

External Academic Internship Manual

Master in Translational Biomedical Research

Class 2017-2018



Vall d'Hebron
Institut de Recerca

VHIR

Purpose

The purpose of this manual is to report on the regulation of external academic internships of students of the VHIR's Master in Translational Biomedical Research, clarifying and simplifying processes related to its management.

The regulatory framework under which this guide falls, and students need to know is:

- Royal Decree 592/2014 of 11 July, by which the external academic internships of university students are regulated.
- The Statute of the university student, approved by Royal Decree 1791/2010 of 30 December.
- The rules of external academic internships adopted by the Governing Council of the UAB on 10 December 2014.

For more information on external academic internships consult the website of the Autonomous University of Barcelona. ([Http://www.uab.cat/web/estudiar/grau/informacio-academica/practiques-externes-1345662180331.html](http://www.uab.cat/web/estudiar/grau/informacio-academica/practiques-externes-1345662180331.html))

The Master's Internships

The Internship module (15 credits) corresponds to a very practical laboratory work aims to consolidate, refine and complete the training acquired through different theoretical modules of the master. The aim of this stay is that students gain experience and learn to function in the professional environment, whether in the public or private sector.

During the second half of the course, the student should do an internship that can be carried out in the laboratories of VHIR or in collaborating entities, such as companies, institutions and public and private entities, within the national and international level. During this period, the student will be supervised by an internship supervisor at the collaborating institution that guides the daily student's work plan during his or her stay in the center, and an academic mentor at VHIR that shall ensure the proper development of the internship.

For those students who wish to do the internship at the VHIR, and to facilitate access to information on the groups and research lines available for internships, on the website of the degree (<http://master.vhir.org/>) offers to students will be published for internships, that have been previously requested to research groups of the Institute. Each offer will contain a brief description of the training project to develop, as well as the requirements for the candidate and contact details for those interested. To access the internship offers you must have been admitted in the Masters in Translational Biomedical Research.

Educational cooperation agreement

Any training period must be governed by a cooperation agreement for conducting academic internships. VHIR, the student and the collaborating entity (the latter only in case it is other than the VHIR itself) must sign a specific agreement to establish the student's training project and collect the specific conditions to develop the internship.

Once the research group, company or institution where the internship will take place is selected, the student must inform the Academic Office (master@vhir.org) his or her interest in arranging a collaboration agreement through the request for internship agreement available in the student's intranet.

Once the request is submitted, the Academic Office will manage the specific internship agreement and will inform the student when the formalities are completed to sign their agreement and collect the documentation to start the training period. The student can only begin the internship when educational cooperation agreement is signed by all parties.

The student must submit a copy of the agreement to the internship supervisor in the partner entity and another to their academic mentor in VHIR.

Duration and schedules

The internship will last at least for 365 hours, which is equivalent to approximately 11 intensive weeks stay of 35h/week. Obviously, the stay may not be done intensively. The schedule will be agreed between the internship supervisor at the collaborating institution and the student.

The timetable and scheduled times for the internship should be in every two cases, on weekdays (Monday to Friday) in the morning or afternoon shift, and should be compatible with the student's academic and training activity. In exceptional justified cases, and under the express request of the internship supervisor, it may request the occasional access on weekend following the procedure established by VHIR (consult with the Academic Office).

In the internship agreement will state, among other information, the length of the internship. Should it be necessary to extend this period the student must notify the Academic Office of VHIR at least 10 days before the end of the period initially agreed.

Monitoring and mentoring of the internship

To carry out the internship the student must have an internship supervisor at the collaborating institution and an academic mentor at VHIR.

- **Internship supervisor at the collaborating entity**

The **internship supervisor** must be a person designated by the collaborating entity with links to this, and with the professional experience and knowledge necessary to carry out effective supervision. The internship supervisor at the collaborating institution is the person responsible for learning, monitoring and evaluation of the student during his/her stay in the laboratory. In the case of students who do the internship in a research groups of VHIR, it will be understood that the VHIR acts in these cases as a partner, and therefore, internship supervisor will be responsible for the student in the laboratory where the internship is carried out.

The internship supervisor will evaluate the work done by the student during the internship by a final evaluation report (see Annex 1) emailed to the Academic Office of the Master (master@vhir.org) following the scheduled dates for each call for evaluation.

▪ Academic mentor

VHIR, as an academic centre affiliated to the UAB, will appoint an academic mentor in accordance with procedures established by the University. The academic mentor will be medical staff with links to teaching at VHIR.

The functions of the academic mentor are:

- Ensure the normal development of the training project
- Make effective monitoring practices and coordinate with the internship supervisor of the collaborating entity if necessary.
- Assess the internships from reports prepared by the internship supervisor and the student.

