

**INTERNAL REGULATIONS  
ON EXTERNAL  
ACADEMIC INTERSHIPS  
BACHELOR'S DEGREE IN NURSING**

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## PREAMBLE

The Bachelor's Degree in Nursing is a qualification that confers eligibility to practise the profession of Nurse, a profession regulated by Law 44/2003 of 21 November on the Regulation of the Health Professions (BOE of 22 November 2003). The design of the curriculum therefore complies with the requirements set out in the various regulations that govern the Degree and the profession.

- **Directive** 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the Recognition of Professional Qualifications, Section 3, Articles 31 to 33 (OJ L, 30 September 2005).
- **Royal Decree** 1125/2003 of 5 September establishing the European Credit System and the system of grades for official university qualifications valid throughout Spain (Official State Gazette of 18 September 2003).
- **Royal Decree** 412/2014 of 6 June laying down the basic regulations on admission procedures for official Bachelor's Degree programmes (BOE of 7 June 2014).
- **Royal Decree** 592/2014 of 11 July regulating external academic internships for university students (Official State Gazette of 30 July 2014).
- **Royal Decree** 822/2021 of 28 September establishing the organisation of university teaching and the procedure for quality assurance (Official State Gazette of 29 September 2021).
- **Resolution** of 14 February 2008 of the State Secretariat for Universities and Research, publishing the Resolution of the Council of Ministers of 8 February 2008 laying down the conditions to be met by curricula leading to qualifications conferring eligibility to practise the regulated profession of Nursing (Official State Gazette of 27 February 2008).
- **Order** CIN/2134/2008 of 3 July laying down the requirements for the verification of official university degrees conferring eligibility to practise the profession of Nurse (Official State Gazette of 19 July 2008).

More than one third of the credits in the curriculum leading to the Bachelor's Degree in Nursing correspond to student learning in the clinical environment of healthcare delivery.

External academic internships are understood as an official and regulated academic activity carried out in a professional setting linked to the degree programme. They are considered a key factor in the comprehensive training of students, as well as one of the main instruments facilitating their entry into employment once they have completed their studies. These internships involve the student's practical training through placements at health centres, hospitals and other health and social care institutions, enabling them to complete the acquisition of the specific competences of the qualification and thereby prepare them for professional practice.

The purpose of these Internal Regulations is to regulate such internships for students of the Bachelor's Degree in Nursing in the Faculty of Health Sciences of the Universidad Internacional de la Empresa (UNIE).

## CHAPTER I - GENERAL PROVISIONS

### 1. Curricular Design

The curriculum of the Bachelor's Degree in Nursing in the Faculty of Health Sciences includes 84 ECTS of external academic internships distributed as follows:

COURSE	YEAR	TYPE	ECTS
External Academic Internship I	2nd	Annual	6
External Academic Internship II	2nd	Annual	12
External Academic Internship III	3rd	Annual	12
External Academic Internship IV	3rd	Annual	12
External Academic Internship V	4th	Annual	21
External Academic Internship VI	4th	Annual	21

To optimise learning in External Academic Internships I, students must first have passed the course Introduction to Practice: Basic Care. In addition, to enrol in the External Academic Internships courses of any given year, it is a requirement to have passed those corresponding to the preceding year.

### 2. Methodology

The objective is for students to achieve the proposed learning outcomes through a teaching methodology that is student-centred and based on reflective practice. For this purpose, the external academic internships include the following training activities:

- Clinical placements: periods of in-person practice carried out in hospitals, health centres, socio-healthcare centres and other care facilities, under the supervision of qualified professionals. Specific objectives are set, such as adopting professional values and applying competences in care communication, clinical reasoning, clinical management and critical judgement. The aim is to integrate into professional practice the knowledge, skills and attitudes of Nursing associated with the competences described in the general objectives and in the subjects making up the Degree, all within the context of patient care. Students thereby acquire professional attitudes regarding interpersonal relationships, ethical principles and commitment to quality, while becoming integrated and familiarised with other professionals and the activities of the hospital or service.

