

INFORMATION ABOUT INTERNSHIPS 25/26 MASTER'S DEGREE IN DEMOCRACY AND GOVERNMENT

For the compulsory course "Research Project / Internship" (18 ECTS), you can choose to complete either a research project or an internship. At the beginning of October, the coordinator of the Master's program will send you an email asking you to indicate your preference.

This document provides information about the organization and formalization of the internship.

If you choose to do an internship, **you must have a Social Security Number**. Click [here](#) for details on how to obtain one. We **strongly recommend that all students who wish to do an internship begin this process at the start of the first semester**. Without a Social Security Number, you will not be able to do an internship.

1. WHEN CAN I START MY INTERNSHIP?

You can begin your internship during Semester 2 between February and August. The exact start date is flexible and can be arranged between the student and the institution. For example, some students start in February and finish in April, while others start in May and finish in July. Some students work 7 hours a day, while others work 4 hours a day. Regardless of your start date and the number of hours worked each day, you must complete a total of 360 hours by the end of your internship.

According to the fourth guideline of the Guidelines for External Academic Internships (available [here](#)), to ensure compatibility between the internship and other academic responsibilities, a maximum commitment of 25 hours per week is allowed during the teaching period, provided that the number of credits enrolled in for the semester ranges between 25 and 36 ECTS. During non-teaching periods, a maximum of 35 hours per week is permitted. In all cases, a minimum commitment of 20 hours per week is required. Additionally, it should be noted that remote internships are not permitted unless the host institution guarantees at least 20% in-person attendance.

When planning your internship, you should consider the dates for the MA Thesis defense (see the Academic Calendar published on the Master's [website](#)). If you wish to defend your thesis (i.e., your internship report) in July, you must complete your internship by June. If you wish to defend your thesis (i.e., your internship report) in September, you must finish your internship by August.

2. HOW TO OBTAIN AND FORMALIZE AN INTERNSHIP?

There are different ways to obtain an internship, which we detail below. Please bear in mind that all curricular internships (i.e., internships that are part of your official study programme) **must be formalized before you begin**. Without this formalization, your internship will not be valid, and you will not be able to pass the course. Below, we outline three ways in which you can obtain and formalize an internship.

1. ***You find an internship yourself***

If you find an internship yourself in Spain (e.g., through your network), you first need to check whether the organization or institution offering the internship has a Collaboration Agreement with UAM. You can consult all current agreements with UAM [here](#). **We strongly advise you to begin searching for an internship during the first semester so that all paperwork can be completed at the start of Semester 2.** If you wait too long to start your search, you may face difficulties in securing an internship.

If there is an existing agreement:

- Ask the Master's coordinator for approval (to ensure that the tasks and content of the internship align with the objectives of the Master in Democracy and Government) via email.
- Once you receive approval:
 1. Complete the corresponding [form](#) (*Solicitud de Anexo*) together with the institution. Please use the name of the Master's coordinator under "tutor académico."
 2. Send the completed form to: administracion.practicasmaster.derecho@uam.es.
At least 15 days in advance.

If there is no existing agreement:

- Ask the Master's coordinator for approval (to ensure that the tasks and content of the internship align with the objectives of the Master in Democracy and Government) via email.
- Once you receive approval:
 1. Complete the corresponding [form](#) (*Solicitud de Convenio*) together with the institution.
 2. Send the form to: ope.convenios@uam.es to initiate the process of creating a collaboration agreement between UAM and the institution. Please note that this process can take several weeks. It is an essential requirement that the agreement is signed by all parties before the start of the internship.
- Once the agreement is established (the institution where you wish to do your internship will be informed by OPE once the agreement has been finalized):
 1. Complete the following [form](#) (*Solicitud de Anexo*) together with the institution. Please use the name of the Master's coordinator under "tutor académico."
 2. Send it to: administracion.practicasmaster.derecho@uam.es.
At least 15 days in advance.

If you find an internship abroad, you must contact the International Internship Office at practicas.internacionales@uam.es. Internships abroad are exclusively managed by the International Internship Office, not by the Faculty of Law or the Master's coordination.

2. ***You apply for an internship through the [OPE](#) (External Internship Office)***

The External Internship Office (OPE) at UAM offers internships to all UAM students. These internships are managed by OPE, not by the Faculty of Law or the Master's coordination. You can find more information about the available opportunities and the procedures to follow [here](#).

3. ***You apply for an Internship from the General Offer***

At the end of the first semester (November-December), a General Offer will be published via SIGMA. The General Offer consists of internships provided by institutions that frequently host students from the Master

in Democracy and Government. The exact offer may vary each year in terms of available internship positions and institutions.

Once the offer is published in SIGMA, students will receive a notification from the Administration. After receiving the notification, students must:

- Indicate their preferences in SIGMA before the specified deadline (as indicated in the Administration's notification).
- Send an updated CV in English, Spanish, or both to the Master's coordinator via email once preferences have been indicated.

After the Administration sends the list of preferences to the coordinator, your CV will be forwarded to the first, second, or third institution on your list, based on the fit between the institution's requirements and your CV.

- If the institution is interested in your CV, they will contact you for an interview. If you are offered the internship position, you must:
 1. Complete the *Solicitud de Anexo* [form](#) with the institution. Please use the name of the Master's coordinator under "tutor académico."
 2. Send the completed form to: administracion.practicasmaster.derecho@uam.es.
At least 15 days in advance.

Please note that once the institution offers you the internship, **it is strictly forbidden to decline the offer**. If you do so, you will no longer receive administrative support from the Master's coordinator and will need to find and formalize the internship independently.

- If you are not invited for an interview, or if you are not offered the internship position after the interview, you should contact the Master's coordinator, who will send your CV to a different institution.
 - If you are invited for an interview and offered the internship, you must follow the above-mentioned steps. Again, once the institution offers you the internship, it is strictly forbidden to decline the offer.
 - If you are not invited for an interview or if the internship is not offered after the interview, you should contact the coordinator again. This process will continue until you are offered an internship position.
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Please bear in mind that it is possible that you may end up doing your internship at an institution that was not at the top of your preference list.

3. DURING THE INTERNSHIP

If any issues arise during the internship, the coordinator of the Master's program must be informed as soon as possible.

4. AFTER THE INTERNSHIP

Once you finish your internship, students should ask their professional tutor to complete the evaluation form that can be downloaded from the Master's website * and send it via email to the coordinator of the Master's program as soon as possible, and before the defense of your MA Thesis. Evaluation forms submitted too late will not be accepted, and the student will not be able to pass the course.

5. HOW WILL THE COURSE “RESEARCH PROJECT/INTERNSHIP” BE EVALUATED IN CASE OF AN INTERNSHIP?

The course “Research Project/Internship” (18 ECTS) evaluates the written MA Thesis. If you choose to do an internship, you must write an internship report as part of your MA Thesis.

The grade for the internship report is the average of the grades given by the professional tutor (50% based on your performance during the internship) and the academic tutor (50% based on the content of the internship report).

In addition to the evaluation of the written internship report, you will defend your internship report in front of an evaluation committee consisting of two members for the course “Master’s Thesis” (6 ECTS). The committee will assess both the content of the written internship report and the oral presentation. The grade given by the committee will be the final grade for the course “Master’s Thesis.”

6. FINAL CONSIDERATIONS

If you are unable to find and formalize an internship by the 15th of April (even though you may start your internship after this date), you are strongly advised to opt for a research project instead of an internship.