

CNIC INTERNSHIP PROGRAM

I. PROGRAM OBJECTIVES

Through its Internship Program, the *Centro Nacional de Investigaciones Cardiovasculares* (CNIC) offers practical training periods in cardiovascular research to undergraduate and postgraduate students, including *Proyecto Fin de Grado* (PFG) and *Proyecto Fin de Máster* (PFM). All internships are to be carried out in CNIC laboratories.

II. GENERAL CONDITIONS

According to Royal Decree RD 592/2014, the CNIC must secure a formal Agreement on Educational Cooperation with the University at which the student is registered. The CNIC Internship Program contemplates two types of internship:

- **Curricular:** Internships forming part of the student's programmed academic curriculum.
- **Extracurricular:** Internships undertaken as a voluntary option during the student's training period, and not forming part of the programmed academic curriculum.

The list of active agreements between the CNIC and universities is available on the center's website (www.cnic.es) in the Training section ("University Partnerships").

ACCEPTANCE BY A HEAD OF GROUP, UNIT OR TRANSLATIONAL PROJECT. Students must obtain formal acceptance from the Head of Group, Unit or Head Translational Project to carry out the training internship within his or her team.

NO EMPLOYMENT RELATIONSHIP. The CNIC Internship Program provides training to university students under the supervision of their host universities. The student therefore enters no employment relationship with the CNIC, and the CNIC can under no circumstances use interns to replace employees or to cover an employee position.

Trainees receive no wage during the internship period.

POST-INTERNSHIP EMPLOYMENT. If the student joins the CNIC staff after the end of the internship period, that period will not count towards length of service and neither will it prevent the CNIC from fixing a trial period in the employment contract.

INTERNSHIP DURATION AND SCHEDULE. The duration of a curricular internship will be that established in the university course regulations. The duration of extracurricular internships will not exceed 50% of the academic year, although universities may establish other criteria. In both types of internship, the schedule must be compatible with the student's academic coursework.

CNIC OBLIGATIONS. For both curricular and extracurricular internships, the CNIC will supervise the conduct of the practical activities. Each student will be assigned a CNIC tutor with an appropriate academic profile and professional experience. The tutor will provide support and advice, and will inform student interns about the center's organization and internal regulations, especially those concerning occupational hazards. The tutor will also work closely with the intern's academic university tutor to coordinate the content and activities of the practical training in accordance with the Cooperation Agreement.

III. TRAINEE REQUIREMENTS AND OBLIGATIONS

To ensure uniform criteria for the assessment of academic qualifications, acceptance on the program will be conditional on students achieving a grade average of 6.5 points or above on a scale from 1 to 10 points. For candidates who are studying or have completed their studies at a Spanish university, the grade average is calculated by applying the following scale to each course credit:

- *Aprobado*: 5.5
- *Notable*: 7.5
- *Sobresaliente*: 9
- *Matrícula de honor*: 10

The grade average will be calculated to one decimal place.

Candidates with foreign qualifications must obtain the official equivalence of their degrees at <http://www.educacionyfp.gob.es/servicios-al-ciudadano/catalogo/gestion-titulos/estudios-universitarios/titulos-extranjeros/equivalencia-notas-medias.html>

Students must complete all internal procedural forms required by the CNIC, comply with all internal regulations, and maintain the confidentiality of all data and records to which they have access during their stay at the CNIC.

Students participating in the program must have appropriate university insurance cover through their home university (*Seguro Escolar* for Spanish Universities). Only under the most exceptional circumstances, accident or health cover could be provided by the CNIC.

The Code of Good Corporate Governance and Code of Ethics of the CNIC must be followed by students participating in this program:

https://www.cnic.es/doc/transparencia/codigo_buen_gobierno_y_codigo_etico.pdf

IV. OBLIGATIONS OF THE HEADS OF GROUP / UNIT OR RESPONSIBLE FOR TRANSLATION PROJECT

The Head of Group, Unit, or Translational Project who has accepted a student intern must commit, together with the assigned tutor, to the supervision of the student's work, to preparing the report at the end of internship, and to completing all documentation required by the Cooperation Agreement between the CNIC and the University.

The maximum number of students that can work in the same Group, Unit, or Translational Project during the calendar year is established according to the time devoted to the practical training: 1) Attendance above 50% of the working day will be considered as 100%; 2) Attendance below or equal to 50% of the working day will be considered as 50%.

Each Group, Unit, or Translational Project can host a maximum of 3 students working full time on their practical projects over the calendar year. This is equivalent to 36 months of full time practical training.

Each Group, Unit, or Translational Project will receive **financial support from the CNIC to cover general costs of the intern training, up to a maximum of €660 per calendar year (equivalent to hosting one trainee full time over 12 months).**

Each student's canteen expenditure will be paid by the host Group, Unit or Project. At the end of the calendar year the CNIC will reimburse the amount spent up to a maximum of €660 (equivalent to hosting 1 full-time student over 12 months).

The CNIC Internship Program is running since from 1st January 2016.