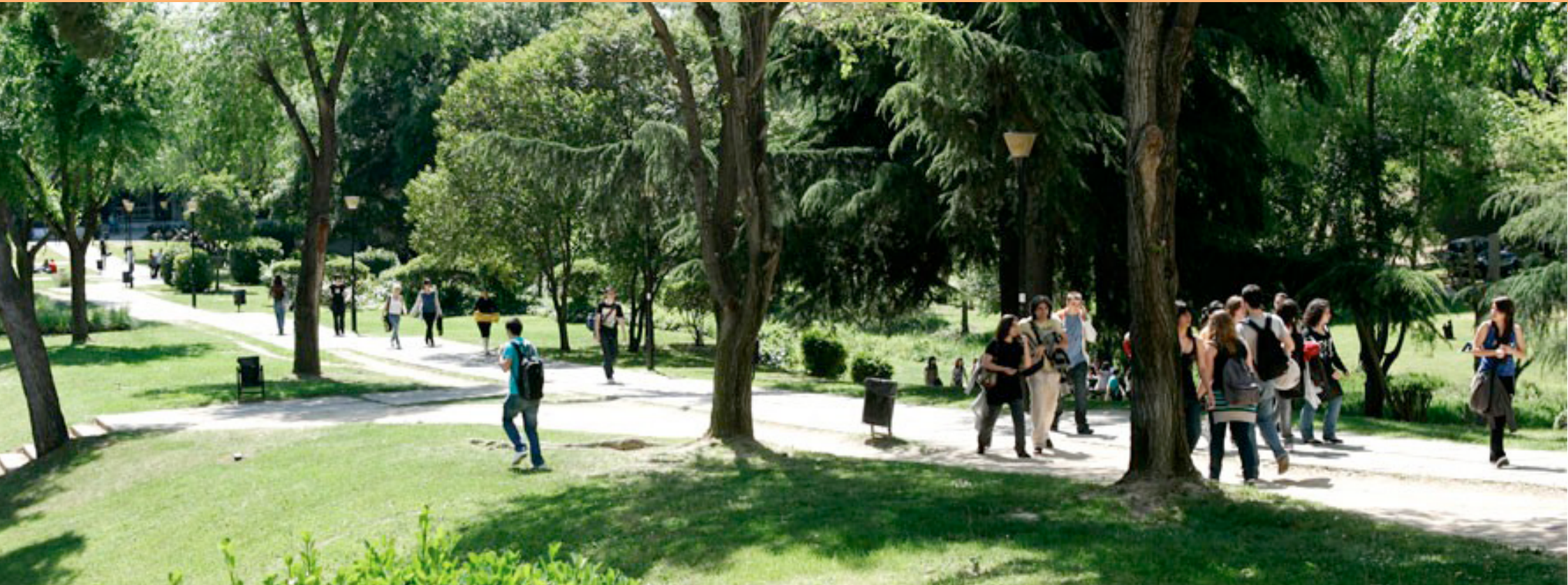


# DIGITAL STRATEGY AND CREATIVITY

# MANAGEMENT OF INTERNSHIP AGREEMENTS



Postgraduate Diploma | 1<sup>st</sup> Edition  
Master Degree | 1<sup>st</sup> Edition (DSC 2018)



# HOW TO GET AN INTERSHIP

## Via Student

The student directly gets in contact with the company.

## Via Coordination

The company sends an offer to the coordination, who then sends it to all students 'profiles are adequate.

## Interview

You must remember the characteristics the internship must have, there is a series of conditions:

### Period

The period of the internship must be within the beginning and ending period of the classes. Under no circumstances may it begin before or end after.

### Duration

Maximum of 750 hours for both postgraduate and master students (students of independent modules may not participate in internships). Scheduling may be completed as the student wishes as long it does not surpass that 750 hours.

### Compensation

Minimum 5€ a hour before taxes

### Remember

An internship agreement is an adjacent complementary formation and does not imply in any case a direct contract with the student and company

### Assignments

They should be explained with detail in the agreement and be clearly related to content of the program.

### Insurance

The company must register the student with Social Security. The student must obtain insurance from the Generali Seguros covering accidents and civil liability. The cost is € 7.68 and must be processed through Omnibus Insurance: 93 241 21 38

[omnibusbcn@omnibusbcn.com](mailto:omnibusbcn@omnibusbcn.com)

## ONCE AN AGREEMENT HAS BEEN MADE FROM BOTH PARTIES IT IS NECESSARY...



### BE ENROLLED

The student must be enrolled and have paid the full registration in order to process the agreement.



### REGISTER WITH NEXUS

Once the internship in the company has been **agreed**, the first step is to **access** the Nexus platform (with your **NIU** and **password**).