The student is responsible for keeping informed his or her academic mentor throughout the internship period. A minimum of three follow-up meetings are recommended:

- A first meeting to present and inform the mentor the training project that the student will develop in the group or collaborating entity where the internship will take place.
- A second meeting about halfway through the internship period, to monitor the project and ensure proper development.
- A final meeting at the end of the stay to analyze the results and make the assessment of the internship.

These meetings should not necessarily be face-to-face, they could be by telephone or via email.

If the student have any problems during the development of the internship in the collaborating entity, the person to report any incident will be your academic mentor in VHIR.

Rights and duties of the students

VHIR students doing internships have the rights and duties established by the ninth article of the Regulations of Academic External Internship of the *Universitat Autònoma de Barcelona* (Governing Council Agreement of 10 December 2014).

http://www.uab.cat/doc/DOC_NormativaPractiquesExternes

Permit system

The students are entitled to the following permit system:

- For exams, whether partial or final: the student has an all day long permit the day of the exam.
- For tutoring: the student has permission for the indispensable hours for tutoring.
- For the presentation of academic papers: the student has permission for the indispensable hours to present academic papers.
- For representation and participation in government bodies of the University: the student has permission for the indispensable hours for meetings and electoral processes that apply.
- Medical visit: the student has permission for the indispensable hours to attend the medical visit.
- For other cases jointly approved by the collaborating institution and VHIR.

The student must inform the collaborating institution, in advance, of those absences that are predictable and must submit supporting documents.

Completion of the internship

The completion date of the internship will be stated in the educational cooperation agreement. From the date of completion, the student will no longer have any link with the entity which is performing the training period or may accredit tenure insurance policy and liability in case of accident in the collaborating institution, therefore cease of activity by the student must occur immediately on the ending date of the agreement.

At the end of the internship, the student agrees to follow the procedure established in each case, the collaborating entity (inform the relevant department, return the identification card material, surveys, etc).

In the case of students who do the internship at VHIR, it will be necessary:

- Return the locker key in Laboratory Coordination
- Return the gown to the vending machine
- Return the ID card at the Academic Secretariat
- Fill in the satisfaction survey at the Academic Office

Internship evaluation

The internship will be evaluated by the academic mentor, from the internship report prepared by the student (40%) and the evaluation report issued by the internship supervisor of the collaborating entity (60%).

The memory of the student and the supervisor should be delivered to the Academic Office (master@vhir.org) following the models and the dates set for each call for evaluation.

ANNEX 1. ASSESSMENT REPORT FROM THE INTERNSHIP DIRECTOR AT THE COLLABORATIVE ENTITY

Assessment report regarding the Educational Collaboration Agreement for training placement of the student

Number of hours done by the student:

Score from 0 to 10 (Mark with an X)

	0	1	2	3	4	5	6	7	8	9	10
Technical capacity	<input type="checkbox"/>										
Learning capacity	<input type="checkbox"/>										
Capacity to organise and plan the work	<input type="checkbox"/>										
Oral and written communications skills	<input type="checkbox"/>										
Responsibility	<input type="checkbox"/>										
Adaptability	<input type="checkbox"/>										
Creativity and initiative	<input type="checkbox"/>										
Personal involvement at work	<input type="checkbox"/>										
Motivation	<input type="checkbox"/>										
Receptiveness to criticism	<input type="checkbox"/>										
Punctuality	<input type="checkbox"/>										
Ability to relate to others and the environment	<input type="checkbox"/>										
Ability to work in team	<input type="checkbox"/>										
Others (please, specify them):	<input type="checkbox"/>										
	<input type="checkbox"/>										

Global assessment for the student in training (0-10):

Assessment justification:

Comments or improvement suggestions:

On _____, _____ 2018

The Internship Director,

(Name and signature)

ANNEX 2. STUDENT'S FINAL REPORT

Student's final report on the educational cooperation agreement for conducting external academic internships of the student with DNI (National ID)

<p>Student information</p> <p>Name and surname:</p> <p>DNI (National ID):</p> <p>Student of:</p> <p>Faculty/School: Vall d'Hebron Research Institute (VHIR).</p>

<p>Data from the collaborating entity where they have carried out the internship</p> <p>Entity: NIF (Tax number):</p> <p>Area / Department / Service:</p> <p>Mailing Address:</p>

<p>Summary of the project carried out during the internship, briefly specifying the tasks and work done (Maximum 2 pages)</p>
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<p>Assessment of the tasks carried out in relation to knowledge and skills acquired during the master.</p>

Summary of main problems and the process followed to solve them (maximum 5 cases).

Identification of the contributions, in learning, after the internship period.

Overall assessment of the internship and suggestions for improvement.

In Barcelona,

2018.

The student,

(Name and signature)