EXTRACURRICULAR INTERNSHIPS REGULATIONS FOR UNDERGRADUATE DEGREES

ESDI

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CHAPTER I - GENERAL PROVISIONS

ARTICLE 1. PURPOSE

These regulations aim to establish the legal, academic and procedural framework governing the conduct of **external academic extracurricular internships** by undergraduate students of the Escola Superior de Disseny (ESDI), a centre affiliated with the Universitat Ramon Llull (URL).

These internships, in accordance with Royal Decree 592/2014 of 11 July and other applicable state and regional regulations, are **educational and non-employment in nature**, and are designed to complement university training through professional experience that enables students to apply, consolidate and expand the knowledge, skills and competencies acquired during their degree programme.

As voluntary activities not integrated into the curriculum, extracurricular internships **do not generate automatic academic recognition**, although they may be accredited or recognised by the centre in accordance with the criteria established by ESDI and its internal regulations.

ARTICLE 2. NATURE AND PURPOSE

1. External academic extracurricular internships constitute a formative, voluntary and non-curricular activity, aimed at complementing the student's academic training through professional experience in real work environments related to design and related disciplines.
2. These internships **are not employment in nature** and therefore do not create any contractual relationship between the student and the collaborating institution, without prejudice to the institution offering financial compensation or an expense allowance, in accordance with applicable regulations and the signed agreement.
3. The **general objectives** of extracurricular internships are:
    a. To **facilitate the progressive integration** of students into the professional world, putting into practice the knowledge and competencies acquired during their studies.
    b. To **promote experiential learning**, responsibility and professional maturity through direct contact with real work environments.
    c. To **develop transversal competencies** —such as teamwork, time management, professional communication and problem-solving— fundamental for employability and professional excellence.
    d. To **foster collaboration between the university and the business and institutional community**, as a means of developing synergies, knowledge transfer and continuous improvement of university training.
4. ESDI, through the Careers Services, shall be the responsible body for ensuring the **educational character** of the internships, as well as ensuring their coherence with the academic objectives of the programme, the correct implementation of the training plan and compliance with applicable regulations.
5. Any interpretative issues or conflicts arising in relation to the nature, development or recognition of internships shall be resolved by ESDI – Careers Services, with binding effect.

ARTICLE 3. SCOPE OF APPLICATION

1. These regulations are mandatory for all extracurricular internships carried out by undergraduate students of the Escola Superior de Disseny (ESDI), regardless of their format, duration or geographical location.

2. Specifically, it applies to:

    a. **Enrolled students** in any official undergraduate degree at ESDI who wish to undertake extracurricular external internships.
    b. **Companies, institutions or collaborating entities**, whether public or private, national or international, that sign an educational cooperation agreement with ESDI to host student interns.
    c. **Faculty and administrative staff** of ESDI involved in the mentoring, monitoring or evaluation of internships.
    d. **Careers Services**, as those responsible for the administrative management, monitoring and validation of external internships.

3. Internships conducted outside Spanish territory shall also be subject to these regulations, without prejudice to the application of the legislation of the host country and the specific conditions established in the corresponding agreement.
4. ESDI reserves the right to **approve or reject** internships in cases where the conditions proposed by the collaborating institution do not guarantee compliance with the educational, legal or ethical requirements set out in these regulations.

ARTICLE 4. GUIDING PRINCIPLES

External extracurricular internships shall be conducted in accordance with the principles of educational quality, equal opportunities, responsibility and transparency, which guide all academic activities at ESDI. To this end, they are governed by the following criteria:

1. Educational and non-employment character

Internships have an exclusively educational purpose, aimed at acquiring professional experience and applied competencies. Under no circumstances may they create an employment relationship with the collaborating institution, even if the institution offers financial compensation.

2. Academic coherence

The tasks and responsibilities assigned to the student must be linked to their training pathway and contribute to the development of competencies in design and related creative, technological or management fields.

3. Mentoring and follow-up

Each student will have a professional mentor designated by the collaborating institution and an academic mentor assigned by ESDI, who will jointly ensure the correct implementation of the training plan and compliance with the conditions established in the agreement.

4. Equality and respect

Internships must take place in a respectful environment, free from discrimination on grounds of gender, age, origin, sexual orientation, beliefs or any other personal or social circumstance. ESDI will act immediately in the event of any violation of these principles.

5. **Transparency and legal certainty**

   Every internship must be formalised through the prior signing of an educational cooperation agreement, in accordance with the official model approved by the centre. No activity that has not been previously formalised will be recognised as a valid internship.

6. **Institutional responsibility and professional ethics**

   Both The student, the company and the educational centre must uphold ethical values, information confidentiality and data protection, as well as sustainability and good professional practice.

7. **Continuous improvement and quality**

   The Internships will form part of the monitoring and evaluation processes of ESDI's Internal Quality Assurance System (SGIQ, for the Spanish acronym) and will be periodically evaluated to identify good practices and opportunities for improvement.