For this you must:

Complete all requested data (**Personal, academic, training, employment and others**). **VERY IMPORTANT**: Make sure that your studies of Master's are **"In progress"** and with **"more than 50% of credits exceeded"**. Given that among the list of masters of the platform **DSC** may not be available, you must choose between the options of a official masters degree similar (Ex: Strategic Planning in Advertising And Public Relations).



### PURCHASE INSURANCE

After you have registered with **Nexus**, you are going to establish your internship agreement. You must **hire** the **Generali supplementary insurance** (cost of € 7.68) through **Omnibus Seguros** [omnibusbcn@omnibusbcn.com](mailto:omnibusbcn@omnibusbcn.com).

Once you have the insurance receipt, you must send it by email at [convenis.tc@uab.cat](mailto:convenis.tc@uab.cat)

**NOTES FOR FOREIGN STUDENTS:** If at the moment of processing your study visa you have already contracted insurance, consult **Treball Campus** if it is already valid for the processing of the agreement. As a foreign student, you must have NIE (Foreigner identification number) to be able to process the practices and contribute to Social Security.

## HOW LONG DOES THE PROCESS TAKE?



**BETWEEN 2 TO 3 WEEKS**

The signing of an agreement is not immediate. Once all documents are submitted to the coordination, this will be sent to the **Area of Work Agreements Campus**. There all the agreements are reviewed and signed by the delegate of the rector, who may decide not to authorize it.

Once the agreement has been signed, three copies will be sent in physical format by mail to the company. All copies must be signed by the three parties: UAB, company and the student, on **all pages of the agreement** (if signed only on the last page, Treball Campus will not accept it).

Once the company and the student have signed the 3 copies, they must send them to Treball Campus so that the UAB can sign them: the student can take them on his own, or give them to the class coordinator to deliver them on his behalf.

When the UAB has signed them (after 3 or 4 days), the student will be notified to come and pick up his copy. You may do so personally or by authorizing a third party in writing following **this model**.

This process takes **between 2 and 3 weeks**, which should be taken into account at the time of indicating the starting date of internships. If the interview was in mid-January, the most prudent is to consider as the start date mid of February.

# THE TRAINING PROJECT



## WHAT IS IT?

It is the document (attached to all agreements) that allows to validate the suitability of the internship as a formative complement for the student. Only suitable agreements where they clearly support the development and contents of the program will be approved. It should also be specified which content from the master's program the student will develop during their stay at the company.



## GENERIC COMPONENTS

- Acquire teamwork skills: coordinate, delegate, mediate
- Develop critical reasoning



## SPECIFIC COMPONENTS

- Recognize the different tools offered by the digital and interactive media.
- Select between different tools and use them according to communication and marketing objectives
- Develop creative skills to achieve an interactive communication project
- Achieve strategic thinking for communication planning projects
- Implement a communication strategy on the internet and other digital interactive media
- Identify the different qualitative research techniques and quantitative indicators for R & D development in the company
- To know the techniques of investigation and interrogation of online databases

# EVALUATION AND FINAL MEMORY OF INTERNSHIP



## EVALUATION

As stated in the agreement signed by both parties, the tutor assigned by the company undertakes to evaluate the student through the final report of internship and send it to coordination ([master.ecd@uab.es](mailto:master.ecd@uab.es)).



## MEMORY

In the same way, the student agrees to evaluate their experience in the company through the Final Report of Internship and send it to coordination ([master.ecd@uab.es](mailto:master.ecd@uab.es))

Both documents must be done using the **Nexus Treball Campus** application.

## ONCE YOU HAVE FINISHED THE INTERNSHIP...



### ENLONGATING THE PERIOD

Once the maximum hours of the agreement are completed, **it is not possible to extend** the internship period through the UAB. In case the company wishes to keep the student, the only option is to establish a professional internship contract.



### PROFESSIONAL INTERNSHIP

All recent graduates (5 years or less (7 in case of handicaps) ) qualify for a professional internship.

Being on a labor contract, it implies all the rights and duties of a worker (Social Security, holidays, unemployment benefits, etc.)

The contract may have a maximum duration of 24 months

The salary for the first year must be at least 60% of that marks the agreement of the company for its professional category.

The second year must be compulsorily 75%

More information on these types of contracts [here](#).


## STILL HAVE QUESTIONS?

[master.ecd@uab.es](mailto:master.ecd@uab.es)

[Web: Máster DSC](#)

**+34 93 581 28 65**

If you wish, we can put you in contact with one of our alumni to talk regarding the quality and level of our program.

The Master's and Postgraduate Diploma in Digital Strategy and Creativity are initiatives of the Platform  and the Universitat Autònoma de Barcelona

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