In each placement and centre, a nurse from the centre will be assigned to the student as clinical tutor, working in collaboration and contact with the academic tutor from the Faculty and the Internship Coordinator/Supervisor, overseeing the student's work, providing guidance and corrections as appropriate, and participating in their assessment.

- Tutorials: personalised monitoring of the student by resolving queries and issues relating to the subject. These will take place at least at the beginning of the internships, mid-way

through, and at the end, to ensure proper monitoring and development, as well as any additional sessions as required.

- Independent study and self-directed work: Students will undertake study activities, literature review and other learning support methods to prepare internships and clinical cases, as well as individual or group work for the preparation of dossiers, field notebooks, reflective journals or internship portfolios, and other tasks, readings, seminars and research work.
- OSCEs: Objective Structured Clinical Evaluations (OSCEs) will be conducted with the purpose of carrying out both summative and formative evaluations of the external academic internships. These OSCEs will take place in External Academic Internships II (EAI II), External Academic Internships IV (EAI IV) and External Academic Internships VI (EAI VI), corresponding to the second, third and fourth years of the programme. These evaluations will allow the students' performance to be assessed objectively in simulated or real clinical scenarios, ensuring the development and acquisition of essential competences for their professional training. To sit the OSCEs, whether in an ordinary or extraordinary assessment session, students must have completed at least 50% of the hours set for the corresponding external academic internships. If they do not meet this requirement, they may only take part in the extraordinary session.

### **3. Care centres**

At all levels of the internships, supervised learning is developed so that students can integrate the theoretical knowledge acquired together with the attitudes and values required to achieve the professional competences that will enable them to provide healthcare appropriate to the health needs of the population.

For the completion of the external academic internships there is a wide range of agreements with healthcare and health and social care centres in both the public and private sectors at national and international level in the case of mobility programmes.

## **CHAPTER II - REQUIREMENTS AND MANAGEMENT OF INTERNSHIPS**

### **4. Coordination mechanisms**

During their learning process, students are supervised by a clinical tutor from the centre where the internships are carried out and an academic tutor from the Faculty, both responsible for their training and assessment. The clinical tutor must be a person linked to the healthcare centre, with experience and the knowledge necessary to provide effective and academically appropriate supervision.

Students must be the main agents of their learning, which in turn must be actively shared with their academic tutors and the nursing team involved in practical training. Both will have prior knowledge of the competences and learning outcomes to be acquired during the practical placement. In all cases, learning takes place under supervision so that students can integrate into their practice the

theoretical knowledge previously acquired, together with the attitudes and values needed to achieve the professional competences required to provide healthcare appropriate to the population's health needs.

**Functions** of those involved in supervision:

- 1. Academic internship supervisor/coordinator:** University lecturer in charge of the team of internship tutors.
  - Responsible for the internship management system, liaising with internship centres.
  - Supporting tutors in collaboration with the healthcare centres and institutions with which we already have agreements, in order to share academic planning.
  - Ensuring the feasibility of students achieving the learning objectives at each level and supervising teaching, supervision and learning.
  - Coordinating the entire subject of External Academic Internships.
- 2. Academic tutors:** teaching staff of the Faculty of Health Sciences who monitor students together with the clinical tutors, through on-site visits and online follow-up sessions. Their functions are to:
  - Set objectives for the development of the competences required in the course.
  - Monitor the student's internship, visiting the centres if necessary and/or establishing regular contact with the tutors of each centre.
  - Conduct the final assessment of the student.
  - Be familiar with the University's Biological Accident Protocol in order to apply it and follow it up if necessary.
- 3. Clinical Internship Coordinator:** This is a professional employed by the healthcare centre or institution who also has a partial teaching role as teaching staff at UNIE.
  - He or she is familiar with the curriculum and acts as a liaison and facilitator for clinical internship experiences.
  - He or she "welcomes" the student and is responsible for guiding tutors and students in the process of acquiring the expected competences during the specific training period.
  - He or she oversees compliance with university regulations.
  - Assessment of the student, taking into account the assessment made by the tutor and the student's self-assessment.
- 4. Clinical tutors of the centre:** professionals linked to the internship centre who are responsible for leading the supervision of the students assigned to each service or unit. Their functions are to:
  - Receive and welcome the student in the work team of the centre.

