REGULATIONS FOR EXTRACURRICULAR MASTER'S INTERNSHIPS

ESDI

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CHAPTER I - GENERAL PROVISIONS

ARTICLE 1. PURPOSE

The purpose of these regulations is **to establish the legal, academic and procedural framework** governing extracurricular **external academic internships undertaken by students** enrolled in university master's **degree programmes** at the School of Design (ESDI), a centre affiliated with Ramon Llull University (URL).

In accordance with the provisions of Royal Decree **592/2014 of 11 July and all other** applicable national and regional regulations, these internships are educational and non-employment in nature and are intended **to complement and deepen the advanced training inherent in master's degree** studies through a high-level professional experience that enables students to apply, integrate and expand specialised knowledge, advanced professional skills and capabilities in analysis, innovation or applied research.

As they are voluntary activities that are not integrated into the master's degree curriculum, extracurricular internships do not automatically result in academic recognition, without prejudice to their inclusion in the European Diploma Supplement or to other forms of institutional certification, in accordance with ESDI's internal regulations.

ARTICLE 2. NATURE AND PURPOSE

Extracurricular external academic internships constitute a voluntary educational activity that is not integrated into the curriculum and is **aimed at professional specialisation, qualified entry into employment and/or knowledge transfer** through professional experience in real working environments related to the master's area of specialisation.

These internships are not employment in nature and therefore do not create any contractual relationship between the student and the partner organisation, without prejudice to the latter providing financial compensation or an allowance for expenses in accordance with the regulations in force and the agreement signed.

The general objectives of extracurricular internships are:

- **To complement the advanced training provided by the** master's degree by applying the knowledge, methodologies and skills acquired in a professional environment.
- **To bring master's students closer to specialised professional practice in accordance** with the field of the master's degree.
- **To foster the development of professional and transferable skills** appropriate to postgraduate level (autonomy, responsibility, decision-making, teamwork and critical thinking).
- **To improve the employability and labour-market** integration of master's students by facilitating their first contact with the qualified employment market.
- **To guide and define the student's professional** project by comparing their interests with genuine career opportunities.

- **To enable the acquisition of specialised practical experience** without under any circumstances replacing a job position.

- To foster **collaboration** between ESDI and the business and institutional community.

ESDI, through Career **Services, shall be the body** responsible for ensuring the educational nature of the internships and their consistency with the academic objectives of the master's degree.

ARTICLE 3. SCOPE

These regulations are mandatory for all extracurricular internships undertaken by ESDI master's **students,** regardless of their format, duration or geographical location.

They apply to:

- **Students enrolled in official university master's** degree programmes taught by ESDI.

- **Companies, institutions or partner organisations** that sign an agreement with ESDI.

- **Teaching and administrative staff** involved in tutoring or monitoring.

- Career Services.

International internships are subject to these regulations, without prejudice to the legislation of the destination country.

ARTICLE 4. GUIDING PRINCIPLES

Internships shall be governed by the principles of educational quality, equal opportunities, institutional responsibility, transparency and legal certainty and shall be carried out in accordance with the following criteria:

a) Educational and non-employment nature

The main purpose of the internships is the student's education, not the provision of services or the replacement of a job position. Undertaking the internship does not create any employment relationship with the partner organisation.

b) Academic consistency with master's degree level

The activities undertaken must be related to the skills, content and professional profile of the master's degree studied.

c) Dual tutoring (academic and professional)

Each student shall have a professional tutor appointed by the partner organisation and an academic tutor assigned by ESDI. Together, they shall ensure the proper implementation of the training plan and compliance with the conditions established in the agreement.

d) Equality, respect and non-discrimination

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

e) Prior formalisation by means of an agreement

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

f) Ethical responsibility and confidentiality

The student, the company and the educational institution must all ensure compliance with ethical values, information confidentiality and data protection, as well as sustainability and good professional practice.

g) Continuous improvement and quality

Internships shall form part of the monitoring and assessment processes of ESDI's Internal Quality Assurance System (IQAS) and shall be assessed periodically in order to identify good practices and opportunities for improvement.

