

## **PART-TIME COLLABORATION INTERNSHIPS**

**2017–2018 academic year, FIRST semester**

### **Internships and procedures**

#### **PURPOSE OF THE INTERNSHIPS**

CEU Cardenal Herrera University puts an extend paid collaboration internships to the disposal of its students. The purpose of these internships is to give them the chance to collaborate with the University as well as to help them finance their studies and:

- Help us to improve our communication with our current international students.
- Help us to enhance the integration between national and international students.
- Help us to provide better information to prospective international students about the student experience in CEU Cardenal Herrera University.

Procedural Regulations on these internships are laid down in R.D. 1493/2011, of October 24. This document determines the terms and conditions for inclusion in the Spanish General Social Security Plan of persons who take part in training programs, in accordance with what is specified in the third additional disposition of Law 27/2011, of August 1, on actualization, adaptation and modernization of the Social Security system. (Students will need to be in possession of their NIE)

#### **INCOMPATIBILITY OF INTERNSHIPS**

The internships are **incompatible** with:

- Any other collaboration internship at CEU-UCH Cardenal Herrera University.
- The participation during the collaboration internships in the program of Voluntary Internships.
- Any professional activity, whether full or part-time.
- Study grants from the Fundación Universitaria San Pablo CEU.
- Any doctorate or postgraduate scholarship.
- Any other scholarship or study grant from the Fundación Universitaria San Pablo CEU or any other institution founded by Asociación Católica de Propagandistas.
- Any incompatibility arising from R.D. 1493/2011, of October 24.

## **APPLICANT'S REQUIREMENTS**

International students being admitted in a program at any of the CEU Cardenal Herrera University.

Timely and orderly submission of the application (the form is available on the web page).

## **FORMALIZATION OF THE APPLICATION AND DOCUMENTATION**

Application forms need to be sent in duplicate, orderly filled out and signed, along with the following documentation:

- Application forms in duplicate, orderly filled out and signed.
- CV with photograph.
- Short text in which the student explains his/her motives for enrolling for the internship, emphasizing the personal qualities that in his/her opinion make him/her the suitable candidate.
- Any other merit the candidate considers an advantage, in relation to the internship.
- Other documents (for example, NIE, a portfolio, or reference letters)
- Documentation related with the Socio-economic family situation.

## **SUBMISSION OF APPLICATION AND PERIOD**

The applications can be submitted by mail to [scholarships@uch.ceu.es](mailto:scholarships@uch.ceu.es)

Only confirmed reception will be taken in account.

## **SELECTION OF CANDIDATES AND GRANTING OF SCHOLARSHIPS**

A selection committee (Rector, Vice-rector of International Relations, Vice-rector of Students and University Affairs, Deans and professors) will examine the applications and the granting of the internships. The following will be taken into account:

- The suitability of the candidate to carry out the tasks he/she is asked to do.
- Academic merits.
- Socio-economic family situation.

After the internships have been granted, the decision will be communicated to each of the candidates, first, by telephone and, later, by regular mail. The decision is irreversible.

Because of the charitable character of the Fundación CEU San Pablo and the aid in the form of an internship, as well as the confidential information communicated by the committee,

candidates who do not obtain an internship will only have access to the part of the files that applies to them.

CEU Cardenal Herrera University reserves the right to modify the internships in accordance with the necessities of the University services.

### **ECONOMIC SPECIFICATIONS**

The economic grant will be equal to the gross amount indicated in the corresponding selection period (255 €/month).

Every grant will be subject to the tax deduction that corresponds to what is stated in the Personal Income Tax Law (I.R.P.F.) and the regulation established in R.D. 1493/2011, of October 24.

The fiscal obligations to which the beneficiary is subject will be his exclusive responsibility.

### **DURATION**

The grant starts in Friday, September 1<sup>st</sup> and ends in Friday, December 22<sup>nd</sup>.  
The time work is 15 h/week.

### **WORKING CONDITIONS**

This collaboration internship does not establish any professional or contractual relationship with Fundación Universitaria San Pablo CEU.

### **FORM OF PAYMENT**

Since the entry into force of R.D.1493/2011, of October 24, internships are paid monthly.

The payments will be made to the Spanish bank account that the beneficiary indicates in the University's Human Resources Department.

### **OBLIGATIONS OF THE BENEFICIARIES**

Interns are obliged to:

- Communicate in writing to the Vice Rectorate of Students and University Affairs they accept or renounce the internship. This must happen within 5 days of being notified the application was accepted. If the candidate does not contact the Vice Rectorate within this time, it will be assumed they renounce the internship. In such case, they will lose all rights they thus acquired.

- Do the work their internship consists of in the corresponding period of time under the guidance of the person that is responsible. This means they have to do their work in the corresponding periods. They have to respect their timetable and maintain a responsible working attitude.
- Be rigorously secretive with all the information they acquire that relates either to their work or to the university itself, its members or its activity. The candidate will explicitly accede to this obligation.
- Refrain from accessing or facilitating the access of a third party to the documents or materials that are property of the university and that are necessary to carry out its tasks. This applies specifically to documents and materials that expressly or tacitly are used by the university's management; especially its databases.
- Behave in a way that is in accordance with academic practices, and, at any rate, compatible with the statutes and legal regulations that are in force.
- Communicate their decision to relinquish the internship they are doing at least 15 days in advance.

#### **RELINQUISHING THE INTERNSHIP**

Relinquishing the internship will cause the intern to lose the percentage of time that remains.

The student shall immediately write a letter of withdrawal directed to the Vice Rectorate of Students and University Affairs as well as the Human Resources Department (located in Staff Management) in the event they relinquish their internship so that they can be unsubscribed from the Spanish Social Security System.

#### **CAUSES OF ANNULMENT OF THE INTERNSHIP**

The Vice-Rectorate of Students and University Affairs after examination of the evaluation report by the tutor or any other report that qualifies examination can annul the internship if any or several of the following apply.

- The intern presents inadequate behavior or is in serious breach with the obligations entailed by their position.
- The intern repeatedly breaches their obligations or leaves their place of work without a justified reason. This will not only cause the annulment of the collaboration internship; the intern will also for the rest of the academic year and the next one lose the right to apply for grants and internships, including collaboration internships, at

CEU Cardenal Herrera University, as well as those external entities offer to our students.

The intern is in breach with the document on Rules and Regulations for students (especially the content under Section 4 on Internships and grants, article 18), the document on Norms regarding the Organization and Functioning of CEU Cardenal Herrera University, and the current legislation. However, the gravity of the offences will, before taking a decision, be taken into account, as well as the relation these have with the person's status as an intern.

The annulment of the collaboration internship due to the aforementioned causes will cause the student to lose all revenue starting from the date of cancellation of the contract.

#### **CERTIFICATE OF COMPLETION OF THE INTERNSHIP**

At the end of the internship, the intern can request a Certificate that proves they successfully completed their tasks, including a report card and evaluation letter.

#### **COMMITMENT BY PARTICIPANTS AND BENEFICIARIES**

The candidates for an internship, as well as the interns and beneficiaries of a scholarship grant, merely by participating in the selection procedure, the internship itself or any other of the internship's phases explicitly and in its entirety accept the procedure regulations described in this document, as well as the decisions taken by the selection committee and the Vice Rectorate of Students and University Affairs.