- Present and ensure respect for and compliance with the centre's rules and professional ethical principles.
- Ensure compliance with current data protection, professional secrecy and confidentiality regulations.
- Accompany the student in his or her learning process in order to progressively achieve the competences set.
- Stimulate and motivate the learner to achieve positive attitudes, technical and non-technical skills.
- Maintain regular contact with the person in charge at the University and report any incidents that may arise during the internship, acting as a link between the Centre and the University.
- Assess the student's conduct and performance in the internships using the records provided by the University.
- Be familiar with the University's Biological Accident Protocol in order to apply it if necessary.

There must be clear and effective communication between all these roles to resolve any incident that may arise during the learning process. In the event of any incident, students have access in the virtual campus of each course to the email addresses of the internship coordinator and tutors.

## 5. Mandatory documentation

Students must submit all required documents within the deadlines set by the Academic Internship Coordinator, unless the healthcare centre provides them. Failure to submit these documents will prevent the start of the internship activity.

The necessary documents are:

- Internship learning agreement (Annex 1).
- Negative Certificate of Sexual Offences, in accordance with Law 1/1996 on the Legal Protection of Minors, as amended by Laws 26/2015 and 45/2015.
- Confidentiality Agreement and student identification card for internships, in accordance with Royal Decree 592/2014 of 11 July (Annex 1). In some cases, these documents will be provided by the care centre.
- Updated vaccination record, or alternatively a sworn declaration in the case of non-vaccination (Annex 2).
- Valid health card:
  - Students from Autonomous Regions other than Madrid must apply at the beginning of the academic year for the *Documento de Salud Joven* or *Tarjeta Sanitaria de Desplazado*, which will give them access to the public health system of the Region of Madrid during the academic year. To do so, they must go to their nearest health centre with their regional health card, ID card and proof of

enrolment at UNIE University.

- International students must have a health card granting access to the Spanish public health system or, failing that, a valid private medical insurance policy for the academic year.

## **6. Allocation of the care centre**

The external academic internships will take place in hospitals, health centres, or socio-healthcare and educational centres, depending on the learning objectives/competences set for each placement or practicum.

They will normally be carried out during the academic period, from September to July, according to the schedule determined by each centre for each year. Exceptionally, and subject to the availability of partner centres, a special regime may be established in periods or timetables other than the ordinary one. This may be used to make up placements that were missed or not completed in the ordinary assessment session, or to establish specific schedules for students in employment, where applicable. In all cases, timetables must be compatible with the academic, training, representation and participation activities undertaken by students at the University. They may be in the morning or afternoon, with 7 hours per day, Monday to Friday, during the academic year.

Overlaps with theoretical courses from other years are not a valid reason for assigning internships to a particular shift. It is the responsibility of students to enrol in courses that allow them to attend the internships, given their compulsory nature. In many cases, students will need to enrol on a partial, responsible and coherent basis, enabling them to achieve meaningful learning.

Students retaking courses who face timetable conflicts will be exempt from compulsory attendance at those courses, except for practical activities held in classrooms/laboratories or those assessments requiring attendance. For the remaining assessment activities, an alternative continuous assessment arrangement may be planned.

If timetable clashes arise with external academic internships, students must either join another group of the resit course for continuous assessment, or make up the corresponding hours of the internship course (EAI).

As a general rule, the following situations will be given priority when allocating internship shifts:

- Employment under contract: this must be evidenced by an official employment contract, a company certificate detailing the timetable/work schedule, and a Social Security employment record. This employment situation must be accredited before the start of the allocation period for each internship course.

To request a specific shift, students must submit an application (Annex 3) to the Internship Supervisor/Coordinator, together with the required supporting documentation, within the deadline set in the internship calendar. Students may also request, where necessary, an adaptation of entry and/or exit time in the requested shift, of up to a maximum of one hour per day. This situation must be communicated before the start of the internship so that the make-up days can be calculated and planned in advance with the approval of the unit and the centre. Students who do not notify such situations will be penalised in the final grade of the affected rotation for failing



to take responsibility for their clinical learning. An unnotified or unjustified absence will result in a deduction of 2.5 points from the final grade of the affected placement.