ARTICLE 5. APPLICABLE REGULATORY FRAMEWORK

Extracurricular master's internships are governed by the regulations in force applicable within the university sphere and, in particular, by the following provisions:

- **Royal Decree 592/2014 of 11** July, regulating **external academic internships** for university students.
- **Royal Decree-Law 2/2023 of 16 March,** adopting urgent measures to extend the **rights of students undertaking educational** internships in relation to their inclusion in the Social Security system.
- **Royal Decree 1493/2011 of 24 October,** regulating the terms and conditions for the inclusion **in the General Social Security Scheme of persons** participating in training programmes, insofar as it does not conflict with subsequent regulations.
- **Organic Law 3/2018 on Personal Data Protection and** the guarantee of digital rights, with regard to the processing of students' personal data.
- **Law 31/1995 on Occupational Risk Prevention,** in relation to the health and safety obligations applicable during internships.
- **The internal regulations of ESDI, FUNDIT** and URL concerning academic organisation, external internships, insurance, data protection and educational quality, as well as the **educational cooperation agreements** and the corresponding **individual internship annexes** governing the specific aspects of the management, monitoring and implementation of extracurricular master's internships.

In the event of a regulatory conflict, the higher-ranking provision shall prevail.

CHAPTER II - GENERAL REQUIREMENTS AND CONDITIONS

ARTICLE 6. STUDENT REQUIREMENTS

6.1. General admission requirements

Students may undertake extracurricular internships if they meet the following requirements:

- **Be enrolled in an** official university master's degree programme at ESDI.
- Have the prior **training required** to carry out specialised tasks.
- Be up to date with **their academic and administrative** obligations.
- **Not have an employment relationship** with the partner organisation.
- Have a **Social Security affiliation** number.
- Formalise the agreement in advance.

6.2. International students

- International students must provide proof of a **valid residence authorisation or visa** permitting them to undertake academic internships in Spain.
- Under no circumstances may ESDI process or recognise extracurricular internships for students whose **administrative status is** irregular.
- Students from the European Union must also hold a European Health **Insurance Card (EHIC)** or equivalent medical insurance covering the entire stay.

6.3. Student responsibilities

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

- That the internships are **exclusively educational in nature and** under no circumstances entail an employment relationship with the partner organisation.
- That they **are responsible for reviewing the information** in the agreement before signing it and **for fulfilling the obligations** arising both from the agreement and from these regulations.
- That they **must immediately notify Career Services** of any incident or change relating to their academic, administrative or immigration status that may affect the internship.
- That **failure to comply** with the established conditions may result in the **invalidation of the internship undertaken,** with no entitlement to academic recognition or a certificate of experience.

ARTICLE 7. DURATION AND SCHEDULE

7.1 Maximum duration and accumulation of internships

1. The total duration of extracurricular master's internships may **not exceed 750 hours per academic** year, regardless of the number of agreements or partner organisations with which the student undertakes them, in accordance with Royal **Decree 592/2014 and Royal Decree** 2/2023.

2. In justified cases, **ESDI Career Services may authorise** an exceptional extension of this limit, provided that:

    a. the educational **and extracurricular nature of the activity** is maintained;

    b. **current employment and Social** Security regulations are not breached;

    c. the **authorisation** is documented.

3. The calculation of hours shall begin on the **effective date of the agreement and upon effective registration with Social Security,** without exception.

7.2 Schedule and compatibility with teaching

1. Internships must be fully **compatible with the academic activity of the** master's degree and with class schedules and compulsory activities.

2. Any overlap with class hours may only be authorised in writing **and on** an exceptional **basis** by ESDI's Academic Management.

3. The **recommended** daily schedule shall be:

    - 3 to 4 hours during **teaching** periods.
    - 6 to 8 hours outside **teaching** periods.

4. Under no circumstances may 8 hours per day or 40 hours per week be exceeded, in accordance with employment and occupational risk prevention regulations.

5. **The schedule** must be agreed in **advance** between the partner organisation and the **student and** formally approved by ESDI Career Services.

6. Time devoted to activities unrelated to the educational **objectives or not** included in the approved work plan shall not be considered internship hours.

7.3 Internships at weekends, during special periods or at night

1. Internships undertaken at weekends, on public holidays or during night-time hours **may only be expressly and justifiably** authorised by Career Services when required by the nature of the project (events, audiovisual productions, exhibition installations, fashion shows, etc.).

2. The partner organisation must **guarantee** in writing:

    a. the **educational purpose** of the hours undertaken outside the usual schedule;

    b. compliance **with health and safety and risk prevention measures in accordance** with the regulations in force (Royal Legislative Decree 2/2015 and URL/ESDI regulations), as well as **the weekly rest period** established by law.

3. These special time slots may not **entail additional financial compensation beyond the** conditions established in the agreement.

