Internships

General Information

The subject External Internship (Prácticas Externas) carries 8 ECTS credits and is **optional**. Students who choose not to undertake an internship must substitute these credits with **two elective subjects**, selected from the other available options. This subject is governed by the regulations established by the University of Granada, which can be consulted at the following link: Curricular Internships - University of Granada

The maximum time allowed for work placements is 5 hours per day, Monday to Friday, totaling 25 hours per week. Each ECTS credit corresponds to 25 hours of work experience, meaning students must complete a minimum of 200 hours and at least two months of work experience in a company to earn the 8 ECTS credits.

All internships must be approved by the Master's Academic Committee to be recognized as part of the External Internship subject. The Academic Committee will assign internships based on students' preferences and the requirements specified by the institutions offerings placements.

If multiple students apply for the same internship, a selection process may be conducted in collaboration with the host organization. This process may include an interview with the internship supervisor, if deemed necessary.

In addition, every year–normally in November–the internship supervisor organizes two meetings: one information session and another meeting with companies. During this period, the list of internship opportunities available for the current academic year is also announced. The exact dates of these meetings will be communicated in advance via PRADO.

Further information about curricular internship from the University at MASTER. Curricular internship

Types of Internships

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Option A: Internships offered by the Master's program in companies

Description

The Master's program provides a series of External Internships in companies, typically collaborating with organizations we have worked with in previous years. Information about these External Internships is communicated through the PRADO platform, where students can review the details of each position.

To apply, students must indicate three internships of interest and submit a CV. The companies will then decide whether the student is suitable for the position.

It is important to note that, in oder to participate in an internship, students must have a social security number and be registered on the ICARO portal (https://icaro.ual.es/ugr). This registration is an essential requirement to formalize the process and ensure proper management of the internships.

Below, you can find the list of external internships offered by the Master's program in recent years:

- External internships, academic year 2025/2026
- External internships, academic year 2024/2025
- External internships, academic year 2023/2024
- External internships, academic year 2022/2023

Advantages and disadvantages

- They are usually unpaid
- The training activities are predetermined and cannot be negotiated by the students
- Internships are offered based on the positive experiences of students from previous courses

Option B: Initiation to research though “Internal Internships” offered by the Master

Description

The teaching staff of the Master’s program offers a series of internships for students to collaborate on tasks related to a research project.

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Information about the “Internal Internships” offered by the Master’s program is communicated through the PRADO platform.

Students should express their interest to the responsible teacher, who will determine whether they are suitable for the position.

Below, you can find the list of internal internships offered by the Master's program in recent years:

- Internal internships, academic year 2025/2026
- Internal internships, academic year 2024/2025
- Internal internships, academic year 2023/2024
- Internal internships, academic year 2022/2023

Advantages and disadvantages

- They are not remunerated.
- The training activities are predetermined and cannot be negotiated by the students.
- “Internal Internships” provide students interested in research with an initial contact with the profession.

Option C: Internships offered by ICARO

Description

Students can apply for the internships they are interested in, which are publicly offered through the ICARO portal (https://icaro.ual.es/ugr).

The selection and allocation of placements are carried out by the company or institution offering the internship.

Before starting, students must obtain approval from the coordinator for the proposed training activities, collaborating company, etc.

Advantages and disadvantages

- They are usually paid.
- These placements typically require students to hold a specific qualification (Degree), so students must meet this requirement to apply.
- The training activities are predetermined and cannot be negotiated by the students.

Option D: Internship in a company sought by the student

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Description

Students can contact companies where they are interested in doing an internship.

Before starting, students must obtain approval from the coordinator for the proposed training activities, collaborating company, etc.

The academic tutor will work with the student and the company to sign the agreement that enables the internship.

Advantages and disadvantages

- Internships may be paid.
- The student chooses the company.
- The student can negotiate the training activities directly with the company.

Option E: Validation of credits based on previous work experience

Students with professional experience related to the Master's program can request validation of their internship based on their experience.

The validation of credits within the Master in Economics will follow the procedure established by the University of Granada (access the procedure of the validation of credits).

The application period is in January and February.

Students must submit their application through the Sede Electrónica of the UGR (access Sede Electrónica).

The academic tutor can provide guidance upon request.

Assessment

Forms required at the end of the internship

Student: Evaluation Report from the ICARO portal (for external internships) and a report on tasks via Prado, following the template available in PRADO for Student's Report of Internal Internships). This must be submitted no later than 15 days after the end of the internship (for both external and internal internships).

External Tutor: Assessment Report through the ICARO portal (for external placements) or a report following the template available in Prado (for internal placements). In the final report, the external tutor will provide an overall grade for

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the student.

Academic Tutor: Assessment Report through the ICARO portal (for external placements) or a report following the template available in Prado (for internal placements). In the final report, the academic tutor will provide an overall grade for the student.

Evaluation and grading system

The academic committee will assign a mark based on the reports of: The external tutor, the academic tutor and the student

Calls and Deadlines

Ordinary call: The deadline for report submission is mid-July.

Extraordinary call: The deadline for report submission is the end of September.

Academic Tutor

The academic tutor, Professor Carlos Aller, is responsible for coordinating the internship programme. He is an Associate Professor in the Department of Economic Theory and Economic History at the University of Granada. Professor Aller has been a member of the Master's Academic Committee. He supervises around 17 students per year, guiding them throughout the internship process. His role is formally recognized with a teaching load reduction of 0.1 ECTS per student tutored, which ensures the time and dedication necessary for high-quality supervision and follow-up.

The academic tutor plays a central role in the coordination, supervision, and evaluation of the External Internships. Their main responsibilities include:

- **Preparation and allocation**: At the beginning of the academic year, the tutor contacts companies and professors to create the internship offer, organizes an information session with students, and coordinates the allocation of placements.
- **Administrative supervision**: Once the placement is assigned, the tutor oversees the signing of agreements and contracts, as well as the registration of students in the relevant systems (e.g., ICARO platform, Social Security).
- **Ongoing support**: Throughout the internship, the tutor monitors the correct development of the placements, attends to any incidents reported by companies or students, and conducts follow-up checks to ensure quality. This includes not only monitoring students placed in host institutions, but also assisting those who request validation of previous professional experience, ensuring that all cases are handled with rigor and in accordance with institutional regulations.

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- **Final evaluation**: At the end of the internship, the tutor collects reports from both students and companies and presents the results to the Master's Academic Committee for final assessment.

All the procedures and requirements related to the internships are **thoroughly detailed in PRADO** (Curso Prácticas Externas), including step-by-step guidance on the offer of placements, allocation process, registration in ICARO, evaluation criteria, deadlines, and other relevant information. This space provides essential resources for both companies and students, ensuring transparency and consistency throughout the process.

Contact for Internship

Master's Practice Coordinator (academic tutor):

Carlos Aller, Associate professor

Office B314

caller@ugr.es

Before reaching out, please carefully review the information available on this website, where you will find answers to most common questions regarding the internship. The use of contact channels should be reserved for highly specific or personal inquiries that cannot be resolved through the information provided online. This will help avoid overloading the communication channels and ensure timely responses.

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