Regardless of shifts, the allocation of internship units and centres will be carried out by the Internship Coordination team, following a curricular pathway that ensures the development of the competences linked to each external academic internship course. Once the provisional allocation of internship places (unit and centre) has been published for each internship period, a timeframe will be established for students to request a swap of internship places (Annex 4), on justified grounds and with the agreement of both students involved. The proposed swap will be assessed by the Internship Coordination Office and authorised if the grounds are valid and the change still ensures the development of competences within the practical pathway of the students concerned. After the deadline for requests and the resolution of swaps, the final allocation of internship places will be published.

During the process of allocation or selection of internship places, the Faculty reserves the right to make changes where justified, such as alterations in the availability of places offered by partner socio-healthcare centres or cases of force majeure. This allocation will be carried out by the Internship Coordination team, and students will have a limited period to request changes where feasible.

- In Year 2, students will be assigned randomly to hospital wards and/or socio-healthcare centres.
- In Years 3 and 4, students will be assigned to medical and/or surgical hospital wards, primary care units/preventive medicine–occupational health units, schools, maternal-child health services, mental health units and specialised units.

## **7. Attendance and Completion of the Internship Period**

All hours designated in the curriculum for external academic internships are required for proper learning; attendance is therefore compulsory on the days and at the times established in the academic calendar. Attendance must be recorded by daily signature and countersigned by the clinical tutor.

A partial absence is considered to be:

- Arriving late to the start of the internship after the established start time (8 am/3 pm).
- Leaving the internship during the course of the day.
- Finishing the internship day before the established time (3 pm / 10 pm).

The above situations will be considered partial absences provided they do not exceed a maximum of 3 hours during the internship day; otherwise, they will be considered an absence. All absences, regardless of the reason, must be reported (preferably in advance and, if not possible, on the same day) both by telephone to the internship unit and in writing (by email) to the academic tutor and/or, failing that, to the internship coordinator. For this purpose, students must request the telephone number of the unit on the first day of the internship, and the clinical coordinator will

provide the email address and/or telephone numbers available for this purpose.

Justified absences:

Students may not be absent from the unit without a justified reason and/or without the authorisation of the responsible clinical tutor. Unnotified absences constitute a lack of responsibility that may result in failure. As a general rule, absences will only be considered justified if they are accompanied by an original official document presented to the internship tutor and/or, where applicable, to the internship coordinator on the day immediately following the student's return.

- Illness and/or hospitalisation with a medical certificate.
- Death or hospitalisation of a first- or second-degree relative.
- Official final university examinations and other official certification exams.
- Inexcusable duty of a public and personal nature.
- Official selection for high-performance or elite athletes and students with sports scholarships.

Only the first justified absence (one day), regardless of its reason or justification, will not need to be made up. All other justified absences must be completed at a later date.

Unjustified absences:

If students are absent without justification, the following penalties will apply when completing the missed hours:

- 1 day of absence: Students must complete 2 days (1 additional day).
- From the second unjustified absence onwards, the placement concerned will be deemed not passed.

Even if justified, prolonged absence may prevent students from achieving the intended learning outcomes, resulting in a grade of fail or "not presented", as appropriate. As with all other courses, students have access to an extraordinary assessment session as set out in the academic calendar. However, an extraordinary session for clinical internships outside the academic calendar is not guaranteed and must be approved by the Faculty.

Failure to complete the total internship hours, whether in the ordinary or extraordinary session, will result in a fail grade for the course.

## **8. Assessment**

The assessment of external academic internships in each year, whether in the ordinary or extraordinary assessment session, and its weighting in the final grade, will be specified in the course guide. As a general rule, a mid-term assessment will always be carried out halfway through the placement. This will be formative in nature, providing an opportunity to reflect on the learning achieved to that point, to identify areas for improvement, and to highlight strengths to be

maintained. The assessment will be conducted by the clinical tutor together with the student and the academic tutor.

