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## STUDENTS IN INTERSHIPS WITH THE INTERNSHIP SERVICE FROM THE PROFESSIONAL DEVELOPMENT UNIT and RANKINGS

### 1. What about my social security?

In the event that your internship has been suspended, it is recommended that the company maintains its registration with the SS waiting for the situation to be re-established as soon as possible and waiting for the competent bodies to be able to indicate this to us. However, it is the company's decision whether or not to terminate the internship.

### 2. What happens with my study grant for the internship?

The grant for study is linked to transport and maintenance, since the internship is of a training nature. The company can decide at any time to suspend this aid both in terms of teleworking and in terms of suspending your internship.

### 3. Should I contact the Professional Development and Ranking Unit (internship service) to report my situation regarding internships?

Yes, you should contact us with any questions you may have regarding your internship and so that we can know your current situation (if you are working remotely, if your internship has been temporarily suspended or if the company has been in the situation of cancelling your internship)

### 4. Will I be able to extend my suspended current internship to later to complete it?

In the event that your internship has been suspended, the continuity of your internship will depend on the company's decision and the internship service of the Professional Development and Rankings Unit will do its best to help companies expand and support the whole process.

The UDP internship service must be aware of this situation.

### 5. In case my internship is cancelled what can I do?

The Internship Service of the Professional Development and Ranking Unit must know your situation. We will enable you to access the employability portal so that you can register for offers and find a new internship opportunity.

**6. If I am teleworking on curricular internships for the Bachelor's degree or ESIC's degree, do my hours count the same as if I were in a classroom format?**

As long as your company authorizes the internships in telework format, and at the same time validates the report of your external tutor, indicating your hours and the work carried out, they will count in the same way. Answer - Academic Board.

**7. What can happen if this situation does not allow me to complete the total number of hours of curricular internship before the scheduled date according to the academic calendar? Will I have to make up the hours?**

The decision in this regard will be made by the ESIC campus to the university in which you are registered, and the corresponding measures will be taken in the degree itself in accordance with those taken for official degrees.

Answer- Academic Board

**8. If I still have to do my internship, do I have a deadline to find it and have it evaluated in order to finish my degree?**

The decision on this matter will be made by the ESIC campus to the university you are enrolled in. At the moment, the deadline has not been set, but given the situation, it is likely that the academic year will be extended. In the case of Madrid campus, the term of the 2nd call will be extended at the end of October. Answer: Academic Board

**9. Can I look for other internships in case the company is not sure that I can return to work after the return to normal?**

In this case, the UDP internship service must be informed by the company so that we can end your internship, and be able to enable you to access the portal to search for new opportunities.

**10. If I have already done the hours of curricular internship, can I finish it in advance if the company has suspended them because of Covid 19? (UDP)**

If the company has suspended your internship for a period of time, the internship should not be terminated early, even if you have covered your curricular hours, the commitment made should be maintained since the company will still be in contact with you when the situation is normalized.

**11. If the internship is cancelled, in the case of carrying out curricular hours, would I have to repeat them completely or how would it be managed in that case?**

In this case, the hours completed in the first internship will be respected, completing the pending curricular hours with a second internship to be completed.

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Two simple reports should be made.  
Answer: Academic Board.

**12. In the event that my internship is in suspension or I am actively searching for an internship, when can the activity be resumed in person?**

According to article 9 of Royal Decree 462/2020, of the State Gazette of March 14, 2020, it is indicated that it will not be possible to return to classroom work. Until the article is revoked, the internship activity will have to be carried out remotely.

If your internship is in suspension and the company does not consider the option of teleworking, the UDP internship service must be informed by the company and then we will inform you about how to proceed.

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## ALUMNI IN THE EMPLOYMENT PROCESS WITH THE CAREERS SERVICE OF THE PROFESSIONAL DEVELOPMENT UNIT and RANKINGS

### 1. How can ESIC help you if you have become unemployed?

As ESIC alumni, we offer you job opportunities from companies, selection consultants and headhunters of international reference through our Employability Portal.

Once on the portal, you can find resources for international job searches in the International Opportunities section.

### 2. How to get the most out of the ESIC Employability Portal?

- Complete and keep updated all the sections of your profile in the My CV section: academic, professional, languages and information of interest.
- Attach documentation of interest to companies: CV, English CV and presentation letter.
- Access on a recurring basis to keep abreast of new opportunities.
- Register for those offers where you meet the minimum requirements. If the company is interested in your application, they will contact you.

### 3. What is the status of the selection processes of the offers that appear in the ESIC Employability Portal?

In the section "My candidatures", you can find out the status of each of the processes in which your candidature has been considered. If the process has been cancelled by the company as a result of the current situation, it will appear in "Closed" status.

### 4. What resources do we make available to you in terms of employability?

In the Resources section of our ESIC Employability website you will be able to find different content of interest so that you are up to date and can continue training to promote your employability and thus achieve your professional objectives.

## ANNEX-CONTACTS EMPLOYABILITY and RANKINGS SERVICE, ESIC CAMPUS

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