7.4 Interruption or temporary suspension

1. The student must **immediately notify Career Services and the organisation in writing of any** circumstance preventing the continuation of the internship (illness, sick leave, academic holidays, personal incidents, etc.).

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

3. **If the interruption exceeds 30 consecutive** calendar days, Career Services shall assess the need to formalise a new agreement or an addendum to the existing agreement.

7.5 Completion and certification

1. The internship shall end on the date **established in the agreement** or when the **educational objectives set out in the** internship plan have been achieved.

2. Any change **to the internship period** (extension, reduction or change of schedule) must be authorised **and formalised by means of** an addendum signed by all three parties: the student, the partner organisation and ESDI.

3. Hours **or activities undertaken without prior authorisation** shall not be recognised or certified by the institution.

ARTICLE 8. LOCATION OF THE INTERNSHIP

8.1. Eligible organisations and general requirements

1. Extracurricular internships must take place in legally **established companies, institutions or organisations,** whether public or private, that carry **out activities related to ESDI's educational fields (graphic** design, fashion, audiovisual media, product, interaction, innovation management, etc.).

2. Partner organisations must have the material, human **and technical resources required** to ensure the proper implementation of the internship and the achievement of the established educational objectives.

3. Internships shall not be authorised in companies or **organisations that cannot guarantee suitable conditions for learning, safety or respect for students'** rights, or where situations of exploitation, precariousness or misuse of intern status are identified.

8.2. Formats

Internships may take any **of the following formats, provided** that ESDI approves the training plan in advance:

1. **On-site:** undertaken entirely at the premises of the company or partner organisation.
2. **Hybrid:** combining on-site and remote periods, with a minimum of **40% on-site activity to** ensure contact with the professional environment.
3. **Remote (100%):** authorised only where the nature of the tasks permits and the company **submits a specific monitoring and assessment plan with** measurable objectives, defined communication channels and a system for monitoring attendance and results.

8.3. Conditions for remote or international internships

1. For fully remote internships, **the** monitoring plan must specify:
    a. The **specific tasks** assigned.
    b. The **educational and competency-based objectives to** be achieved.
    c. The **working** methodology **and tools** used.
    d. The **assessment schedule** and **periodic meetings with the company** tutor.

    This plan must be **validated by Career Services** before the agreement is signed.
2. For international **internships,** both within and outside the European Union, the student must provide proof of:
    a. International **medical and civil liability insurance** covering the entire internship period.
    b. In the case of countries outside the **European Union, a valid visa or residence permit** allowing the student to undertake educational internships.
    c. The partner organisation must comply with **the employment and safety regulations** of the destination country and guarantee a **suitable learning and protection** environment.

    ESDI may refuse to sign international or remote agreements where **sufficient guarantees of monitoring, training or legal certainty are not** provided.

8.4. Institutional responsibility and monitoring

1. All partner organisations must appoint **an internship tutor responsible** for the student's educational support and for communication with the institution.
2. As the unit responsible for internship management, Career Services shall ensure that **proposed positions are suitable for the student's profile** and the objectives of the qualification **and may reject those that fail to meet quality or safety** standards.

3. Any incident or conflict arising during the internship must be reported immediately to Career Services, which shall act as mediator **and supervisory** body.

8.5. Data protection, confidentiality and intellectual property

1. Both the company and the student must comply with **Organic Law 3/2018 on Personal Data Protection** and **Regulation (EU)** 2016/679.

2. The student undertakes to maintain **the confidentiality of all** information accessed during the internship and **not to disclose or use for personal purposes** any material or project developed unless expressly authorised by the company.

3. Any intellectual or industrial property rights arising from the internship **must be expressly regulated in the educational** cooperation agreement or its annex. In the absence of express provisions, the applicable intellectual property regulations shall apply, with no presumption of assignment or automatic co-ownership.

ARTICLE 9. AGREEMENT AND FORMALISATION

9.1. Mandatory nature of the agreement

Any extracurricular internship is strictly conditional upon the prior signing **of an educational cooperation agreement between** the three parties:

a. the company or partner organisation,

b. the student, and

c. the School of Design (ESDI).

This agreement constitutes the **sole and binding legal framework** governing the conditions, obligations and rights of all parties involved.

No internship may begin without the agreement having been signed, institutionally validated and prior notification of **registration with Social Security having been made in** accordance with the regulations in force.

9.2. Minimum content of the agreement

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

1. **Identification of the parties:** full details of the partner company or institution, the student and ESDI.

