



# GUIDE GOVERNING EXTERNAL INTERNSHIPS BY ETSE STUDENTS

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## INTRODUCTION

Students at the School of Engineering (hereafter ETSE) who want to undertake an external internship are subject to the Regulations governing external internships of the Universitat Rovira i Virgili (hereafter URV). Those regulations state that each faculty or school of the URV is responsible for creating their own specific guide on how the regulations should be implemented and applied to the courses that they teach.

In compliance with this requirement, the ETSE has approved the guide, which are regarded as complementary to the URV's Regulations governing external internships.

### Article 1. Scope

1. ETSE students may undertake an internship at the entity, company or institution where they work, provided that the internship is relevant to their curriculum and the proposed timetable is compatible with their classes. In all cases, the internship must be authorised by the internship tutor.
2. External internships can also be undertaken as part of the URV's service learning programme.

### Article 2. Types of internship

1. There are two types of external internship: curricular, which means that the student is assessed and awarded a grade, and extracurricular, where the student is not assessed or graded.
2. Curricular internships may take the form of a compulsory or optional subject or they may correspond to the bachelor's or master's thesis subject.
3. In all cases, an agreement must be signed between the URV faculty/school and the external organisation.

### Article 3. Payment for internships

1. External internships may be paid if this is agreed by the parties involved. Each specific internship agreement will specify whether any payment will be made and, if so, the amount and form of the payment. This information will be specified in an annex to the agreement.
2. External internships may be paid in accordance with the URV's Regulations governing external internships and the amount paid must coincide with the minimum set by the URV each academic year.

### Article 4. Coordination and management structure of the internships

1. The ETSE is responsible for organising, managing and ensuring the quality and correct execution of its students' internship.
2. In terms of organisation, the ETSE has an internship coordinator and one or several internship tutors for each bachelor's and master's course that it offers.



3. The ETSE's internship coordinator is responsible for coordinating the various internship tutors in order to ensure that a standardised approach is taken to the internships and to promote relations with companies with the aim of increasing the number of quality internship opportunities on offer.

The ETSE's Management Support Office supports the management of internships at the ETSE and is responsible for managing the annexes to the educational cooperation agreements.

#### **Article 5. Student requirements for internships**

1. Students who wish to do an internship must register for the subject in the curriculum.
2. Students on an extracurricular internship must be registered at the ETSE during the academic year in which they undertake the internship.
3. Students on bachelor's degree and double degree courses who wish to do an internship must have passed 120 ECTS credits when they apply for the internship. In the case of the Double Degree in Biotechnology and Computer Engineering, students must have passed 144 ECTS credits, and in the case of the Bachelor's Degree in Development Techniques for Web and Mobile Applications, students must have passed 108 ECTS credits.
4. Students who have passed all the credits they need in order to request the issuance of their degree certificate may apply to undertake an extracurricular internship until the end of the academic year.

#### **Article 6. Duration of the work experience**

1. The duration of the curricular internships is specified in the curriculum. In the case of the ETSE, it is between 6 and 12 ECTS credits.
2. In the case of internships for bachelor's/master's theses, the number of ECTS credits will correspond to the fixed number set by each course for the this subject.
3. To obtain each block of 3 ECTS credits, the student must spend between a minimum of 65 hours and a maximum of 75 hours at the company.
4. The duration of the external internships may not exceed 50% of the academic year (750 hours).
5. The number of hours spent on curricular and extracurricular internships in one academic year may not exceed 750 hours, unless the student is completing their Bachelor's or Master's Thesis. If these circumstances they may be extended to 1050 hours.
6. The internship agreed on in the annex to the agreement must be undertaken within one academic year.

#### **Article 7. Management procedure**

1. Entities, companies or institutions that wish to take on students for internship must submit their proposals to the ETSE via the relevant application form on the ETSE's website. The proposals must contain basic information of the proposed training project that the student is to undertake.
2. The ETSE's internship coordinator is responsible for evaluating the proposals and ensuring their suitability. Once they have been evaluated, students may apply for them in accordance with their own preferences.
3. In the case of compulsory internships, students must be assigned in accordance with their preferences, their academic records, the number of credits that they have passed and the company's evaluation of the student's profile and their suitability for the proposed internship activities.
4. In the case of optional internships, students are assigned solely on the basis of the company's evaluation.



5. In the case of non-compulsory curricular internships during which the student will complete their bachelor's/master's thesis, the student chooses the company they wish to work at. If such an internship is compulsory, each qualification will specify a procedure adapted to its own needs. To be able to defend a Bachelor's/Master's Thesis carried out in the company, with an internship agreement, in a given examination period, it is essential that the agreement has ended before the grade submission deadline of that examination period.

6. Students may also propose internships at entities, companies or institutions provided that the content is in line with the regulations.

7. The teaching guide and the webpages on external internship contain the information and documentation that students need regarding the administrative procedures and evaluation systems.

8. Bachelor's and Master's students may move forward to the summer period the internship placements associated with internship courses they will enrol in the following academic year. This option does not apply to extracurricular internships nor to internships linked to the Bachelor's or Master's Thesis.

To be able to make use of this option, the student must complete an administrative procedure before mid-May, through the internship application system.

Furthermore, at the time of submitting the request, the student must have the necessary credits to carry out the placement, as established in the ETSE External Internship Guide for their study plan.

The student must have agreed with an organisation on the details of the placement, which must begin in the first week of July. Accordingly, the organisation must submit the internship agreement request between May 1 and May 31 (both included) through the ETSE external internship platform.

If the request is submitted after the deadline, the agreement will not be processed and the request will be rejected. Additionally, once the enrolment has been formalised, the student must inform the OSD and provide proof of it. If enrolment is not formalised, the agreement will become void and will not have academic validity.

### **Article 8. The tutors**

1. Academic tutors are members of the teaching staff that have been assigned to supervise external internship subjects. The School assigns the teaching load to the various departments in accordance with each curriculum.

2. The departments assign the external internship subjects of a given course to staff members who teach on that course.

3. In the case of extracurricular internships, the tutor must be one of the staff members assigned to the external internship subjects on the student's course.

4. In the case of master's courses that have no external internship subject on their curriculums, the functions of the extracurricular internship tutor will be assumed by the master's coordinator.

5. The academic tutor is responsible for authorising the internship and for ensuring that the internship activities to be undertaken by the student during the training project are appropriate.

6. Professional tutors appointed by the entity, company or institution do not have to be the company's representative but must be employed at the same place as the student so that they can effectively carry their obligations to the student. The tuition may not be delegated to anybody who is in a junior position in relation to the student or to an immediate family relative.

7. The ETSE will issue a certificate to accredit and recognise the services rendered to students by the tutors at collaborating entities during curricular and extracurricular internship.

### **Article 9. Internships at the URV**



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Student can undertake internship at the faculties, schools, facilities or services of the URV. The ETSE internship coordinator will work with the other URV units to draw up internship proposals which must then be approved by the Students and University Community Committee.

### **First temporary provision**

This guide also applies to internships undertaken by students on courses that are in the process of being discontinued.

### **Final provision**

This guide comes into force during the 2020-21 academic year.