ARTICLE 5. APPLICABLE REGULATORY FRAMEWORK

1. The external extracurricular internships of undergraduate students at ESDI are governed by the current legal framework regulating external academic internships in Spain, as well as by the internal regulations of **FUNDIT** and **URL**, to which ESDI is affiliated.

2. Specifically, the applicable regulations are as follows:

   a. **Royal Decree 592/2014**, of 11 July, which regulates external academic internships for university students.

   b. **Royal Decree-Law 2/2023**, of 16 March, amending the fifty-second Additional Provision of Royal Legislative Decree 8/2015, of 30 October, approving the revised text of the General Social Security Law.

   c. **Royal Decree 1493/2011**, of 24 October, which includes people who participate in training programmes in the general Social Security system.

   d. **Organic Law 3/2018**, of 5 December, on the protection of personal data and guarantee of digital rights.

   e. **Law 31/1995**, of 8 November, on the prevention of occupational hazards.

   f. **Internal regulations of ESDI and FUNDIT** in terms of academic organization, external internships, insurance, data protection and educational quality.

3. In the event of a discrepancy between the provisions of these internal regulations and the state or regional legislation, the provisions of the higher-ranking regulations shall always prevail.

4. Situations not covered by this text shall be interpreted and resolved by **ESDI – Careers Services**, in coordination with the Academic Directorate and, where appropriate, with the legal services of ESDI.

CHAPTER II. GENERAL REQUIREMENTS AND CONDITIONS

ARTICLE 6. STUDENT REQUIREMENTS

6.1. General access conditions

Students may undertake extracurricular external internships if they simultaneously meet the following conditions:

- **Be enrolled** in official undergraduate studies at the ESDI during the academic year in which the internship is carried out.
- **Have passed a minimum of 120 ECTS credits** of the corresponding study plan before the start of the internship, thus guaranteeing that the student has sufficient academic maturity to carry out professional tasks related to their training.
- Be **up to date with all** their academic, economic and administrative obligations with ESDI.
- **Not maintain any current employment relationship** with the collaborating company or entity at the time of starting the internship, since these are exclusively educational and non-employment in nature.
- Have a **Social Security affiliation number** and provide it before signing the agreement, in accordance with Royal Decree-Law 2/2023, of 16 March.
- **Formally sign** the corresponding educational cooperation agreement, in accordance with the conditions established by ESDI – Careers Services.

6.2. International Students

- Students of foreign origin must prove a **valid residence permit or visa** that allows them to carry out academic internships in Spain.
- Under no circumstances may ESDI process or recognize extracurricular internships for students who are in **an irregular administrative situation**.

- Students from the European Union must also have the **European Health Insurance Card (EHIC)** or equivalent health insurance that covers the entire stay.

6.3. Student Responsibilities

By initiating the internship process, the student declares that they are aware of and accept:

- That the internships are **exclusively educational in nature** and do not, under any circumstances, constitute an employment relationship with the collaborating institution.
- That it is **responsible for reviewing the information** in the agreement before signing and for complying with the obligations arising from both the agreement and these regulations.
- That they must immediately notify Careers Services **of any incident or modification** related to their academic, administrative or migratory situation that may affect the development of the internships.
- That failure **to comply with the established conditions** may lead to the invalidation of the internships, without the right to academic recognition or a certificate of experience.

ARTICLE 7. DURATION AND SCHEDULE

7.1. Maximum duration and accumulation of internships

- The total duration of extracurricular internships may not exceed **750 hours per academic year**, regardless of the number of agreements or collaborating institutions with which the student carries them out.
- In justified cases, Careers Services may authorise an exceptional extension of this limit, provided that the educational nature of the activity is maintained and the current regulations on internships are not violated.
- The calculation of hours shall begin only from the date on which the agreement enters into force and the Social Security registration becomes effective.

7.2. Schedule and compatibility with academic activities

- The internships must be fully compatible with the student's academic activity. **They may not coincide with classes** or compulsory activities of the degree, unless expressly authorised in writing by the Academic Directorate.
- The recommended working day will be between 3 and 4 hours during school hours and between 6 and 8 hours during non-teaching periods, but in no case may **8 hours per day or 40 hours per week be exceeded**.

- The schedule must be agreed in advance between the company and the student and approved by Careers Services.

- Under no circumstances shall time be spent on activities unrelated to the educational objectives or carried out outside the approved work plan be considered as internship time.

7.3. Internships at weekends, special periods or night hours

- Internships carried out at weekends, holidays or night hours may only be expressly and justified by Careers Services when the nature of the sector or project requires it (for example: events, fashion shows, exhibition setups, audiovisual productions, etc.).

- In such cases, the company must demonstrate in writing the educational purpose and compliance with health and safety measures, as well as guarantee the weekly rest established in the applicable employment regulations.