2. **Purpose and objectives:** a description of the project or educational activities to be carried out, expressly stating their non-employment nature.

3. **Duration and period:** start and end dates, with the total number of hours and planned weekly distribution.

4. **Schedule and commitment arrangements:** specifying whether the internship takes place during or outside the teaching period and whether it is on-site, hybrid or remote.

5. **Educational objectives and assigned** tasks, directly corresponding to the competencies of the curriculum.

6. **Identification of the tutors:**

    a. *Company tutor:* professional appointed by the partner organisation.

    b. *Academic tutor:* member of teaching staff or ESDI representative responsible for educational monitoring.

7. **Monitoring and assessment methodology:** provision for monitoring of the internship by the academic tutor and the organisation's tutor, as well as the preparation of a final report or certificate attesting to the activities undertaken and skills acquired, without assigning an academic grade.

8. **Financial compensation:** amount, frequency and nature of the consideration (allowance, grant or subsistence allowance).

9. **Insurance arrangements:** express indication of Social Security coverage, accident insurance and civil liability insurance.

10. **Confidentiality and data protection:** a specific clause in accordance with the data protection regulations in force.

11. **Grounds and procedure for early termination.**

12. **Intellectual or industrial property arrangements** for the work or projects developed.

13. **Jurisdiction and competent** body for dispute resolution.

9.3. Administrative processing and validation

1. Administrative management of the agreement falls exclusively **to Career Services as the** unit responsible for external internships.

2. Before signing, Career Services shall verify that:

    a. the internship position is suitable for the student's profile,

    b. the documentation is complete and correct,

    c. and the company meets all legal and educational requirements.

3. Once validated, the agreement must **be signed digitally** or on paper by all parties and shall be considered formalised only when ESDI confirms its registration and **effective start** date.

9.4. Commencement and validity

1. Internships may begin only after the **agreement has been validated and registered and shall never have retroactive** effect.

    a. The period of validity shall be that specified in the signed document and may not exceed the maximum annual limit established by these regulations.

    b. Any extension shall require ESDI's express **authorisation** and the signing of an annex to the original agreement.

9.5. Grounds for early termination

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

1. **By mutual agreement** between the three parties.
2. **For serious breach of** the obligations established in the agreement or in these regulations.
3. **Following the student's** justified withdrawal, subject to written notification **with at least 15 calendar days'** notice.
4. **By decision of the partner company,** with 15 **calendar days' notice and** a reasoned notification to Career Services.
5. **Due to duly** substantiated force majeure (illness, company closure, etc.).
6. **Due to professional malpractice or inappropriate conduct** by either the student or the company, as determined by ESDI following an assessment of the facts.

In these cases, ESDI may:

- Immediately suspend the internship,
- terminate the agreement,
- and, where appropriate, issue **a report recording failure to pass or impose an** academic sanction in the event of non-compliance by the student.

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

9.6. Prohibition on commencing an internship without an agreement

It is strictly prohibited to commence an internship **without the agreement having been signed and prior notification having been** made to Social Security. Hours completed under these circumstances shall not be recognised or certified, **and ESDI shall assume no liability** arising from any employment, legal or insurance-related incidents.

9.7. Registration and document custody

All agreements and annexes shall form part of **the institutional records of Career Services** and shall be registered in order to ensure their traceability, transparency and periodic review.

ARTICLE 10. REMUNERATION

10.1. Nature of the financial compensation

Extracurricular internships **may include financial compensation in** the form of study support or assistance with expenses arising from the internship (transport, accommodation, subsistence or similar).

This compensation **is not salary in nature,** since the internships are strictly educational and do not establish an employment relationship between the student and the partner company, in accordance with Article 1.3 of the Workers' Statute and Royal Decree 592/2014 of 11 July, regulating external academic internships for university students.

10.2. Obligations of the partner company

If the company or organisation **offers the student financial** compensation, it must comply with the following obligations:

1. **Notify ESDI in writing in** advance of the amount, frequency (monthly or for partial periods) and nature of the financial compensation.

2. **Pay the agreed amount within** the established deadlines.

3. **Issue a receipt or documentary proof of payment,** which the student must retain as supporting documentation for the internship.

4. In the event of early termination of the **agreement, settle the compensation** proportionally for the time actually completed.

10.3. Minimum amount

In order to guarantee equal opportunities and consistency with industry standards, ESDI establishes **minimum financial compensation equivalent to €6 net per hour of internship** actually completed.

