

UOC



So you are hosting a UOC internship student?

A guide for companies
and organizations

Universitat Oberta
de Catalunya

Internships are an integral part of students' training. They give students a chance to take the knowledge and competencies acquired during their studies and fully apply them in a professional setting, gaining experience and specialization in the related field.

However, they are an excellent opportunity for companies as well, as they give them access to future talent and a way to influence students' professional growth. In the case of the UOC, they are students from a quality online university, the first of its kind in the world, with a community of more than 200,000 people from over 90 countries.

The UOC has drawn up this manual as a guide for companies that wish to host UOC students on internships to ensure that the students get the most from their training and are better able to join the world of work in their field of study.

How does hosting a UOC student on an internship benefit the company?

An internship does not just benefit the student in terms of training, it also benefits the host company. Most importantly:



You will have specialized talent in the field joining your team for the entire duration of the agreement.



You will be working with the world's first online university.





What types of internship are there?

Curricular vs non-curricular internships

Curricular internships are a compulsory or optional course on a degree's programme of study. Therefore, students enrol on them and carry them out during an academic semester.

With **non-curricular internships**, however, students take part voluntarily. As they are not a part of the programme of study, they can be completed at any point during the academic year as long as the student is enrolled at the time. Bachelor's degree students must have successfully completed 50% of the credits before they can do any kind of internship..

Internship formats

You have different options when it comes to designing how the internship will be carried out:

- **On-site:** the student must be physically present on the premises.
- **Online:** distance format, as online mode.
- **Blended:** a combination of the two.



Who is eligible to do an internship at the company?

Students on a bachelor's or master's degree programme or postgraduate or specialization course who are enrolled at the UOC and meet the academic requirements.



What tasks can an internship student carry out?

Internships must be related to the student's programme, since the whole point of an internship is to give students a chance to put their theoretical knowledge into practice in a real working environment.



Are the internships monitored at all?

Yes, all students are monitored during their internships to make sure the teaching goals are being met. They are assigned two tutors: a professional from the company to act as a mentor, and a teacher from the UOC, to act as an academic tutor.



How long does the internship last?

The internship's working hours must be compatible with the academic activity of an e-learning course, lasting no more than eight hours a day (the University recommends that it not exceed six).

For **curricular internships**:

- The hours may vary and depend on the course's credits, bearing in mind that each credit equals 25 internship hours. More details can be found in each programme of study.
- You can extend an internship's hours by signing a second agreement for non-curricular internships.

For **non-curricular internships**:

- The maximum duration is:
 - » 750 hours per academic year for bachelor's degree.
 - » 750 hours over the course of the entire university or UOC-certified master's degree.
 - » 375 hours for postgraduate courses.
 - » 187.5 hours for specialization courses.
- You can only sign two agreements with the same student and these must be distinct formative projects with a month-long break between the two.



Are these paid internships?

Helping students economically is optional. However, the University does recommend that the company offer a stipend that, as a minimum, covers the transport costs. Remember, should the student receive any form of financial compensation, the company must register them with Social Security.



Why is it important to sign an agreement?

It's a formality that costs the company absolutely nothing but it means the internship student is covered by the University's insurance policy for internships. The company, the UOC and the student all must sign the document and it is imperative that this be done before the internship starts.

If the internship activity is related to hospital or health care, the student will also be covered by a medical civil liability policy taken out by the UOC.

You can find out more about the regulatory framework for UOC internships on the [University website](#).



Doubts or queries?

The Internship and Mobility Services team is there to help you with any queries or procedures. You can contact us using the form for companies that you will find here:

w.uoc.edu/contacte-empreses

Steps to follow to host a UOC internship student

Whether you are looking for students interested in interning at your company or a student has already approached you, you must first register as an internship centre. To do so, follow these steps:

01

Register as an internship centre

(you only have to do this once)



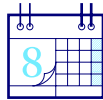
Enter the UOC's internships tool: uoc.edu/experience



Fill in the registration form



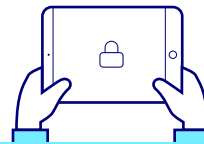
In 24 working hours you should receive a message confirming registration and asking you to create a password



Within 24 to 72 working hours you will receive confirmation from the UOC that you can now publish the internship placement you are offering



Fill in the company registration form



Go to uoc.edu/experience and enter your password

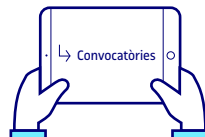
02

Register the company

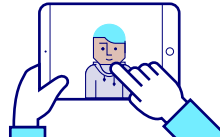
(you only have to do this once)

03

Publish the internship placement



Within the internship tool, go to the *Calls* tab, find the call that interests you and create an offer



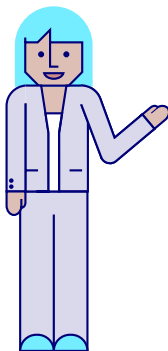
If you already have a specific student in mind, select "Direct mode" under the *Candidate* tab and enter the student's name and national identity card (DNI) number.

If you are just advertising the placement, once the UOC has validated it, it will publish it and you will begin to receive CVs from interested students

04

Sign the internship agreement

Hello! Student



Once a student has been selected and the internship placement validated, you will receive an email with a link to the agreement and instructions to sign and send it back to the UOC

Barcelona
Bogotà
Ciutat de Mèxic
Madrid
Palma
Sevilla
València

Headquarters
Av. del Tibidabo, 39-43
08035 Barcelona
(+34) 932 532 300

Find all our centres at
offices.uoc.edu