- In no case may these addition hours involve additional financial compensation beyond the conditions agreed in the agreement.

7.4. Interruption or temporary suspension

- In the event of illness, medical leave, academic holidays, personal incidents or other justified circumstances, the student must immediately notify Careers Services and the company in writing.

- ESDI may authorise the **temporary suspension** of the agreement, with the possibility of resuming it later, provided that it is within the same academic year and the educational nature of the experience is maintained.

- If the interruption exceeds 30 consecutive calendar days, Careers Services will assess whether a new agreement or an addendum needs to be formalised.

7.5. Completion and accreditation

- The internships will conclude on the date established in the agreement or when the planned educational objectives have been achieved.

- Any extension, reduction or modification of the internship period must be authorised and formalised by means of **an addendum signed by the three parties** (company, student and ESDI).

- Hours or activities carried out without this authorisation will not be recognised or accredited by the centre.

ARTICLE 8. LOCATION OF THE INTERNSHIPS

8.1. Eligible institutions and general requirements

- Extracurricular internships must be carried out in legally constituted companies, institutions or entities, both public and private, engaged in activities related to ESDI's training areas (graphic design, fashion, audiovisual, product design, interaction design, innovation management, etc.).
- Collaborating institutions must have the material, human and technical resources necessary to ensure the proper development of the internships and the achievement of the established educational objectives.
- Internships shall not be authorised in companies or institutions that cannot guarantee adequate learning, safety or respect conditions for the student's rights, nor in those in which situations of exploitation, precariousness or improper use of the intern figure is detected.

8.2. Development modalities

Internships may adopt any of the following modalities, provided that ESDI approves the training plan in advance:

- **In-person:** carried out entirely at the premises of the collaborating company or entity.
- **Hybrid:** combining in-person and remote periods, with a minimum of 40% in-person dedication to guarantee contact with the professional environment.
- **Remote (100%):** only authorisable when the nature of the tasks allows it and the company presents a specific monitoring and evaluation plan, with measurable objectives, defined communication channels and an attendance and results tracking system

8.3. Conditions for remote or international internships

- In the case of **fully remote internships**, the follow-up plan must detail:
    - The specific tasks assigned.
    - The educational and competence objectives to be achieved.
    - The working methodology and tools used.
    - The evaluation calendar and regular meetings with the company mentor.
    - This plan must be validated by Careers Services before the agreement is signed.
- For **international internships**, both inside and outside the European Union, the student must demonstrate:
    - Possession of international medical and civil liability insurance with coverage throughout the internship period.

- In the case of non-EU countries, a valid visa or residence permit that allows educational internships.
- The collaborating institution must comply with the labour and safety regulations of the destination country, and ensure an adequate learning and protection environment.

- ESDI may refuse to sign international or remote agreements when sufficient guarantees of monitoring, training or legal certainty are not assured.

8.4. Institutional responsibility and monitoring

- All collaborating institutions must designate an **internship supervisor** responsible for the student's educational support and communication with the centre.
- Careers Services, as the unit responsible for managing the internships, will ensure that the proposed positions are appropriate to the student's profile and the objectives of the degree, and may reject those that do not meet quality or safety standards.
- Any incident or conflict during the internship must be immediately communicated to Careers Services, which will act as mediator and supervisor.

8.5. Data protection, confidentiality and intellectual property

- Both the company and the student must comply with **Organic Law 3/2018 on the Protection of Personal Data** and **Regulation (EU) 2016/679**.
- The student undertakes to maintain the confidentiality of all the information accessed during the internship and not to disclose or use for personal purposes any material or project developed, unless expressly authorized by the company.
- The **intellectual or industrial property rights** arising from the internship will be in accordance with the provisions of the agreement and, in default thereof, will be considered shared between the student and the institution, in accordance with the educational nature of the activity.

ARTICLE 9. AGREEMENT AND FORMALIZATION

9.1. Binding nature of the agreement

The carrying out of any extracurricular internship is strictly conditioned to the prior signing of an educational cooperation agreement between the three parties:

- The collaborating company or institution,
- the student and
- the Escola Superior de Disseny (ESDI).

This agreement constitutes the single and binding legal framework that regulates the conditions, obligations and rights of all parties involved.

No internship may begin without the signed agreement, its institutional validation and prior registration on the Social Security, in accordance with current regulations.

9.2. Minimum content of the agreement

The educational cooperation agreement must include, at least, the following essential elements:

- **Identification of the parties:** complete data of the collaborating entity, the student and ESDI.
- **Subject matter and purpose:** description of the project or educational activities, with express indication of their non-employment nature.
- **Duration and period:** start and end dates, total hours and planned weekly distribution.
- **Schedule and dedication regime:** specifying whether the internship is during or outside the teaching period, and the format (in-person, hybrid or remote).
- **Educational objectives and assigned tasks**, with direct correspondence to the study plan competencies.
- **Identification of supervisors:**
    - *Company supervisor:* professional appointed by the collaborating institution.
    - *Academic supervisor:* teacher or manager of ESDI responsible for educational monitoring.
- **Financial compensation:** amount, frequency and nature (allowance, grant or subsistence payment).
- **Insurance scheme:** indication of Social Security coverage, accident insurance and civil liability.
- **Confidentiality and data protection:** specific clause in accordance with current regulations.
- **Causes and procedure for early termination.**
- **Intellectual or industrial property regime** of the works or projects carried out.
- **Jurisdiction** and competent body for conflict resolution.