This amount may be adjusted by agreement between the parties according to:

- the number of hours,
- the level of qualification required for the assigned tasks,
- the geographical location or associated costs, and
- the company's remuneration policy.

10.4. Non-payment or non-compliance by the company

If the company fails to pay the agreed financial compensation or to comply with Social Security contribution obligations, **ESDI reserves the right to:**

a. **Immediately suspend or terminate the agreement and** inform the student accordingly.

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

c. **Formally require the company to fulfil its outstanding obligations, in the name and** interests of the student, in accordance with the legal framework for educational cooperation.

Furthermore, ESDI **shall not recognise hours or** experience corresponding to periods completed under circumstances of financial or legal irregularity.

10.5. Responsibility and supervision

ESDI Career **Services is responsible for** verifying that the agreed financial compensation and Social Security registrations **have been correctly processed before the** internship begins.

Career Services may also request documentary evidence **of payments or contributions at any time** for review and filing.

ARTICLE 11. MONITORING, SUPERVISION AND ASSESSMENT

11.1. Tutoring and duties of the responsible persons

Each extracurricular internship must be supervised by **two principal tutors,** who shall act in coordination to ensure the proper educational implementation of the activity:

1. **Professional or company tutor**

   Appointed by the partner organisation, this person shall be responsible for welcoming, guiding and monitoring the student on a daily basis at the internship location. Their main duties are:

   - To define, jointly with the student, the **tasks, objectives and competencies to be achieved** during the internship period.
   - To ensure that **the student receives** effective training relevant to the qualification being studied.
   - To provide **periodic monitoring** of progress and report any incident or deviation to Career Services.
   - At the end of the internship, to issue **the final assessment report and internship certificate in** accordance with the model established by ESDI.

2. **ESDI academic tutor**

Appointed by Career Services, this person acts as the university institution's representative in monitoring the internship. Their duties are:

- To validate **the initial training plan,** ensuring consistency between the activities and the academic objectives of the qualification.
- To monitor **the student's** educational progress and provide support in the event of difficulties or conflicts.
- To verify **compliance with the educational commitments and the company's legal** obligations.
- To review and validate the final documentation for certification.

11.2. Training plan and monitoring

Before the internship begins, the student and the company tutor must define an **individualised training plan,** which shall include:

- Specific learning objectives and competencies to be developed.
- A detailed description of the tasks to be carried out.
- The methodology and resources used.
- The monitoring and communication system with the academic tutor.
- Assessment criteria and indicators.

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

During the internship, the tutors must maintain periodic contact, at **least once a** month, to carry out qualitative **monitoring and identify** possible improvements or incidents.

11.3. Final report and placement report

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

1. **Final report by the company tutor,** stating:
    a. The extent to which the established objectives have been achieved.
    b. The quality and suitability of the work undertaken.
    c. The assessment of professional competencies and attitudes (initiative, responsibility, teamwork, etc.).
    d. Observations and recommendations for improving the programme.
2. **Student's final placement report,** which shall include:

a. A detailed description of the tasks and duties performed.

b. A critical reflection on the learning experience and the competencies acquired.

c. A personal self-assessment and, where appropriate, proposals for improvement for the institution or company.

3. **A satisfaction survey,** compulsory for both the student and the company, for the institutional assessment of the programme's quality.

All documentation must be submitted **within 15 calendar days following completion of the** internship.

11.4. Assessment and certification

The academic tutor shall be responsible for issuing the **final assessment** of the internship on the basis of:

- The company tutor's report.
- The student's final placement report.
- The student's participation and attitude during the internship period.

The outcome of the assessment shall be expressed as **"Accredited"** or "Not **accredited".** The activity shall be considered successfully completed only when the agreed hours have been completed and all required documents have been submitted within the established deadlines.

11.5. Institutional monitoring and quality

Career Services shall compile the results and reports from each internship round with the aim of:

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

CHAPTER III. ALLOCATION, TUTORING AND MONITORING

ARTICLE 12. APPLICATION FOR AND ALLOCATION OF INTERNSHIPS

1. Students interested in undertaking extracurricular external internships must **submit a formal** application to ESDI Career Services using the specific form available on the intranet.

2. The application must include at least the following information:

    a. The student's personal and academic details.

    b. Area or professional profile of interest.

    c. Estimated internship period.

    d. Preferred format (on-site, hybrid or remote).

