International Placements at University of Granada

Placements at University of Granada

UGR offers the opportunity to participate in internships or placements in different offices, services, laboratories, etc. There is an internal regulation for admission of interns where the requirements and conditions of each type of program are detailed

- **STUDIES + INTERNSHIP.** This option is for students that are enrolled in courses at the UGR (this includes students from UGR and mobility students at UGR (SICUE, ERASMUS +. Exchange, free mobility). The placement or internship will be treated like any other subject in the Learning Agreement and the internship will be developed within the parameters of our **Internal Internship Plan.**

    - UGR Regulations on Work Placements
    - Employment and Work Placement Office (CPEP)

- **ONLY INTERNSHIP.** This option is for students from other universities or education programs who want to participate in a business internship or traineeship at the UGR within the parameters of the University of Granada´s **Programmes and Agreements**. For this, the student should follow this procedure to get the internship approved (according to UGR rules)

IMPORTANT:

- Admissions for clinical placements in hospitals are specifically excluded from this procedure.
- Internships at UGR are as a general rule, incompatible with enrolling in courses at any official undergraduate or postgraduate programme at UGR.
- Research stays at undergraduate or master level are included in this procedure. For Doctoral research stays, please, contact first with the International School for Postgraduate Studies (EIP) (e-mail: epinternacional@ugr.es) and then with our International Welcome Centre (e-mail: welcome@ugr.es).
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HOW TO APPLY?

1. Find the best place to do your placement/traineeship (department that focuses on content related to your degree). Using the UGR website, you can see all the activities and work options in each office and service as well as find the email addresses for the contacts.

2. Contact with the department and do an agreement with the basic conditions for the placement/traineeship. You must send your proposal by e-mail to the corresponding office or unit and include: full name, home Institution, home country, and the programme or agreement for where you want to complete your traineeship. Please specify the expected dates of your mobility period. Also explain your motivation and expectations for your traineeship. We recommend a brief CV that covers your knowledge and abilities. **We recommend that you to initiate this contact about 3 months before the start of the internship.**

a. With this proposal, the office decides if they can accept you as an approved trainee student or not.

b. If you are accepted, you must agree with the General Conditions of Placement: duration, and dates of the Traineeship by e-mail.

Important: If your nationality is from a non-EU country, it is compulsory to APPLY FOR A VISA (if required for entry to Spain from your home country and in any case, if your stay exceeds 90 days). Prior to your arrival, you must complete a series of procedures with the UGR in order to apply for the VISA at the Spanish consulate nearest to your place of residence. The University of Granada, through the Vice-Rectorate for Internationalization, must manage the initial authorisation of your internship at the Immigration Office in Granada, following the indications of the Law 14/2013 on researchers and their internationalisation. If this is your case, and since the procedure takes time, you should start at least 45 days before the beginning of your stay at the UGR. Should you need further details, please contact us at: intlplacements@ugr.es

3. After acceptance, you must apply for an **Official Authorization** to do the traineeship at UGR. To apply, please complete the online form that consists of three steps:

a. Student information and mobility details (to be completed by the student).

b. Confirmation of acceptance from the specific office of the traineeship (The designated person of the office will confirm and complete this). If you complete the application without the prior confirmation of item 2.a., you might be refused the permission necessary for the traineeship.

c. Validation from the Vice-Rectorate for Internationalization for international students and validation from the Vice-Rectorate for Students for students from Spain. Here, the proposed terms and conditions of your traineeship will be examined to see if they meet the provisions of the program or agreement. In the case where your application does not meet the provisions of the program, an office assistant will contact you through email to discuss how to fix any problems with the application. When the internship or traineeship is linked to another international program, that is not Erasmus, the Vice-Rectorate for Internationalization will require you or your home university to confirm the requested practice conditions

4. Through the approval of the online application, you will receive a letter signed by our University Director's Office. This letter will establish the basic conditions for the internship or traineeship and these conditions cannot be modified. Your official acceptance will be communicated to the office where you will be working.

5. When you receive your acceptance letter, you can request the documents previewed in the agreement, program, or project to be signed . :

- **If placement is international:**

a. ***LEARNING AGREEMENT FOR TRAINEESHIPS***.

Source: https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/international-placements-at-ugr/index

- Learning Agreement for Traineeships.

  i. When the internship or traineeship is recognized by Erasmus Programme, confirmed by UGR admissions, the signed *learning agreement for traineeships* will be directed to the person designated as supervisor of the internship.

  ii. In the case of other programs and agreements, you should send the documentation signed and/or authorized by your home institution complete with the signature of the person responsible for communicating with the UGR (What is needed in the case of other programs). When the original documentation is required, please attach a stamped envelope with your complete postal address.

- **If you are part of a Spanish university,** please send your application to the Vice-Rectorate for Students.

6. Upon your arrival to the University of Granada, your supervisor must send us from his/her institutional e-mail account the following Registration form: Hoja de Inscripción at the address: intlplacements@ugr.es

Furthermore, you will have to send us the following documents:

1. Copy of your ID card/passport.

2. Copy of your health and travel insurance policy according to our internal regulations: https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/insurance? lang=en

3. Declaration of Responsibility as a Participant in International Mobility Programmes at the University of Granada duly signed: https://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/declarationofresponsibilityasaparticipantininternationalmobilityprogrammesincomingen

All documents should be sent to the following e-mail address: mailto:intlplacements@ugr.es

If you have any doubts, please write us to intlplacements@ugr.es or call us at Tel.: +34958241000 ext. 20758.

Once we receive all the information and after verifying your authorization for your placement, we will send you the credential that will provide access to different university services.

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WHERE CAN YOU PURSUE YOUR TRAINEESHIP?

- Centres, services, departments, and offices at the UGR: http://www.ugr.es/ -http://www.ugr.university/
- In the case of medical traineeships, students will follow the directions of Faculty of Medicine.
- The university hospitals are not parts of the University of Granada , and for this reason, they require a specific authorization process.