Assessment criteria for the ordinary assessment session. The following general criteria will be taken into account:

- Attendance: regularity, punctuality, and fulfilment of the minimum required hours, without exceeding the permitted number of justified or unjustified absences.
- Performance: assessed through, on the one hand, an assessment grid evaluating the achievement of objectives relating to the acquisition of competences, and, on the other, a final report in the form of a field notebook, report or portfolio, as well as OSCEs. The specific aspects to be included will be set out in the course guide for each course and/or placement.

Assessment criteria for the extraordinary assessment session: Students may complete external academic internships pending from the ordinary session in the extraordinary session only if the required conditions are met.

Final grades will be expressed numerically, in accordance with Article 5 of Royal Decree 1125/2003 of 5 September (BOE 18 September), establishing the European Credit Transfer and Accumulation System and the grading scale for official university degrees valid throughout Spain.

0 - 4.9 Fail (SS)

5.0 - 6.9 Pass (AP)

7.0 – 8.9 Merit (NT)

9.0 - 10 Distinction (SB)

The mention “Distinction with Honours” may be awarded to students who achieve a grade of 9.0 or above. One distinction may be awarded for every 20 students, or fraction thereof.

For more detailed information, students are advised to consult the course guide.

## **9. Dress and identification code**

Compliance with the rules on uniform and identification is a necessary requirement in order to undertake and be evaluated in internships. Accordingly, students shall wear:

- The Faculty of Health Sciences uniform, except in those cases where the partner healthcare centre and/or the internship unit (for example, operating theatre) requires the use of its own uniform.
- Appropriate footwear: approved white healthcare footwear.
- Student identification card, which will be generated through the UNIE University app. The student will keep this card throughout the Bachelor's Degree. In some cases, the internship centre may issue its own card, which will replace the former and allow the student access to certain clinical areas. The student is responsible at all times for keeping and returning the card.
- To comply with standard precautions and in line with the recommendations of clinical

practice guidelines, students must wear their hair tied back, keep nails short and unpolished, and not wear jewellery on hands or arms (rings, bracelets, etc.) or dangling jewellery.

- In all cases, the internal rules of the internship centres regarding uniform and appearance must be observed.
- To avoid unnecessary contamination, the uniform shall be used exclusively within the internship centre, together with the rest of the internship attire.

## **CHAPTER III – STUDENTS’ RIGHTS AND DUTIES**

### **10. Rights and Duties. Code of Conduct**

During the internships, students will have the following rights:

- Supervision, throughout the internship period, by a professor at the Faculty of Health Sciences and by a professional employed at the institution or centre where the internship takes place.
- Assessment in accordance with the criteria set out in the course guides.
- Given the training nature of external academic internships, their completion shall not in any case give rise to obligations proper to an employment relationship, nor may their content be used as a substitute for work duties attached to posts of employment.
- To receive, from the partner entity, information on health and safety and risk prevention regulations.
- To carry out their academic, training and representation or participation activities, having given prior notice in sufficient time to the partner entity.
- To be registered under the social security system, in accordance with the applicable regulations.
- Any other rights established by current regulations and/or the corresponding Educational Cooperation Agreement signed between the University and, where applicable, the internship management entity linked to the University, and the partner entity.

Students must also comply with the following duties during external academic internships:

- To be familiar with and comply with the internship programme: timetable, rules, objectives and assessment system.
- To be aware of, respect and observe the rules of each organisation or health institution where the internship takes place.
- To inform the centre tutor and/or the University internship coordinator of any incident occurring during the internship period.
- To maintain and preserve the confidentiality of patients’ clinical data and of the organisation where the internship is undertaken, in accordance with current regulations.
- To cooperate with the professionals with whom the internship is carried out, maintaining

a proactive attitude.

- To attend meetings, training activities or sessions of the organisation to which they are invited.
- To make responsible use of mobile devices during the internship day.