3. Internships may be obtained through two channels:

    a. **Opportunities managed and published by ESDI** on its institutional internship portal.

    b. **Proposals submitted directly by the student, provided** that the company or organisation meets the legal, educational and ethical requirements established by ESDI.

4. Before commencing any procedure, **Career Services shall** verify:

    a. That the student meets all the academic, administrative and legal requirements established in these regulations.

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

    c. That the proposed internship plan is **educational and non-employment in nature** and meets the programme's educational objectives.

5. Once the proposal has been validated, Career Services shall begin the **process of formalising the agreement.** Otherwise, it shall notify the student of the reason for the refusal and, where appropriate, propose suitable alternatives.

ARTICLE 13. FORMALISATION OF THE EDUCATIONAL COOPERATION AGREEMENT

13.1. Prior and mandatory nature

Before any internship begins, the company, the student and ESDI must sign the educational **cooperation agreement in accordance** with the official model approved by Ramon Llull University pursuant to Royal Decree 592/2014.

No internship commenced without the prior formalisation of the agreement and the corresponding notification of registration with Social Security shall be recognised.

13.2. Minimum content of the agreement

The agreement must include at least the following elements:

- Identification details of the three parties (ESDI, company and student).

- Internship start and end dates.
- Total duration and estimated schedule.
- Educational objectives and tasks to be carried out.
- Identification of the tutors appointed by the company and ESDI.
- Monitoring and assessment system.
- Financial compensation.
- Insurance coverage and Social Security registration.
- Grounds and procedure for early termination of the agreement.
- Confidentiality, intellectual property and personal data protection arrangements.

13.3. Administrative management

The management, review and administrative processing of agreements shall fall exclusively to **Career Services, which** shall:

- Verify compliance with legal and academic requirements.
- Process registration with and deregistration from Social Security.
- Keep the documentation in custody and ensure that it is properly signed.

13.4. Student responsibility

The student must review the content of the agreement before signing and submit all required documentation within the established deadline. Failure to fulfil this obligation may result in the suspension or refusal of the internship.

13.5. Amendments and extensions

Any change relating to dates, schedules, tasks or financial compensation must be formalised by means of an addendum to the agreement signed by all parties before it enters into force.

ARTICLE 14. MONITORING, TUTORING AND ASSESSMENT

14.1. Dual tutoring

Each student shall have:

- **A professional tutor appointed by the company or partner organisation,** responsible for daily monitoring, educational support and assessment of the performance of the assigned tasks.

- **An academic tutor appointed by ESDI, who** shall ensure compliance with the training plan, monitor the student's progress and guarantee consistency between the activities undertaken and the programme's academic objectives.

14.2. Training plan

Before the internship begins, the company tutor, in agreement with the academic tutor, must define an **individualised training plan** including:

- The learning objectives and competencies to be developed.

- The tasks, responsibilities and stages of the internship.

- The indicators or evidence of achievement.

This training plan must be validated **by Career Services** before the agreement is signed.

14.3. Monitoring and communication

During the internship period:

- The student must maintain regular contact with the academic tutor, who may conduct monitoring visits or interviews, either in person or online.

- The company tutor shall immediately inform ESDI of any incident, prolonged absence, serious failure to carry out tasks or inappropriate conduct.

- The student may be required to submit periodic reports or activity records approved by the company tutor.

14.4. Final placement report and reports

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

- **By the student:** a final **placement report** describing the activities undertaken, the learning acquired and a personal assessment of the training process.

- **By the company:** a final **assessment report prepared by** the professional tutor, assessing competencies, attitude, performance and achievement of objectives in accordance with the model provided by ESDI.

14.5. Certification and registration

Internships shall be eligible **for certification** and recognition in the student's academic record only when:

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

14.6. Qualitative assessment

The assessment shall be qualitative **and shall** evaluate:

- The consistency between the training plan and the tasks undertaken.
- The level of competence and autonomy achieved.
- Professional attitude, responsibility and the ability to integrate into the team.
- The company tutor's assessment and the student's reflective placement report.

14.7. Certification

Once all requirements have been validated, ESDI **shall issue an official extracurricular internship** certificate stating the duration, partner company, duties performed and final assessment.

ARTICLE 15. REMUNERATION AND INSURANCE

15.1. Nature of the compensation

Extracurricular internships are educational **and non-employment in nature** but may **be remunerated,** where appropriate, through financial compensation for transport or subsistence expenses or to encourage the student's participation and autonomy.