9.3. Administrative processing and validation

- The administrative management of the agreement is the exclusive responsibility of **Careers Services**.
- Prior to signing, the following shall be verified:
    - the internship position is appropriate to the student's profile,

- the documentation is complete and correct,
- and the company meets all legal and educational requirements.

- Once validated, the agreement will be signed digitally or on paper and will be considered formalized only when ESDI confirms its registration and the **effective start date**.

9.4. Start and Validity

- Internships may only begin after the agreement has been validated and registered, and **never with retroactive effect**.
- The period of validity will be that set in the signed document and may not exceed the maximum annual limit established by these regulations.
- Any extension or renewal will require **express authorization** from ESDI and the signing of an annex to the original agreement.

9.5. Grounds for early termination

The agreement may be terminated before its expiration in the following cases:

- **By mutual agreement** between the three parties.
- **Due to serious breach** of the obligations established in the agreement or in these regulations.
- **Due to justified withdrawal of the student,** prior written communication with a minimum notice of 15 calendar days.
- **By decision of the collaborating company,** with a notice of 15 calendar days and reasoned communication to Careers Services.
- **Due to duly documented force majeure** (illness, company closure, etc.).
- **Due to professional misconduct or inappropriate behavior**, by both the student and the company, as determined by ESDI following an assessment of the facts.

In these cases, ESDI may:

- Immediately suspend the interships,
- terminate the agreement,
- and issue, where appropriate, a non-completion report or academic sanction in the event of breach by the student.

Likewise, in the event of non-compliance by the company, **ESDI may temporarily or permanently exclude it** from future collaborations.

9.6. Prohibition of starting without an agreement

It is strictly forbidden to start internships **without signing the agreement** and prior **Social Security** registration. The hours worked in these circumstances will not be recognised or accredited, and ESDI will not assume any liability arising from potential employment, legal or insurance incidents.

9.7. Record and documents custody

All agreements and annexes will be part of the **institutional file of Careers Services** and will be registered, in order to guarantee their traceability, transparency and periodic review.

ARTICLE 10. REMUNERATION

10.1. Nature of the financial compensation

Extracurricular internships involve financial compensation in the form of study aid or support for the expenses derived from the internship (transport, accommodation, subsistence or similar).

This compensation is not of a wage nature, since the internships are **strictly educational in nature** and do not establish an employment relationship between the student and the collaborating company, in accordance with the provisions of Article 1.3 of the Workers' Statute and Royal Decree 592/2014, of 11 July.

10.2. Obligations of the collaborating company

The company or entity that offers financial compensation to the student must comply with the following obligations:

- **Management of the student's registration and Social Security** from the first day of the internship, in accordance with Additional Provision 52 of Royal Legislative Decree 8/2015 and Royal Decree-Law 2/2023, of 16 March.
- **Prior written notification to ESDI,** in writing, of the amount, the frequency (monthly or in partial periods) and the nature of the compensation.
- **Punctual payment** of the agreed amount within the agreed deadlines.
- **Issuance of a receipt or payment proof**, which the student must attach to their final internship report.

- In the event of early termination of the agreement, **pro-rata** settlement of compensation corresponding to the time actually completed.

10.3. Minimum amount

In order to guarantee equal opportunities and consistency with industry standards, **ESDI establishes as a minimum economic compensation the equivalent of €6 net per hour** of actual internship time.

This amount may be adjusted by agreement between the parties based on:

- working hours,
- the level of qualification of the tasks assigned,
- the geographic location or associated costs, and
- the company's remuneration policy.

In any case, **the amount may never be symbolic or less than** the minimum established in these regulations.

10.4. Non-payment or Company default

In the event that the company does not comply fails to pay the financial compensation or with the Social Security contribution obligations, **ESDI reserves the right to**:

a. **Suspend or immediately terminate the agreement**, notifying the student of this.

b. **Refuse to sign future agreements** with the same entity.

c. **Formally request the company to fulfil its outstanding obligations,** on behalf and interest of the student, in accordance with the legal framework of educational cooperation.

Likewise, ESDI **will not recognize hours or experience** corresponding to periods carried out in situations of financial or legal irregularity.

10.5. Accountability and supervision

It is the responsibility of ESDI Careers Services to verify that financial compensation and Social Security registrations **have been correctly managed** before the start of the internship.

