

## **RIGHTS AND DUTIES OF THE INTERN STUDENT**

Academic internships represent a university activity in which three parties interact: the University, the collaborating Entity and the student.

The established institutional and personal relationship between the parties is based on Academic Cooperation Framework Agreements and their specific Annexes.

These documents ensure that the activities carried out by students in the Entity are coherent with the Training Objectives proposed by the University and previously agreed with the Entity.

In order to achieve these objectives, the University shall establish channels of communication with the Student and with the Entity through the Career Centre staff at each Centre and the Academic Supervisor:

- The Career Centre shall be responsible for ensuring that the internship is carried out in accordance with the quality procedure established by Universidad CEU San Pablo, as well as for drafting and managing all the relevant documentation.
- Student interns' academic supervisor is responsible for ensuring that the internship achieves the training objectives indicated in the Annex and that the student carries out solely the activities agreed with the Entity.

All parties involved in the development of this activity enjoy a set of rights and take on obligations. In the case of students, their rights and obligations are the following:

### **STUDENT INTERNS HAVE THE RIGHT TO:**

1. Be tutored by a University teacher and by a professional from the Entity where they carry out the internship.
2. Receive information about the internship training objectives, as well as the activities that they will carry out in the Entity.
3. Access on equal terms to the specific internships offered corresponding to the degree they are enrolled in, according to the selection criteria established by their School.
4. Have access to the Universidad CEU San Pablo Internship Management Platform.

5. Be evaluated once they have completed their internships (and in case of curricular internships, graded) for their work in the Entity and the knowledge and skills learnt.
6. Receive, in those cases where this is stipulated, the financial contribution agreed with the Entity as a stipend or study aid.
7. Intellectual and industrial property under the terms and conditions established in the regulations concerning such matter.
8. Receive information about regulations on security and occupational risks by the Entity.
9. Be granted permission by the collaborating Entity to fulfil their academic obligations, such as attending official ordinary and extraordinary exams or extraordinary events planned by the University, after notifying the Entity sufficiently in advance.
10. In case of disability, to be granted the necessary means by the Entity to carry out the internship on equal terms.
11. The remaining rights established under the Regulatory Framework Agreement.

**THE INTERN STUDENT MUST:**

1. Know and comply with the regulations concerning internships established by the University. In this sense, students must have passed 50% of their enrolled credits in order to carry out curricular and extracurricular academic internships.
2. Abandon any selection process in which they were involved, and may not under any circumstances apply for a new internship, once they have started curricular or extracurricular internships, as they must complete the period indicated in the Annex to which they agreed with.
3. Fulfil the training project outlined in the internship regulatory Agreement in accordance with the Entity tutor's instructions and supervised by the academic supervisor.
4. Respond to their academic supervisor's follow-up calls, and report on the activity carried out and the situation in which they find themselves in the Entity.
5. Inform their academic supervisor of any non-compliance by the Entity with the tasks assigned, as well as with the conditions agreed in its Annex.
6. Join the Entity on the agreed date and comply with the timetable and calendar provided in the Agreement. Absenteeism will be considered a very serious offence that may lead to dismissal from the Entity and to academic penalties resulting from each case.

7. Elaborate an internship Final Report where students will evaluate different aspects related to the description and quality of the activity carried out, the Entity, the academic supervisor and the service provided by Career Centre.
8. Maintain confidentiality with regard to the internal information of the Entity to which they may have access in the course of their work, and maintain professional secrecy during and after the end of the internship.
9. Show a respectful and loyal attitude towards the Entity hosting the student intern and towards the University providing the internship.
10. Behave politely and respectfully towards colleagues and superiors of the Entity. Students not only represent themselves, but also the university institution that promotes and signs the academic cooperation agreements. Therefore, the student shall strive to ensure that the institutional relationship between their University and the collaborating Entity grows and flows within the appropriate channels, so that the entire university community can benefit, as they have benefited, from the agreements signed by Universidad CEU San Pablo.
11. Any other obligations provided in the Framework Agreement and its Annexes regulating internships, as well as in the Internship Process available on the Student Portal.
12. Foreign students, who so require due to their nationality, must have a prior residence permit for internships<sup>1</sup>. In the event that they are not or do not reside in Spanish territory, they also require the corresponding visa issued in accordance with the procedures described in the eighteenth additional provision of Spanish Law 14/2013, of 27 September (*Ley 14/2013, de 27 de septiembre, de apoyo a los emprendedores y su internacionalización*).

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<sup>1</sup> By virtue of the international agreements and treaties signed by the Kingdom of Spain, the following students would NOT require "prior residence permit for internships".

- *Students from the remaining Member States of the European Union: Germany, Austria, Belgium, Bulgaria, Cyprus, Croatia, Denmark, Slovakia, Slovenia, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, the Netherlands, Poland, Portugal, Czech Republic, Romania, Sweden.*

[In the case of the United Kingdom, as of 30 March 2019, it will be up to the specific terms of the agreement that may be reached for its exit from the European Union, and in particular, the transitional period that is finally decided].

- *Students from the remaining Member States of the European Economic Area: Iceland, Liechtenstein, Norway.*

- *Students from Switzerland.*