

## **Regulatory Framework of the CEU Cardenal Herrera University for Practicum in Undergraduate and Graduate Degrees.**

Approved by agreement of the Governing Board on the 19 June, 2012

### **Article 1. Enrollment**

1.1 The registration of a student in the practicum implies their acceptance of the respective regulations that organize the practicum in their degree and within the regulatory framework of the CEU UCH.

1.2 The student is entitled to two opportunities to pass the practicum: the ordinary sitting, which will issue reports during the semester where the subject is being programmed. The extraordinary sitting will issue reports in the period in which it is scheduled.

### **Article 2. Evaluation and Assessments**

2.1 In the practicum, the student can obtain the same type of qualifications as in other subjects. In this regard, a student can obtain a "no show" if they have not presented the required documentation relating to the evaluation. They can also be assessed with a failing grade if their tutors determine so from the final documentation submitted by the student and the performance reports written by the external internship tutor and the academic tutor.

2.2 The external tutor and the academic supervisor will develop the performance report, which format and content will be determined following the regulations of each degree/Faculty. It must be made at the end of the internship period and contain at least one evaluation of the activity carried out and a second evaluation of the documentation provided by the student. The student's final grade will be given by the academic tutor and/or the corresponding evaluation committee.

2.3 In the event that during the internship period a default by the student is detected, the academic tutor will prepare a "process report" detailing that default. This "process report" will serve as a warning, advising that this fact could lead to a failing grade in the practicum. The mentioned report will be submitted by mail to the student, to the internship coordinator of the degree and to the external tutor.

2.4 In the event that the student disagrees with the mark obtained, the process provided

for these cases in the Regulations of the CEU UCH will start. In that process, the documentation submitted by the student in relation to the internship, along with the reports written by the academic tutor and the external tutor shall be taken into consideration to support the assessment. The actions that the academic tutor may recommend to the internship coordinator of the degree will arise from these reports, where appropriate.

### **Article 3. Allocation system and functions**

3.1 The student shall not refuse the offer of post and functions for the development of the practicum made by their Faculty/School in relation to the degree they are pursuing. In general, the Faculty/School will offer different options for the practicum, according to the procedures established. Students will then indicate their preferences, selecting between two and three options of their interest. The posts offered to applying students will be allocated in accordance with the procedures determined in each degree. As far as possible, the student will be assigned one of their preferred options. If, for any reason, they are not assigned one of their preferences, the student will be required to do the practicum in the post and functions which they have been allocated. Not accepting the option which they have been assigned will be assessed with a grade of "no show" in the respective records. Furthermore, if they enroll the following year, they will have to pay for the credits corresponding to the practicum.

3.2 The practicum placements offered will be published via the intranet and, where appropriate, via other means determined by the corresponding degree. The allocation of posts and functions to each student will be generally made taking into account the students' academic record.