Likewise, Careers Services may require at any time the **documentation accrediting the payments or contributions** for review and filing.

ARTICLE 11. MONITORING, SUPERVISION AND EVALUATION

11.1. Mentorship and responsibilities of those involved

Each extracurricular internship must be supervised by **two main supervisors**, who will act in a coordinated manner to ensure the correct educational development of the activity:

a. Professional or company supervisor

Designated by the collaborating entity and will be responsible for the reception, guidance and daily monitoring of the student at the internship. Their main functions are:

- To define, together with the student, the **tasks, objectives and competencies** to be achieved during the internship period.
- To ensure the **effective training** of the student in relation to the degree being studied.
- To ensure **periodic monitoring** of progress and notify Careers Services of any incident or deviation.
- To issue, at the end of the internship, the **final assessment report and the internship certificate**, according to the model established by ESDI.

b. ESDI Academic supervisor

Designated by Careers Services and acts as a representative of the university center monitoring the internships. Its functions are:

- To validate the **initial training plan**, ensuring coherence between the activities and the academic objectives of the degree.
- To provide **pedagogical follow-up** of the student and offer support in the event of difficulties or conflicts.
- To verify **compliance with educational commitments and legal obligations** of the company.
- To review and validate the final documentation for accreditation.

11.2. Training plan and monitoring

Before the start of the internship, the student and the company tutor must define an **individualized training plan**, which must include:

- Specific learning objectives and competencies to be developed.
- Detailed description of the tasks to be performed.
- Methodology and resources used.

- Monitoring and communication system with the academic supervisor.
- Evaluation criteria and indicators.

This plan must be validated by **ESDI Careers Services** before the agreement is signed.

During the internship, the supervisor must maintain periodic contact, at least once a month, to carry out a qualitative follow-up and identify possible improvements or incidents.

11.3. Final report and portfolio

At the end of the internship period, the following documentation must be submitted:

1. **Final report of the company supervisor**, stating:
    a. The degree to which the set objectives were achieved.
    b. The quality and adequacy of the work carried out.
    c. The assessment of professional skills and attitudes – initiative, responsibility, teamwork, etc.
    d. Observations and recommendations for programme improvement.
2. **The student's portfolio**, which must include:
    a. A detailed description of the tasks and functions performed.
    b. A critical reflection on the learning experience and the competences acquired.
    c. A personal self-assessment and, where appropriate, proposals for improvement for the centre or the company.
3. **Satisfaction survey**, mandatory for both the student and the company, for the institutional assessment of the quality of the programme.

All documentation must be submitted within 15 calendar days after the end of the internship.

11.4. Evaluation and accreditation

The academic supervisor will be responsible for issuing the **final assessment** of the internship, based on:

- The company supervisor's report.
- The student's portfolio.
- Participation and attitude during the internship period.

The result of the evaluation will be expressed as **"Accredited"** or **"Not accredited".** The activity will only be considered passed when the agreed hours have been completed and all the required documents have been submitted within the established deadlines.

11.5. Institutional monitoring and quality

Careers Services will integrate the results and reports of each call with the aim of:

- analyzing the satisfaction of companies and students,
- identifying good practices and opportunities for improvement,
- reviewing the selection criteria and active agreements,
- and ensuring alignment with quality standards.

CHAPTER III. ASSIGNMENT, MENTORING, AND FOLLOW-UP

ARTICLE 12. APPLICATION AND ASSIGNMENT OF INTERNSHIPS

1. Students interested in carrying out extracurricular external internships must submit a **formal application** to the ESDI Professional Careers Service, using the specific form available on the intranet.
2. The application must indicate, at least, the following information:
    a. Personal and academic data of the student.
    b. Area or professional profile of interest.
    c. Estimated period for the completion of the internship.
    d. Desired modality – face-to-face, hybrid or remote.
3. The internships can come from two routes:
    a. **Offers managed and published by ESDI** in its institutional internship exchange.
    b. **Proposals provided directly by the student**, provided that the company or entity complies with the legal, training and ethical requirements established by ESDI.
4. Before initiating any procedure, Professional Careers will verify:
    a. That the student meets all the academic, administrative and legal requirements established in these regulations.

b. That the company is legally constituted and that its activity is consistent with the student's degree.

c. That the proposed internship plan is of a **formative and not a work nature**, and responds to the pedagogical objectives of the programme.

5. Once the proposal has been validated, Professional Careers will begin the **process of formalizing the agreement**. Otherwise, it will inform the student of the reason for the refusal and, where appropriate, propose appropriate alternatives.

ARTICLE 13. FORMALISATION OF THE EDUCATIONAL COOPERATION AGREEMENT

13.1. Prior and mandatory nature

Before the start of any internship, it is mandatory that the company, the student and ESDI sign the **educational cooperation agreement** in accordance with the official model approved by the Universitat Ramon Llull in accordance with Royal Decree 592/2014.