In order to promote good practices and guarantee equal opportunities among students, ESDI recommends and encourages the remuneration of extracurricular internships through financial compensation appropriate to the number of hours and the tasks undertaken.

Where applicable, this compensation must be stated in the corresponding agreement or annex and shall be agreed between the partner organisation and the student in accordance with the criteria of educational responsibility and customary practices in the professional sector.

15.2. Obligation to register with Social Security

The partner organisation must **register the student with Social Security** in accordance with 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 internship** begins and may under **no circumstances take place after** the starting date. ESDI shall not validate any internship for which prior registration has not been evidenced.

15.3. Recommended minimum amount

The amount of compensation shall be agreed between the company and the student and must be stated in the agreement. ESDI recommends minimum compensation of €6 net per hour actually completed as a criterion of good practice and consistency with the professional design market.

15.4. Payments and management

Management of the payment and the corresponding withholdings is the sole responsibility of the partner organisation. ESDI shall not intervene in the financial management of the agreed amounts and shall limit itself to verifying compliance with legal and Social Security obligations.

15.5. Insurance and coverage

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

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

15.6. Liability for non-compliance

If the company fails to register the student with Social Security or does not comply with the established obligations, it shall be liable for any penalty or surcharge that may arise, expressly releasing ESDI and the student from any liability.

ARTICLE 16. EARLY TERMINATION AND INCIDENTS

16.1. Grounds for early termination

The internship agreement may be terminated before the planned date 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.
- **Absence or repeated failure by the student to** perform the assigned tasks.
- **Malpractice or inappropriate conduct** by the company or professional tutor.
- **Justified unforeseen circumstances** that prevent the internship from continuing (illness, force majeure, company closure, etc.).
- **Expiry of the insurance coverage period or residence permit in the** case of international students.

16.2. Procedure and notification

Any early termination must be **notified in writing to Career Services with** at **least 15 calendar days' notice,** whenever the nature of the reason permits.

- The company must substantiate the reason for termination and submit **a partial final assessment** report.
- The student must complete the early **termination form and, where** appropriate, the partial **final placement** report.

ESDI shall analyse the situation and determine whether the termination **is justified or unjustified,** with consequences for the recognition or validation of the internship.

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, notify the parties and ensure the student's protection. Likewise, if the student engages **in conduct contrary to institutional values, disobedience or unjustified abandonment,** ESDI may terminate the internship without entitlement to recognition.

16.4. Academic and administrative consequences

1. In the event **of justified termination,** the student may request **reassignment to another company or partial recognition** of the hours completed, provided that they are sufficient and duly documented.

2. In the event **of unjustified termination by the student, the internship completed shall not be recognised and the student may not begin another internship** until the following academic year.

3. In the **event of serious non-compliance** by the company, it **may be excluded from ESDI's network of partners** and a formal record of the incident shall be made.

16.5. Resulting liabilities

Any damage, loss or financial cost arising from termination due to serious non-compliance shall be **attributable to the responsible** party, without prejudice to any legal action that may be applicable. In particular, if the cause is attributable to the company and the student is left without Social Security or insurance coverage, the company must assume in full any resulting surcharge or penalty.

16.6. Registration and monitoring

All early terminations and incidents shall be recorded and periodically analysed by Career **Services in order 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 comply fully with these regulations, the educational cooperation agreement, ESDI's internal rules and the legislation in force concerning external academic internships, Social Security, data protection and occupational risk prevention.

17.2. Commitment to the educational nature of the internship

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

17.3. Attendance, punctuality and monitoring

The student must:

- Attend the company regularly and comply with the agreed schedule.
- Immediately notify the company tutor and Career Services of any absence or incident.
- Where appropriate, make up hours not completed for a justified reason, subject to prior authorisation.
- Keep a record of hours and activities, which must be periodically validated by the company tutor.

17.4. Communication and coordination with ESDI

The student must maintain effective communication with their academic tutor and Career Services, reporting any situation that may affect the implementation or continuity of the internship (organisational problems, non-compliance, changes of tasks, conflicts, etc.).

17.5. Confidentiality and data protection

The student is required to maintain **the confidentiality** of all information accessed during the internship and may not disclose, copy or use it for personal or external purposes.

They must also comply with the regulations in force concerning **personal data protection (Regulation (EU) 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 use the materials, equipment, facilities and credentials provided to them appropriately and responsibly and may not use them for purposes unrelated to their educational activity. In the event of negligence or damage caused by misuse, the student may be required to repair or replace the affected property, without prejudice to the corresponding disciplinary or academic measures.

