MASTER'S DEGREE
IN MOLECULAR BIOLOGY, CELL BIOLOGY, AND GENETICS

PROCEDURE FOR THE MANAGEMENT OF EDUCATIONAL COOPERATION AGREEMENTS AND THE COMPLETION OF THE EXTERNAL INTERNSHIPS (PEX) MODULE OF THE UNIVERSITY MASTER'S DEGREE IN MOLECULAR BIOLOGY, CELLULAR BIOLOGY AND GENETICS (MBMCG)

1. GENERAL INFORMATION

The list of collaborating organisations available for the completion of the **External Internships (PEX)** module is provided for guidance purposes only. The validity of some Educational Cooperation Agreements may have expired and should therefore be verified before an internship placement is assigned.

Students are required to contact the **Master's Coordinator (coordinacion.master.bmcx@udc.gal)** to confirm whether the relevant agreement remains in force or, where appropriate, to initiate the procedure for the establishment of a new agreement.

Educational Cooperation Agreements concluded by the University of A Coruña may be consulted through the University's institutional agreement repository.

Access to the Agreement Search Tool

*Public access to the agreement search tool is currently available only through the **HTTP** protocol. Some web browsers automatically redirect connections to **HTTPS**, which may result in an access error because the generated URL is not valid. Should this occur, users are advised to access the search tool using a private or incognito browsing session or, alternatively, to clear their browser cache before attempting to access the service again.*

2. ESTABLISHMENT OF A NEW EDUCATIONAL COOPERATION AGREEMENT

Where the organisation in which the internship is to be undertaken does not have a valid Educational Cooperation Agreement with the University of A Coruña, a new agreement must be established before the internship can commence.

The following procedure shall apply:

1. The official University of A Coruña template for Educational Cooperation Agreements shall be used.

The logo of the collaborating organisation must be included in the header of every page of the agreement document.

The following versions of the agreement are available:

- GALICIAN VERSION.
- BILINGUAL GALICIAN–SPANISH VERSION.
- BILINGUAL GALICIAN–ENGLISH VERSION.

2. Once completed and signed by the authorised representative of the collaborating organisation, the agreement shall be submitted to the **Master's Coordination mail address** for administrative processing.
3. The procedure shall be deemed complete only after the agreement has been signed by the Rector of the University of A Coruña. Once the agreement has entered into force, the procedure for the completion of the External Internships may commence.

3. PROCEDURES BEFORE STARTING THE EXTERNAL INTERNSHIPS (PEX)

This procedure shall apply both to students undertaking internships under a newly established Educational Cooperation Agreement and to those assigned to a research group or collaborating organisation operating under an agreement already in force.

Students shall complete the following steps:

1. Complete the official **Training Project** form for the External Internships (PEX) module of the University Master's Degree in Molecular Biology, Cellular Biology and Genetics.
2. Obtain the signatures of both the student and the workplace supervisor representing the collaborating organisation.
3. Submit the duly signed Training Project to the **Master's Coordination mail address**.
4. Initiate, through the University of A Coruña, the Social Security (SS) registration procedure where required under the applicable legislation*.
5. You must apply for SS enrolment **20 days before the start of the program**.
6. Upon completion of the above administrative procedures, the **Master's Academic Committee** shall appoint an academic supervisor, who shall be a member of the Committee.

4. COMPLETION OF THE INTERNSHIP AND ASSESSMENT

Upon completion of the internship period, students shall submit a draft of their internship report to their academic supervisor for review.

The draft report must be submitted at least **seven calendar days** before the deadline established by the Master's Academic Committee for the submission of the final report in the relevant assessment period.

Students shall also ensure that both the workplace supervisor and the academic supervisor submit their respective assessment reports to the **Master's Coordination mail address** within the deadlines established by the Master's Academic Committee for the corresponding assessment period.

The assessment of the **External Internships** module shall be conducted in accordance with the assessment criteria, procedures and requirements established in the current course specification.

(*) Social Security Registration for the External Internships (PEX) Module

The **University of A Coruña** will process the Social Security registration of students undertaking the **External Internships (PEX)** module, provided that the internship is unpaid.

Where the internship is remunerated, responsibility for completing the SS registration procedure shall rest with the collaborating organisation in accordance with the applicable legislation.

In order for the University to process the Social Security registration, students must hold a **Spanish Social Security Number (Número de la Seguridad Social – NUSS)**.

- Students who already have a Social Security Number shall record it in their student profile through the **Virtual Student Office** (Academic Portal) of the **SIGMA** platform by accessing **"My Profile" → "Personal Details"**.
- Students who do not have a Social Security Number must obtain one in advance through the **Spanish General Treasury of the Social Security (**Tesorería General de la Seguridad Social**)** online portal before the commencement of their internship.

As soon as you have your NUSS, you can access the ***forms*** from the School of Sciences to apply for enrollment in the Social Security system.