Any practice that has begun without the prior formalisation of the agreement and without the corresponding notification of registration to the Social Security will not be recognised.

13.2. Minimum content of the agreement

The agreement must include, at least, the following elements:

- Identification data of the three parties – ESDI, company and student.
- Start and end dates of the internship.
- Total duration and estimated schedule.
- Training objectives and tasks to be carried out.
- Identification of the tutors appointed by the company and by ESDI.
- Monitoring and evaluation system.
- Financial compensation.
- Insurance coverage and registration with Social Security.
- Causes and procedure for early termination of the agreement.
- Confidentiality, intellectual property and personal data protection regime.

13.3. Administrative management

The management, review and administrative processing of the agreements will correspond exclusively to **Professional Careers**, which:

- Verify compliance with legal and academic requirements.
- They will process the registration and deregistration with the Social Security.
- He will guard the documentation and guarantee its correct signature.

13.4. Student Responsibility

The student must review the content of the agreement before signing, and submit all the required documentation within the established period. Failure to comply with this obligation may lead to the suspension or refusal of the internship.

13.4. Modifications and extensions

Any modification relating to dates, times, tasks or financial compensation must be formalised by means of an addendum to the agreement, signed by all parties before its entry into force.

ARTICLE 14. MONITORING, TUTORIALS AND EVALUATION

14.1. Dual Tutoring

Each student will have:

- **A professional tutor appointed by the collaborating company or entity**, responsible for daily monitoring, training support and evaluation of the development of the assigned tasks.
- **An academic tutor appointed by ESDI**, who will ensure compliance with the training plan, monitor the student's progress and ensure consistency between the activities carried out and the academic objectives of the programme.

14.2. Training plan

Before the start of the internship, the company tutor, in agreement with the academic tutor, must define an **individualized training plan** that includes:

- The learning objectives and competencies to be developed.
- The tasks, responsibilities and phases of the practice.

- Indicators or evidence of achievement.

This training plan must be validated by **Professional Careers** before the signing of the agreement.

14.3. Monitoring and communication

During the internship period:

- The student must maintain regular contact with the academic tutor, who may carry out follow-up visits or interviews, face-to-face or virtual.
- The company tutor will immediately inform ESDI of any incident, prolonged absence or serious breach of tasks or inappropriate conduct.
- The student may be required to report periodically or record their activity, with the approval of the company tutor.

14.4. Annual report and final reports

At the end of the internship period, the following must be submitted:

- **On the part of the student:** a **final report** with the description of the activities carried out, the learning acquired and a personal assessment of the training process.
- **On the part of the company:** a **final evaluation report** prepared by the professional tutor, who will assess skills, attitude, performance and achievement of objectives, according to the model provided by ESDI.

14.5. Accreditation and registration

The internships will only be **accredited** and recognized in the student's academic dossier when:

- All the stipulated hours have been completed.
- The report and the final report have been submitted on time.
- The academic tutor validates that the objectives of the training plan have been achieved.

14.6. Qualitative evaluation

The evaluation will be **qualitative**, assessing:

- The coherence between the training plan and the tasks carried out.

- The degree of competence and autonomy achieved.
- The professional attitude, responsibility and ability to integrate into the team.
- The assessment of the company tutor and the reflective memory of the student.

14.7. Certification

Once all the requirements have been validated, ESDI will issue an **official certificate of extracurricular internships**, which will state the duration, the collaborating company, the functions performed and the final assessment.

ARTICLE 15. REMUNERATION AND INSURANCE

15.1. Nature of the set-off

Extracurricular internships are **formative and not work-related**, but **are remunerated** as financial compensation for transportation and living expenses or to encourage the participation and autonomy of the student.

15.2. Obligation to register with Social Security

The collaborating entity must **register the student with Social Security**, in accordance with the provisions of Royal Decree-Law 2/2023, of 16 March, and the fifty-second Additional Provision of Royal Legislative Decree 8/2015, of 30 October.

This registration must be processed **before the start** of the internship and in no case may it be later than the date of incorporation. ESDI will not validate any practice in which the previous registration has not been accredited.

15.3. Recommended minimum amount

The amount of the compensation will be **agreed between the company and the student**, and must be stated in the agreement. ESDI recommends a minimum compensation **of 6 euros net** per hour actually performed, as a criterion of good practice and coherence with the professional design market.

15.4. Payments and management

The management of the payment and the corresponding withholdings are the sole responsibility of the collaborating entity. ESDI will not intervene in the economic management of the agreed amounts, limiting itself to verifying that the legal and Social Security obligations have been fulfilled.

15.5. Insurance and Coverage

During the internship period, the student will be covered by:

- Compulsory **school insurance**, for students under 28 years of age enrolled in official education.
- ESDI**'s accident and civil liability policy**, which covers any eventuality arising from the internship training activity. In the case of **international** internships, the student must take out additional **insurance** that guarantees medical, accident and civil liability coverage in the country of destination.

