

GBSB Global Extracurricular Internship Framework

- At GBSB Global, internships are managed by CAEC (Careers, Alumni and Entrepreneurship Centre).
- The conditions for an internship are regulated by two internship agreement documents, the internship contract and the annex involving three parts: the student, GBSB Global and the company. It is mandatory that both documents are signed before starting an internship.
- Under no circumstances, the internship agreement documents can be signed retrospectively (with the past date). A student cannot start an internship until all internship agreement documents are properly signed by the student, the company, and the careers service.
- Students must be enrolled at GBSB Global for the whole duration of the internship. **There will be no processing of internships after graduation.**
- Dedication time for pursuing an internship may not exceed 4 hours/day or 20 hours/week. If justified and formally agreed between CAEC and the company, the limit can be increased up to 6 hours/daily or 30 hours/week.
- An internship may not exceed 900 hours per academic year. If 2 or more internships are done within the same academic year, their sum may not exceed 900 hours. Internships cannot start earlier or finish later than the annually established academic calendar.
- Not all internships are remunerated, but if they are, GBSB Global suggests a minimum remuneration of 4 €/hour. No upper limit is established, while it follows the remuneration scale of the company.
 - **NOTE:** For Spain, regardless of whether internships are paid or unpaid, the company must proceed with the enrolment of the student in the National Security System. To do so, students must have a NIE.
 - Every internship must be supervised and led by a Careers Service member (internal tutor) and the company's representative (external tutor) offering the internship.
- An internship cannot be done with the same organization where the student is already officially employed.
- For companies based in Spain, the internship framework conforms to the Spanish RD 592/2014 law (full text in Spanish can be found [here](#)).
- For companies based in Malta, the internship framework conforms to the Work-based Learning and Apprenticeship Act 2018 (full text in English can be accessed [here](#))
- For global companies, the internship framework conforms to the local legal framework of the country where the internship will be carried out.
- GBSB Global reserves the right to stop any internship with any company if it finds out that the company did not properly and timely register the student in the Social Security System or breached any other clause of the internship agreement.