17.7. Compliance with the organisation's internal rules

The student must adapt to the company's culture, organisation and internal regulations, especially in relation to:

- Occupational risk prevention and safety.
- Use of devices and computer networks.
- Rules of conduct, 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 undertake employment or professional activities that interfere with their academic obligations or with the proper implementation of the internship.

17.9. Final reports and documentation

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

- The **final internship** placement report, including a reflection on the tasks undertaken, the competencies acquired and proposals for improvement.
- The **satisfaction survey concerning** the company and the process.

Submission of this documentation is an essential requirement for the recognition and certification of the internship.

17.10. Inappropriate conduct and consequences

ESDI may terminate the internship if the student demonstrates a **serious lack of responsibility, failure to perform tasks, repeated absences, a disrespectful attitude or conduct contrary to institutional** values.

In such cases, no internship period shall be certified and the hours completed shall not be recognised.

ARTICLE 18. OBLIGATIONS OF THE COMPANY OR PARTNER ORGANISATION

18.1. Appointment 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 shall be responsible for:

- Planning and supervising the educational activity.
- Providing technical and methodological support.
- Validating the record of hours.
- Completing the monitoring and assessment reports.
- Immediately notifying ESDI of any incident affecting the student.

18.2. Definition of and compliance with the training plan

Before the internship begins, the company must provide a plan of **tasks and educational objectives** consistent with the student's qualification. In the case of 100% remote **internships,** a detailed monitoring **plan must be submitted,** including:

- Specific objectives
- Assessment systems
- Frequency of monitoring meetings
- Communication and coordination protocols

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

18.3. Safety, prevention and equipment conditions

The company or partner organisation must ensure that the student undertakes the internship under appropriate conditions of hygiene, safety and occupational risk prevention, in accordance with the regulations in force and the nature of the assigned tasks.

To this end, the company undertakes to:

- **Inform and train the student in advance on occupational risk prevention in** accordance with the duties they will perform.
- **Provide the necessary personal protective equipment** (PPE), where appropriate.
- Guarantee **a safe and respectful working environment free from any form of harassment, discrimination or violation** of rights.

18.4. Compliance with Social Security and insurance arrangements

The company must strictly comply with the obligation **to register the student with Social** Security before the internship begins and to deregister them upon completion, assuming all resulting legal liabilities.

Any failure to comply in this regard shall be attributable exclusively to the company, which expressly releases ESDI from any administrative, financial or sanction-related liability.

18.5. Communication and collaboration with ESDI

The partner company must maintain effective and continuous communication with ESDI Career Services and the academic tutor and immediately report:

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

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

CHAPTER IV - DISCIPLINARY REGIME AND LIABILITIES

ARTICLE 19. NON-COMPLIANCE REGIME

Failure by the student or partner company to comply with the obligations established in these regulations or in the educational cooperation agreement may result in the adoption of the corresponding measures, without prejudice to any legal liabilities that may arise.

The following in particular shall be **considered serious** breaches:

- Performing tasks **unrelated to the** training plan or constituting disguised employment.
- Commencing **an internship without a formalised** agreement.
- Failure **to register with Social** Security.
- Violation **of fundamental** rights, confidentiality or data protection regulations.
- Repeated **failure to comply with** schedules, unjustified absences or inappropriate conduct.

ARTICLE 20. LIABILITIES AND CONSEQUENCES

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

- Suspend or terminate the internship.
- Refuse to recognise or certify the hours completed.
- Deny access to new internships during the same academic year.
- Where appropriate, apply 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 organisation from future collaborations.
- Make a formal record of the incident in the institutional records.

CHAPTER V - FINAL PROVISIONS

ARTICLE 21. INTERPRETATION AND IMPLEMENTATION

Responsibility for interpreting these regulations lies with ESDI Career Services, in coordination with Academic Management and, where appropriate, the institution's legal services.

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

ARTICLE 22. AMENDMENT OF THE REGULATIONS

These regulations may be amended or updated by agreement of ESDI's competent body, particularly in the event of legislative, academic or organisational changes that so require.

Amendments shall be published through the corresponding institutional channels and shall apply from the date established.

ARTICLE 23. ENTRY INTO FORCE

These **Regulations governing extracurricular external academic internships for ESDI master's students shall** enter into force on the day following their approval by the competent body and shall apply to all internships commencing from that date.