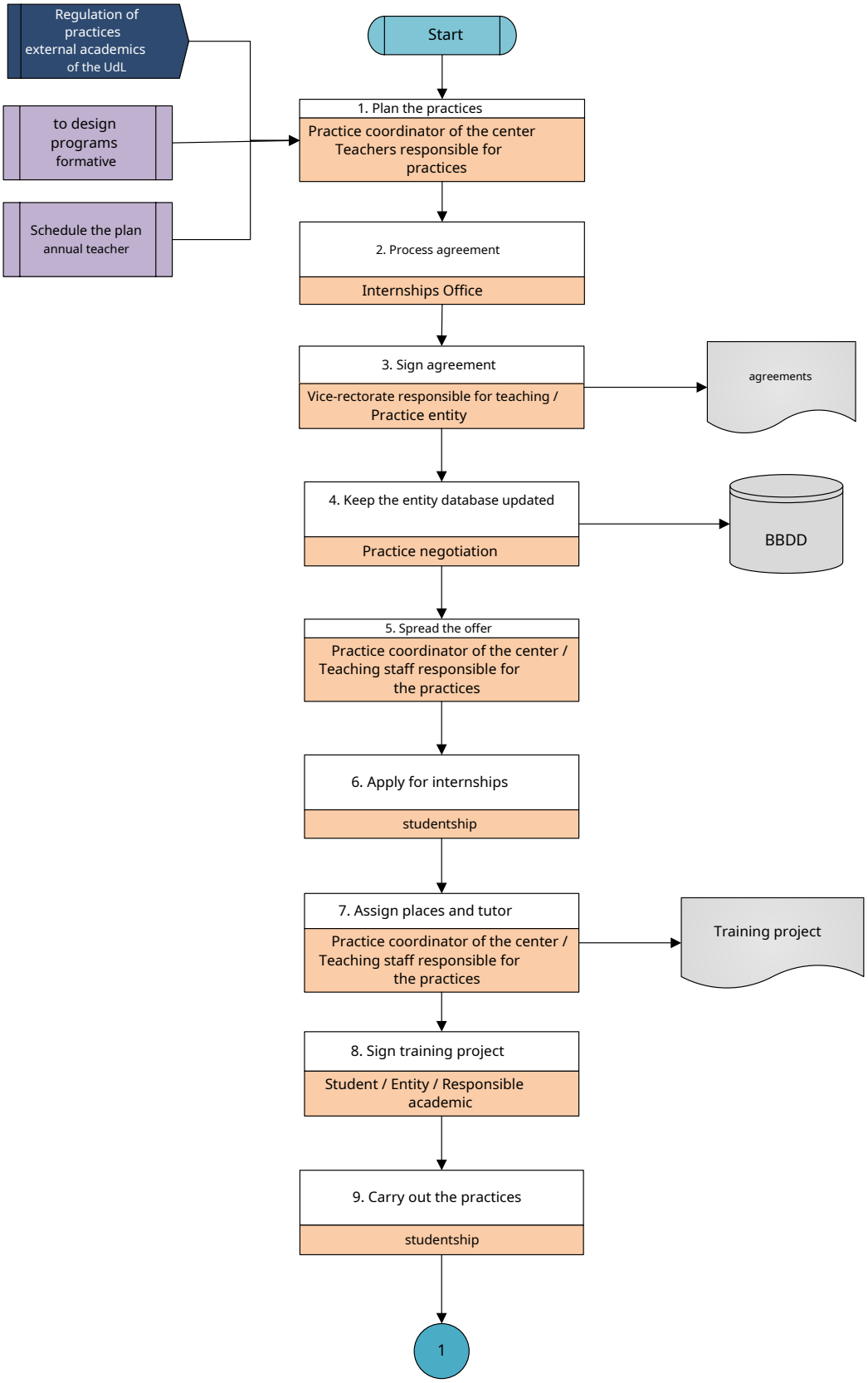
16. Collect accounts and publish information

