UNIVERSIDAD DE ANTIOQUIA
Facultad de Ingeniería

Start record
Internship in an International Host Organization

Type of internship:					
Record number:		Date:	DD	MM	YYYY
Associated Agreement: (mark with an X)		Framework Agreement or Memorandum of Understanding (Universidad de Antioquia and internship organization)			Start date - End date
		Specific Agreement or Memorandum of Understanding (Faculty of Engineering and internship organization)			Start date - End date
		Other:			Start date - End date

Intern's information

Full name:		
ID:		
Institutional email address:		
Phone number:		
Personal email address:		
Academic program:	Name:	
	Code:	
	Version:	
Health Promoting Entity (EPS) to which the student is affiliated: (Name of the EPS)		Plan: (Contributory or Subsidized)

Internship Organization Information

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Type of Internship Organization: (Public company, private company, educational institution, NGO, other).		
Legal Name of the Internship Organization:		
Internship Organization ID (Tax ID or equivalent):		
Legal Representative's name:		
Legal Representative's ID:		
Internship Organization Address: (City, Country)		
Contact person at the Internship Organization:	Name:	
	Position:	
	Email:	
External advisor information (Internship Organization representative)	Name:	
	Position:	
	Email:	

Academic internship information

Internship Modality: (mark with an X)	In an international organization		Virtual internship		In-person internship		Blended internship
	At the Universidad de Antioquia		Virtual internship		In-person internship		Blended internship
If virtual internship, select one: (mark with an X)		Remote internship (using host organization's resources)					

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		At-home internship (using personal work resources)				
Field work required: (mark with an X)	In an international internship organization		Yes		No	
	At the Universidad de Antioquia		Yes		No	
Economic remuneration paid directly to the student: (If applicable, include amount and frequency)						
Project the intern will support:						
Internship type:						
Academic internship objective:						
Main activities the student will perform:						
Internship start date:	dd	mm	yyyy			
Internship end date:	dd	mm	yyyy			

Internship evaluation process (conducted by the internal advisor):

DOCUMENT	DEADLINE	%	LEARNING OUTCOME
Internship proposal	Up to 45 calendar days after the internship start date	20%	Proposal formulation. The intern will formulate a proposal for the solution of an identified problem to be addressed during the internship period, based on the functions and responsibilities assigned or stated in the start record.
Progress review	Agreed upon by the advisor and the student	20%	The student and the internal advisor (UdeA) will analyze the progress of the proposal formulated to be developed during the internship period. The review shall assess

			compliance with the proposed methodology, achievement of objectives, progress according to schedule, and measurement of indicators and results
Final report	15 calendar days before the internship end date	40%	The student will submit the final report of the formulated proposal detailing outcomes for evaluation and validation.
Public presentation of results	Once the final report is approved by the Academic Committee	20%	The student shall publicly present the final report, demonstrating the achievement of objectives and outcomes.

Special internship conditions

Universidad de Antioquia's Obligations

- Ensure the intern has the guidance from a qualified advisor during the internship period.
- Report student's grades using the established formats and within deadlines established.
- Enroll the student in the Occupational Risk Insurance System (ARL) prior to the start of the internship and for the entire duration of the internship.

Student's Specific Obligations

- Comply with the regulations of the name of the host organization, especially those related to health and safety, as well as working hours established.
- Observe the applicable regulations of the Universidad de Antioquia.
- Prove affiliation to the Colombian Social Security Health System (any scheme) throughout the internship and to the international medical insurance coverage during the stay abroad.
- Submit the internship project proposal, the interim and final reports of the internship, and publicly present the results thereof. . All within the deadlines and according to the academic internship regulations of the Faculty of Engineering.
- Preserve and return in good condition, except for normal wear and tear, materials and equipment provided for the internship,.

Special Clauses of the Internship:

- During the internship period, the student shall be subject to the policies, guidelines, and regulations of the name of the internship organization. Name of the internship organization will inform the home university of any infractions committed by the intern and shall provide the necessary factual elements to support any disciplinary action taken.
- In the event of a disciplinary offense, name of the internship host organization reserves the right to terminate the internship.

Intellectual Property: Any intellectual property derived from work carried out during the internship shall be subject to the applicable legal provisions and the specific instruments signed by the parties on the matter, granting the corresponding acknowledgment to those who participated in the implementation of said work.

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Academic Relationship: The student's internship constitutes activities inherent to the teaching and learning process of university education. Therefore, by nature, it forms part of the academic relationship and shall under no circumstances give rise to legal or employment-related obligations or commitments between the student and the name of the internship host organization or the UNIVERSITY.

The internship will start on the scheduled date, provided that the conditions and decisions of the administrative authorities of both the home and host countries allow it. Any temporary interruption must be formally notified in writing by the internship organization to the students' home university.

Signed in Medellín on _____

STUDENT _____ FULL NAME ID	EXTERNAL ADVISOR (if applicable) OR INTERNSHIP ORGANIZATION REPRESENTATIVE _____ FULL NAME ID
INTERNAL ADVISOR _____ FULL NAME ID	Approved by the Academic Program Internship Coordinator at the Universidad de Antioquia _____ FULL NAME ID