



Student Internship Guide

Master in Translational Biomedical Research

Year 2019-2020

Purpose

The purpose of this guide 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 [Universitat Autònoma de Barcelona](http://www.uab.cat).

The Master's Degree Intership

The Internship Module (15 ECTS) corresponds to a very practical laboratory work and aims to consolidate, refine and complete the knowledge and 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 semester of the course, students must 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, students will be supervised by an internship director at the collaborating institution and by an academic tutor at VHIR who shall ensure the proper development of the internship.

In order to facilitate access to information on the research projects available, internship offers for master students will be published on the website (<http://master.vhir.org/>). 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 to the Master in Translational Biomedical Research.

Educational cooperation agreement

Any training period must be governed by an educational cooperation agreement (internship 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 student has a research group, company or institution to do the internship, he/she must inform the Academic Affairs Office the interest in arranging an internship agreement through the request form for internship agreement available at the student's virtual classroom (<http://aulavirtual.vhir.org>).

Once the request has been submitted, the Academic Affairs Office will manage the specific internship agreement and will inform the student when the formalities are completed to sign the document. The student can only begin the internship after all parties have signed the internship agreement.

Students must hand a copy of the agreement to their internship director at VHIR or at the partner entity.

Duration and schedule

The internship will last 365 hours, which is equivalent to approximately 11 intensive weeks stay of 35h/week. The work schedule will be agreed between the internship director and the student.

The timetable for the internship must be, in all cases, on weekdays (Monday to Friday) in the morning or afternoon shift, and should be compatible with the student's academic activity. In exceptional justified cases, and under the express request of the internship director, it may request the occasional access on weekend following the procedure established by VHIR (consult with the Academic Affairs 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 Affairs 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 director at the collaborating institution and an academic tutor at VHIR.

▪ Internship director at the collaborating entity

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

The internship director will evaluate the work done by the student during the stay by a final evaluation report (see Annex 1) that must be sent, within the deadline given, to the Academic Affairs Office (master@vhir.org).

▪ Academic tutor

VHIR, as an academic centre affiliated to the UAB, will appoint an academic tutor to each student in accordance with procedures established by the University. The academic tutor will be a PhD professor at VHIR.

The functions of the academic tutor are:

- Track the student during the course to ensure a successful training as a master student.
- Be available to coach, assist and support the student during the master course.
- Hold regular meetings with the student while he/she is doing the internship
- Guide the student in the writing of the Master's Degree Final Project.
- Make effective monitoring of the academic practices and coordinate with the internship director of the collaborating entity if necessary.
- Evaluate the Student Internship Report.

If the student has any problem during the development of the internship at the collaborating entity, the person to report any incident will be the academic tutor at VHIR.

The student is responsible for keeping informed his or her academic tutor throughout the internship period.

Tutors and students are required to have a minimum of three follow-up meetings, following the schedule and tasks shown below:

➤ **First follow-up meeting**

Dates: From the 17th to the 28th of February 2020.

Objectives and tasks: First contact meeting. Tutors meet in person with their students individually or in groups.

At least two days before the face-to-face meeting, students must have delivered to their tutor by the Virtual Classroom a **brief description of the research project***, including the working plan (experimental design, general hypothesis and objectives) established with the internship director to be carried out during the internship (maximum extension 1 page).

In this first meeting, students will explain their research project to the tutor, who will also inform them about the academic practices regulation and the guidelines to develop a successful Master's Degree Final Project.

*Students can submit a **preliminary version of the Student Internship Report** (Annex 2) including the student information and the summary of the research project (section 1 to 3 of the template).

➤ **Second follow-up meeting**

Dates: From the 20th to the 30th of April 2020.

Objectives and tasks: Midterm evaluation to monitor the project and ensure its proper development.

This follow-up meeting will be individual and preferably in person. For students doing internship abroad meeting can be done by phone or using online platforms.

At least two days before the second follow-up meeting, students must have submitted to their tutor by the Virtual Classroom an **intermediate version of the Student Internship Report** (Annex 2).

➤ **Third follow-up meeting**

Dates: From the 22th of June to the 3rd of July 2020.

Objectives and tasks: Last follow-up meeting at the end of the stay to analyse the results obtained by the student and make a global assessment of the training period.

As the previous one, this third meeting should be individual and in person. For students doing internship abroad meeting can be done by phone or using online platforms.

At least two days before the last meeting, students must have submitted by the Virtual Classroom a **pre-final version of the Student Internship Report** (Annex 2) to be discussed with the tutor.

After the third follow-up meeting and before sending the **final version** of the **Student Internship Report** (Annex 2) for evaluation, students will have the opportunity to modify the report if they want to include some changes or recommendations given by the tutor in that meeting.

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 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 regular procedures established in each case by the collaborating entity, such as, inform to Human Resources department, return the identification card, fill some forms and 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 Office
- Fill in the satisfaction survey at the Academic Office

Internship evaluation

The final evaluation of the internship module will include:

- The final internship report written by the student and evaluated by the academic tutor (40%).
- The assessment report by the internship director at the collaborating entity (60%).

The students must deliver their final internship report through the Virtual Classroom **by the 9th of July 2020.**

Only under exceptional conditions and upon request an extraordinary call can be available in September. The internship director must send a justified request to the Master Coordination (master@vhir.org) before the 30th of May, 2020 explaining the reasons for taking the extraordinary call. An internal committee will evaluate each case in order to approve the extraordinary call.

ANNEX 1

ASSESSMENT REPORT BY THE INTERNSHIP DIRECTOR AT THE COLLABORATIVE ENTITY

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

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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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity to organise and plan the work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral and written communications skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity and initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal involvement at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receptiveness to criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to relate to others and the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Others (please, specify them):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Assessment justification:

Comments or improvement suggestions:

On _____, _____ 2019

The internship director,

(Name and signature)

ANNEX 2

STUDENT INTERNSHIP REPORT

(The maximum extension of this document must not exceed 2 pages)

1) Student information

Name and surname:

DNI/ NIE/ Passport:

Degree: Master in Translational Biomedical Research

Faculty/School: Vall d'Hebron Research Institute (VHIR).

2) Data from the collaborating entity where they have carried out the internship

Entity:

NIF (Tax number):

Area / Department / Service:

Internship Director:

3) Summary of the research project, briefly specifying hypothesis, experimental design and tasks (including results in the final version)

4) Assessment of the tasks carried out in relation to knowledge and skills acquired during the master.

6) Identify any of the problems that the employee has had during the internship period.

7) Overall assessment of the internship and suggestions for improvement.

In Barcelona, 2019.

The student,

(Name and signature)