15.6. Liability for breach

In the event that the company does not process the registration with the Social Security or does not respect the established obligations, it will be responsible for any sanction or surcharge that may arise, expressly exempting ESDI and the student from any responsibility.

ARTICLE 16. EARLY RESOLUTION AND INCIDENTS

16.1. Grounds for early termination

The internship agreement may be terminated before the established period for any of the following reasons:

- Mutual agreement between the student, the company and ESDI.
- Serious breach of obligations by any of the signatory parties.
- Lack of attendance or repeated failure to comply with assigned tasks by the student.
- Malpractice or inappropriate behaviour by the company or the professional tutor.
- Justified supervening circumstances that make it impossible to continue the internship (illness, force majeure, closure of the company, etc.).
- End of the period of insurance coverage or residence permit, in the case of international students.

16.2. Procedure and communication

Any early termination must be **communicated in writing to Carreras Profesionales** with a **minimum notice of 15 calendar days**, provided that the nature of the cause allows it.

- The company must justify the cause for termination and deliver a **partial final valuation report.**

- The student must complete the **early resolution form** and, where appropriate, the partial final report.

ESDI will analyse the situation and determine whether the decision is **justified or unjustified**, with effects on the recognition or validation of the internships.

16.3. Immediate termination without notice

In cases of **serious malpractice, violation of rights, harassment, breach of contract or inappropriate treatment**, ESDI may unilaterally and immediately terminate the agreement, communicating it to the parties and guaranteeing the protection of the student. Likewise, if the student engages in conduct contrary to institutional values, disobedience or unjustified abandonment, ESDI may terminate the internship without the right to recognition.

16.4. Academic and administrative consequences

- In the event of a justified resolution, the student may request a reassignment of the company or the partial recognition of the hours worked, if these are sufficient and duly documented.
- In the event of **an unjustified decision** by the student, the internship will not be recognised and new ones will not be recognised until the following academic year.
- In the event of **serious non-compliance by the company**, it may be excluded from the ESDI network of collaborators and the incident will be formally recorded.

16.5. Derived responsibilities

Any damage, prejudice or economic cost arising from a resolution for serious breach will be **attributable to the responsible party**, without prejudice to the legal actions that may correspond. In particular, if the cause is attributable to the company and the student is left without Social Security or insurance coverage, the company must fully assume any surcharge or sanction derived.

16.6. Recording and Tracking

All early resolutions and incidents will be recorded and will be periodically analysed by the **Professional Careers Service** to identify recurring causes and propose institutional improvements.

ARTICLE 17. STUDENT OBLIGATIONS

17.1. Compliance with the legal and institutional framework

The student undertakes to fully respect these regulations, the educational cooperation agreement, the internal rules of ESDI and the current legislation on external academic internships, social security, data protection and prevention of occupational risks.

17.2. Commitment to the formative nature of the internship

The student must assume that the internship has a training purpose and does not constitute an employment relationship. Consequently, they must participate in them with a responsible, proactive and learning-oriented attitude, complying with the objectives established in the training plan.

17.3. Attendance, punctuality and follow-up

The student must:

- Regularly attend the company and comply with the agreed schedule.
- Immediately notify any absence or incident to the company tutor and to Professional Careers.
- Recover, where appropriate, the hours not worked for justified cause, with prior authorisation.
- Keep a record of hours and activities, which must be periodically validated by the company's tutor.

17.4. Communication and coordination with ESDI

The student must maintain fluid communication with their academic tutor and with the Professional Careers Service, reporting any situation that may affect the development or continuity of the internship (organisational problems, non-compliance, changes in tasks, conflicts, etc.).

17.5. Confidentiality and data protection

The student is obliged to maintain the **confidentiality** of all information to which he/she has access during the internship, without being able to disclose, copy or use it for personal or external purposes.

Likewise, it must respect the current regulations on the protection of personal data – **EU Regulation 2016/679 and Organic Law 3/2018** – as well as the company's internal policies.

17.6. Responsible use of company resources

The student must make appropriate and responsible use of the materials, equipment, facilities and credentials that are provided, without using them for purposes unrelated to their training activity. In case of negligence or damage due to misuse, it may be required to repair or replace the affected property, without prejudice to the corresponding disciplinary or academic measures.

17.7. Compliance with the entity's internal rules

The student must adapt to the culture, organization and internal regulations of the company, especially with regard to:

- Occupational risk prevention and safety.
- Use of computer devices and networks.
- Rules of coexistence, professional treatment and respect for colleagues.
- Communication, image and social media policy.

17.8. Prohibition of incompatible activities

During the internship period, the student may not carry out work or professional activities that interfere with their academic obligations or with the correct development of the internship.

17.9. Reports and final documentation

During the internship period, the student must submit within the established deadline:

- The **final report** of the internship, with a reflection on the tasks carried out, skills acquired and proposals for improvement.
- The **satisfaction survey** about the company and the process.