Particular duties relating to students' communication:

- Students must understand that proper communication in all matters concerning their clinical learning is a basic and essential competence to be acquired and demonstrated during their clinical internships. All acts of communication, whether verbal, non-verbal or written, with the healthcare team, tutors, associate lecturers or internship coordinator, must be carried out in accordance with basic standards of courtesy and respect, using an appropriate tone and form. Any communication that does not comply with these principles will result in a fail grade.
- Written communication should preferably be conducted via institutional email.
- Therefore, verbal, non-verbal or written communications with inappropriate tone, form or clear disrespect will be punished. In such cases, the teacher or person involved will NOT respond to the student and will then notify them of failure in the ordinary or extraordinary assessment session of the internship course in which they are enrolled and/or attending.

In the event of failure to comply with the duties set out in this section, the provisions of the Coexistence Plan and Disciplinary Regulations for Students of the Universidad Internacional de la Empresa (UNIE) shall apply.

## CHAPTER IV – ACCIDENTS AND/OR CONTINGENCIES

### 11. Accidents and/or contingencies

#### Prevention of biological accidents

In healthcare settings there is a risk of exposure to microorganisms and infectious diseases, to which students on internships are exposed. Following the implementation of Royal Decree-Law 2/2023 on social security contributions for students on internships, any accident occurring during such internships will be treated as an occupational accident. Accordingly, the protocol established by the University's insurance company will be followed.

- **VACCINATIONS:** All students must be vaccinated before the start of their clinical internships against Hepatitis B, Hepatitis A, tetanus–diphtheria and influenza. They must hold a vaccination record stating this. If they are not vaccinated or do not have a vaccination record, they must attend their respective Health Centres to be vaccinated.
  - Important: The authority of the Care Centre and/or the University Internship Coordinator may request students to provide a document certifying vaccination status and protection against Hepatitis B, and may prevent access to the corresponding internships if the student is not protected.
  - **Any student who voluntarily decides not to comply with this vaccination**

**requirement must submit a signed declaration recording this decision (Annex 3)**

- **UNIVERSAL PRECAUTIONS:** these are preventive measures that must be applied with all patients, not only with those known to carry an infection, and in all situations (including emergencies). For this reason, they are referred to as universal. Universal precautions include:
  - Hand hygiene is the most effective and simplest protective measure to reduce the transmission of healthcare-associated infections. Handwashing should therefore be incorporated as a as a daily practice.
  - Protection of hands with gloves. They do not prevent puncture, but reduce the volume of blood transferred. The use of gloves does not exempt from hand washing.
  - Use of necessary and appropriate personal protective equipment where infectious disease is suspected or confirmed.
  - Handling of sharp or cutting objects. All students must take special care in the handling and disposal of needles, lancets, scalpel blades and any other sharp objects. Used needles must never be recapped or otherwise manipulated.
  - Disposal and destruction of disposable material in accordance with the rules of the centre. Sharps must be placed directly into rigid containers.
  - In procedures with a risk of splashing, masks, goggles or face shields must be worn, in accordance with standard precautions.

Students are responsible for knowing and complying with any adaptations of the standard precautions established by the Department of Preventive Medicine and/or Occupational Health of the healthcare centre where their internships take place.

### **Action in the event of accidental exposure to biological material**

Exposure to blood or any other biological material is a medical emergency. Activity must be stopped immediately and the following instructions followed:

#### **Immediate action after exposure:**

##### *Exposure to percutaneous accidents (punctures, cuts)*

- Remove the causative object and dispose of it in an appropriate place
- Allow or encourage bleeding with gentle pressure
- Irrigate the exposed area with cold running water for 2- 3 min
- Clean the area with soap and water
- Disinfect with an antiseptic (chlorhexidine)
- Cover the wound with a waterproof dressing

##### *Exposure to skin and mucous membranes*

- Immediate removal of clothing and washing of exposed body area with soap and water.

Irrigation with isotonic saline solution for 10 minutes or with abundant water.

**Subsequent action:**

- Inform the clinical tutor and/or the professional responsible for the patient immediately so that the source of exposure can be assessed.
- Inform the academic tutor via email with a copy to the Internship Coordinator
- Complete the notification form "Accident due to accidental exposure to biological material" notification form. This document will be requested from the academic tutor and must be signed by said tutor (or internship tutor if he or she is not present) (Annex 6).

The University has the following insurance:

Compulsory School Insurance:

Spanish students or foreign students with legal residence in Spain, under 28 years of age, enrolled in official studies, are covered by compulsory school insurance.

