



# Student Internship Guide

## Master in Translational Biomedical Research

2020-2021

## Purpose

The purpose of this guide is to report on the regulation of 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<sup>th</sup> of 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<sup>th</sup> of December.
- The rules of external academic internships adopted by the Governing Council of the UAB on 10<sup>th</sup> of December 2014.

For more information on external academic internships consult the website of the [UAB](#).

## The Master's Degree Internship

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 have an internship supervisor at the collaborating institution and an academic tutor at VHIR** who will oversee their work in order to ensure the proper development of the internship.

Exceptionally, due to the COVID pandemic situation, this year students will be able to start their internship in the first semester to ensure they have enough time along the course to complete the total required hours, despite possible capacity restrictions in the labs or partial confinements.

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.

## 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:

1. **Define the research project with the internship supervisor.**
2. **Validate the research project with the academic tutor.**

Student must contact the academic tutor and explain the research project agreed with the supervisor so that the tutor can approve it. It is very important to give a detailed explanation of the internship project, including general hypothesis, objectives and the working plan (follow the template "Internship Proposal" in Annex 1). For the approval of the project, the tutor will evaluate if the project is appropriate, clear and achievable within the given time.

The academic tutor will inform the Academic Affairs Office when the proposal has been approved in order to manage the internship agreement. **The internship cannot start until the academic tutor approves the proposal.**

### 3. Sign the internship agreement

Student 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 by the student and the proposal has been approved by the academic tutor, 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.**

## Duration and schedule

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

The timetable for the internship must be, in all cases, on weekdays (Monday to Friday) in the morning and/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 supervisor, it may request the occasional access on weekend following the procedure established by VHIR (consult with the Academic Affairs Office).

The internship agreement states, among other information, the length (starting/ending dates) 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 supervisor at the collaborating institution and an academic tutor at VHIR.

### ▪ Internship supervisor at the collaborating entity

The internship supervisor must be a person designated by the collaborating **entity or the VHIR**, with the professional experience and knowledge necessary to carry out an effective supervision. The internship supervisor is the person responsible for **mentoring and evaluating the student** during his/her stay in the laboratory.

The internship supervisor will evaluate the work done by the student during the stay by a final evaluation report (see Annex 2) that must be sent, within the deadline given, to the Academic Affairs Office ([master@vhir.org](mailto: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. This will be achieved by:
  - Being available to coach, assist and support the student.
  - Holding regular meetings with the student
- Guide the student in the writing of the Master's Degree Final Project.
- Coordinate with the internship supervisor 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 her/his academic tutor throughout the internship period.**

Tutors and students are required to have a minimum of three follow-up meetings, that can be face-to-face or virtual. Meeting must follow the schedule and tasks shown below:

➤ **First follow-up meeting**

**Dates: From the 15<sup>th</sup> to the 26<sup>th</sup> of February 2021\*.**

**Objectives and tasks:** First contact (or project revision) meeting. Tutors will meet with their students individually or in groups.

In this first meeting, students will explain their research project to the tutor including changes or adjustments over the initial proposal. Tutor will also guide the student to develop a successful project.

At this point the student will have to define if the Master's Degree Final Project will verse on her/his practical work on the internship or will be merely bibliographic.

\*This first meeting can take place before the established dates, for instance, by the time students plan to start the internship and have to discuss the research project with the tutor to approve it. In this cases, it is recommended to repeat the meeting in February just to check if everything is going well with the project and discuss possible changes and how to set up the Master's Final Project.

➤ **Second follow-up meeting**

**Dates: From the 19<sup>th</sup> to the 30<sup>th</sup> of April 2021.**

**Objectives and tasks:** Midterm evaluation to oversee the internship development.

This follow-up meeting will be individual and preferably in person to ensure the proper follow-up of the student. Students doing their internship abroad can meet the tutor using online platforms.

➤ **Third follow-up meeting**

**Dates: From the 1<sup>st</sup> to the 15<sup>th</sup> of June 2021.**

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

As for the previous one, an individual and fact-to-face meeting is preferred. Students doing their internship abroad can meet the tutor using online platforms.

At least two days before the last meeting, students must have delivered to their tutor a **pre-final version of the Student Internship Report** (Annex 3). Then, students will have the opportunity to modify the report and include changes or recommendations given by the tutor before uploading the **final version of the Student Internship Report** in the student's virtual classroom (<http://aulavirtual.vhir.org>).

## 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 UAB (Governing Council Agreement of 10 December 2014).

[http://www.uab.cat/doc/DOC\\_NormativaPractiquesExternes](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 for 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.

## Regulation at the partner organization

Students must comply at all times with the applicable regulation at the collaborating entity (VHIR or external) in terms of Occupational Risk Prevention (PRL), data protection, confidentiality and intellectual property.

Specially in current situation, students must know and follow the basic prevention regulation at their work place: mandatory safety distance, use of Personal Protective Equipment (PPE), capacities restrictions, etc.

Students doing their internship at VHIR can consult the [VHIR's on-site work plan here](#).

## 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 and the ID card to the Laboratory Coordination Office.
- Return the gown to the vending machine (Mediterrania Building) or to Laboratory Coordination Office (Collserola Building).
- Make sure that all raw data, lab notebooks and electronic files are left in the hosting lab.

## 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 (30%).
- The assessment report by the internship supervisor at the collaborating entity (70%).

The students must deliver their final internship report through the Virtual Classroom **by the 1<sup>st</sup> of July 2020.**

Only under exceptional conditions (serious illness, accident, hospital stay, etc.) and upon request an extraordinary call can be set on September. The internship supervisor must send a justified request to the Master Coordination (master@vhir.org) explaining the reasons for taking the extraordinary call. An internal committee will evaluate each case in order to approve an extraordinary call.

## ANNEX 1

### INTERNSHIP PROPOSAL

*(The maximum extension of this document must not exceed 1 page)*

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**Student:** (please, indicate full name, e-mail and phone)

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**Internship Supervisor:** (please, indicate full name, e-mail and phone)

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**Laboratory/ Entity:**

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### RESEARCH PROJECT

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**Hypothesis:**

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**Objectives:**

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**Working plan and tentative chronogram:**



## ANNEX 2

### ASSESSMENT REPORT BY THE INTERNSHIP SUPERVISOR 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"/>	<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"/>

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

Assessment justification:

Comments or improvement suggestions:

On \_\_\_\_\_, \_\_\_\_\_ 2021

The internship supervisor,

(Name and signature)

### ANNEX 3

#### 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 Supervisor:

##### 3) Summary of the research project, specifying hypothesis, objectives and working plan (experimental design and tasks).

##### 4) Assessment of the tasks carried out. Summary of main problems and the process followed to solve them (deviations and contingency plans).

**5) Relation of the knowledge and skills acquired during the master. Identification of the contributions, in learning, after the internship period.**

**6) Overall assessment of the internship and suggestions for improvement**

In Barcelona, 2021.

The student,

(Name and signature)