The submission of this documentation is an essential requirement for the recognition and certification of internships.

17.10. Inappropriate conduct and consequences

ESDI may terminate the internship if the student shows a **serious lack of responsibility, failure to comply with tasks, repeated absences, disrespectful attitude or behavior contrary to institutional values**.

In these cases, no internship period will be accredited nor will the hours worked be recognized.

ARTICLE 18. OBLIGATIONS OF THE COLLABORATING COMPANY OR ENTITY

18.1. Compliance with the legal and institutional framework

The collaborating company or entity undertakes to carry out the internships in accordance with the provisions of Royal Decree 592/2014, Royal Decree-Law 2/2023, Social Security regulations, legislation on occupational risk prevention and this educational cooperation agreement. Their actions must guarantee at all times the legal certainty, educational protection and integrity of the student.

18.2. Designation of a qualified professional tutor

The company must appoint an internship tutor with sufficient training and experience in the professional field related to the assigned tasks. This tutor will be responsible for:

- Plan and supervise the training activity.
- To facilitate technical and methodological support.
- Validate the time record.
- Complete monitoring and evaluation reports.
- Immediately notify ESDI of any incident affecting the student.

18.3. Definition and compliance with the training plan

Before the start of the internship, the company must provide a **plan of tasks and training objectives** consistent with the student's degree. In the case of 100% remote internships, it will be mandatory to present a detailed monitoring plan, with:

- Specific objectives.
- Evaluation systems.
- Frequency of follow-up meetings.
- Communication and coordination protocols.

This plan must be validated by ESDI before the agreement is signed.

18.4. Safety, prevention and equipment conditions

The company must guarantee that the student carries out the internship in adequate conditions of hygiene, safety and prevention of occupational risks, including:

- Information and prior training in ORP according to the tasks assigned.
- Supply of PPE if needed.
- Guarantee of a safe, respectful work environment free from any form of harassment, discrimination or violation of rights.

18.5. Compliance with the Social Security and Insurance Scheme

The company must strictly comply with the obligation to **register the student with Social Security** before the start of the internship and to process their withdrawal at the end of it, assuming all the legal responsibilities that arise from it.

Any non-compliance in this matter will be attributable exclusively to the company, which expressly exonerates ESDI from any administrative, economic or sanctioning liability.

18.6. Communication and collaboration with ESDI

The collaborating company must maintain fluid and constant communication with the ESDI Professional Careers Service and with the academic tutor, immediately informing them of:

- Any relevant incident during the development of the internship.
- Changes in the tasks, schedules or conditions initially agreed.
- Situations that may affect the formative nature or continuity of the internship.

The company agrees to submit to the monitoring, evaluation and quality control mechanisms established by ESDI.

CHAPTER IV - DISCIPLINARY REGIME AND RESPONSIBILITIES

ARTICLE 19. REGIME OF NON-COMPLIANCE

Failure to comply with the obligations established in these regulations or in the educational cooperation agreement by the student or the collaborating company may lead to the adoption of the corresponding measures, without prejudice to the legal responsibilities that may arise from it.

In particular, the following shall be considered **serious breaches**:

- The performance of **tasks outside** the training plan or of a covert work nature.
- The start of internships **without** a formalised agreement.

- Failure **to register** with Social Security.
- The **violation of fundamental rights** , confidentiality or data protection regulations.
- Repeated **failure to comply** with schedules, unjustified absences or inappropriate conduct.

ARTICLE 20. RESPONSIBILITIES AND CONSEQUENCES

In the event of **non-compliance by the student**, ESDI may:

- Suspend or terminate the internship.
- Not recognizing or accrediting the hours worked.
- Deny access to new internships during the same academic year.
- Apply, where appropriate, the disciplinary measures provided for in the general academic regulations.

In the event of **non-compliance by the company**, ESDI may:

- Terminate the agreement immediately.
- Temporarily or permanently exclude the entity from future collaborations.
- To make a formal record of the incidence in the institutional records.

CHAPTER V - FINAL PROVISIONS

ARTICLE 21. INTERPRETATION AND DEVELOPMENT

The interpretation of these regulations corresponds to the Professional Careers Service of ESDI, in coordination with the Academic Management and, where appropriate, with the legal services of the institution.

ESDI may issue internal instructions or interpretative criteria for the correct development and application of these regulations.

ARTICLE 22. MODIFICATION OF THE REGULATIONS

These regulations may be modified or updated by agreement of the competent body of ESDI, especially in the event of legislative, academic or organizational changes that require it.

The modifications will be published through the corresponding institutional channels and will be applicable from the date established in them.

ARTICLE 23. ENTRY INTO FORCE

These Regulations on extracurricular external academic internships for ESDI Bachelor's Degree students will enter into force on the day following its approval by the competent body and will be applicable to all internships started from this date.