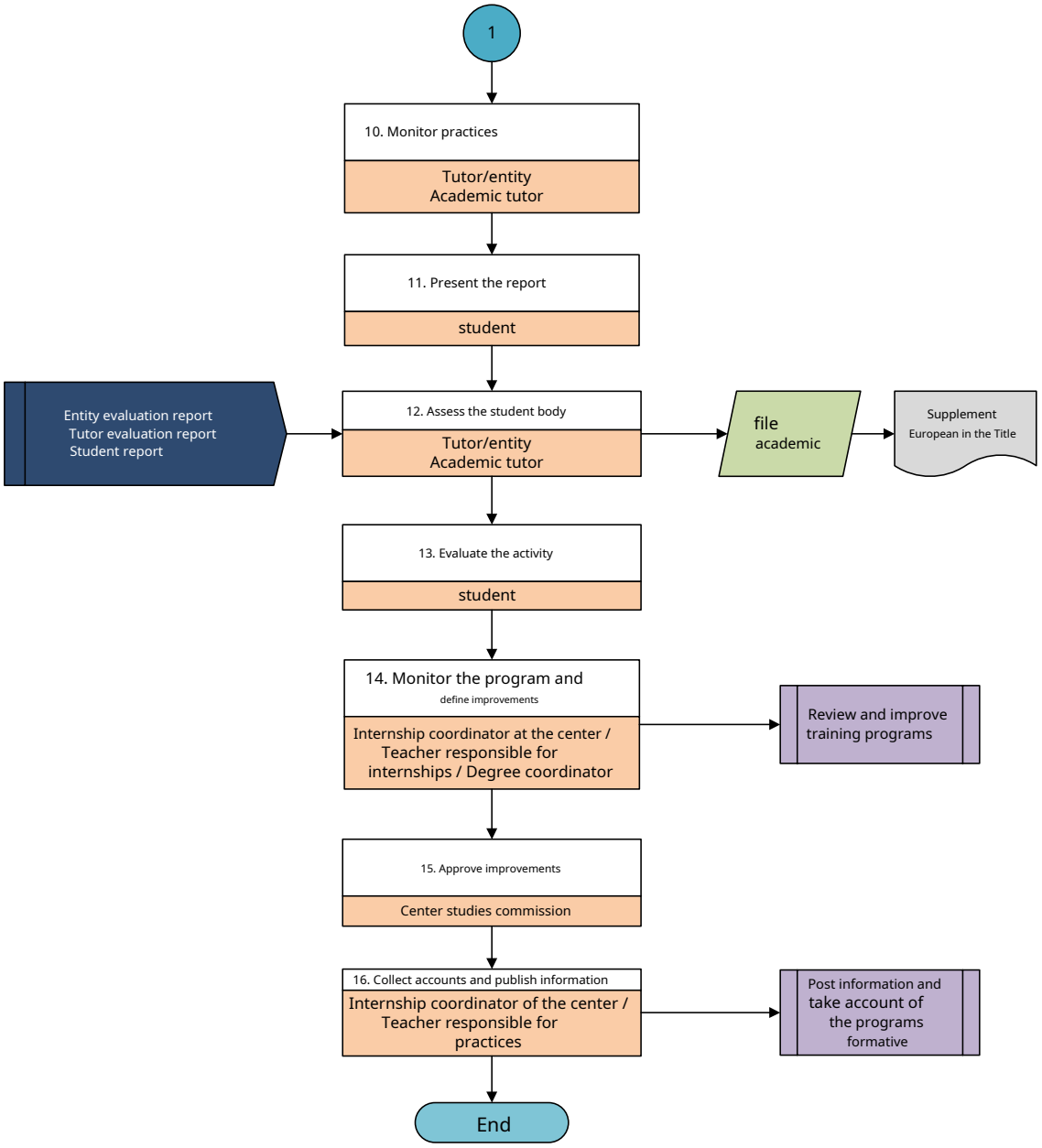
The general coordinator of the center's external internships or the professor responsible for the degree's external internships provides information and reports annually to the dean's

team and the center's study committees on the operation of the program, the results and the incidents that have occurred.

The information on the external internships is made public through the website of each training program (procedure PG 23 Publish information and receive accounts on the training programs).

8.2 ACTIVITY FLOW




1
10. Monitor practices
Tutor/entity
Academic tutor
11. Present the report
student
Entity evaluation report
Tutor evaluation report
Student report
12. Assess the student body
Tutor/entity
Academic tutor
file
academic
Supplement
European in the Title
13. Evaluate the activity
student
14. Monitor the program and
define improvements
Internship coordinator at the center /
Teacher responsible for
internships / Degree coordinator
Review and improve
training programs
15. Approve improvements
Center studies commission
16. Collect accounts and publish information
Internship coordinator of the center /
Teacher responsible for
practices
Post information and
take account of
the programs
formative
End

8.3 RESPONSIBILITIES

- **Internship Office:** It is his responsibility to create the management procedures for external practices in the operative part and in accordance with the interpretation of the regulations.

- **Study Committee:** Propose to the competent bodies of the university collaboration agreements with other institutions and public and private bodies, as well as with companies (internships).

- **Vice-rectorate responsible for teaching:** Sign, by delegation of the Rectorate, the agreements for external internships.

- **Coordinator of external internships:** Person responsible for the organization and management of external internships at the center.

- **Training program coordinator:** He participates in the planning and monitoring of the practices that are part of the training program he coordinates.

- **Student:** He must do the internship in the assigned entity, comply with the assigned internship plan and write the internship report.

- **Responsible for the student's academic tutoring:** Faculty from the center who monitor the internship process, organize tutoring sessions, guide the student and make the evaluation report of the student they are tutoring.

- **Responsible for the entity's tutoring:** Person appointed by the entity to oversee the student's training. Their task is to advise, monitor and guide the internship student.

9. PARTICIPATION OF INTEREST GROUPS

The center's Studies Committee has equal representation of teaching staff and students.

Students express their opinion on the internship program through a survey.

The participation of the institution's tutor is very important. Their involvement improves the collaborative relationship between the entity and the centre.

10. RECORDS AND ARCHIVE

Document	**Responsible/custodian**
Educational cooperation agreements for external practices	Rectory
Coordinator report of the center's external internships	Dean of the Faculty