Accident insurance:

For Spanish students and foreign students with legal residence in Spain, whether or not their internships are carried out in Spain and whether enrolled in official or private qualifications, the University has taken out an accident insurance policy.

Foreign students without legal residence in Spain, whether or not they are carrying out internships in Spain, must take out their own accident insurance policy.

The University's insurance will in all cases be responsible for assessing the characteristics of the occupational accident in order to determine the protocol to be followed in each case with each student (requirement for a sample from the source patient, determination of the student's baseline tests, subsequent follow-up protocol, etc.).

Compulsory coverage is guaranteed through a student accident insurance contract for students up to 28 years of age, via the school insurance. For those over 28 years of age, coverage will be managed through social security at their corresponding health centre.

**Other accidents**

In the event that a student suffers any other accident requiring medical care, the procedure is to notify the insurer and go to the nearest health centre and/or hospital. In the event of serious accidents, 112 must be called and the emergency personnel will determine the hospital or health centre to which the student should be taken. If it is indicated that an ambulance is not required, the steps established for minor accidents shall be followed.

## **CHAPTER V - EXTERNAL ACADEMIC INTERNSHIPS COMMITTEE**

### **12. External Academic Internships Committee**

1. **Subject matter:** This section sets out the composition, responsibilities and operation of the External Academic Internships Committee of the Faculty of Health Sciences, the body responsible for coordinating and overseeing the external academic internships

corresponding to the undergraduate and postgraduate degrees offered by the Faculty.

2. **Purpose:** The Committee's purpose is to ensure the proper organisation, performance and quality of external internships, guaranteeing their compliance with university regulations and with the collaboration agreements established with healthcare and social-healthcare institutions.
3. **Functions:** The External Academic Internships Committee shall perform the following functions:
  - a. Submitting a report on the implementation of the entire process relating to external academic internships.
  - b. Establishing the internship calendar for undergraduate and postgraduate studies.
  - c. Providing the necessary information to tutors of students with disabilities for the performance of their duties.
  - d. Coordinating the work of clinical associate staff in the partner social and healthcare centres.
  - e. Addressing and resolving any complaints or incidents that may arise in relation to the allocation and performance of external internships.
  - f. Ensuring consistency in the requirements and assessment criteria applied to students during internships.
  - g. Ensuring the application of the Regulation governing External Internships at UNIE University.
  - h. Gathering and submitting proposals for the improvement of external internships to the Faculty Quality Committee and the management team.
  - i. Evaluating the satisfaction levels of all those involved in external academic internships (students, academic tutors and clinical tutors).
4. **Composition:**
  - a. The External Academic Internships Committee shall be composed of the following members:
    - i. Chair: Vice-Dean of the Degree Programme.
    - ii. Coordinator of External Academic Internships (will act as Secretary).
    - iii. Members:
      1. Degree Director
      2. Academic internship tutor and, where appropriate, a clinical coordinator from the reference centre.
5. **Operation:**
  - a. The Committee shall meet, on an ordinary basis, at least twice per academic year or edition, and on an extraordinary basis whenever required.



- b. Meetings shall be convened in writing by the Academic Internship Coordinator, with a minimum notice period of 72 hours for ordinary sessions and 24 hours for extraordinary sessions. The notice of meeting shall include the date, time, mode (in-person or online) and agenda.
- c. For the meeting to be validly constituted, an absolute majority of members (half plus one) must be present, including the Chair and the Secretary or their substitutes.
- d. The resolutions adopted by the Committee shall be binding on all degree programmes managed by the Faculty.
- e. Resolutions shall be adopted by a simple majority of the members present (more votes in favour than against). In the event of a tie, the Chair of the Committee shall have the casting vote.
- f. Minutes shall be drawn up for each meeting, listing those in attendance, the points discussed, the resolutions adopted and, if requested, the members' votes. The minutes shall be approved at the following session and signed by the Secretary and the Chair.
- g. Resolutions directly affecting students or tutors (such as allocation or assessment criteria) shall be communicated through the official Faculty channels within a maximum of five working days from the approval of the minutes.