



MASTER IN INTERNATIONAL BUSINESS
ADMINISTRATION & LANGUAGES - MIBAL

UNIVERSIDAD DE ALMERÍA

STUDENT INTERNSHIP GUIDE

2026-2027

1. INTRODUCTION

Internships are designed to expand the depth and breadth of academic learning in particular areas of study. It is an opportunity to gain experience in applying theories learned in the classroom to specific professional experiences in a company. An internship can motivate you to create opportunities, embrace new ideas, and give direction to positive professional change. A successful internship can give you valuable information in making decisions about the direction of future studies or employment.

This guide provides you with important information about the internship of the *Master in International Business Administration & Languages-MIBAL*.

2. OPTIONS FOR THE INTERNSHIP

You have different options to get the required credits (9 ECTS) of the internship that are detailed below.

DEADLINE: STUDENTS MUST INFORM THE MASTER COORDINATOR ABOUT THE CHOSEN OPTION BEFORE DECEMBER 19TH.

(A) First option: The administrative recognition (validation/convalidación) of your previous professional experience.

- **Requirements:** to have at least 300 hours of professional experience, related to the contents of the master and at least 3 months of experience.
- **Procedure:** You have to request the administrative recognition in ARATIES ("Mi secretaría") (the administration office at UAL). Check this link to know how to proceed and periods open for that: <https://www.ual.es/administracionelectronica/procedimientos/procedimiento/ARA0100>.

For the 2026-27 academic year, the following deadlines are officially established:

- From September 1 to October 16, 2026
- From June 1 to 11, 2027

(B) Second option: Tailored internships (Prácticas perfiladas)

The student proactively searches for a company of interest, which is related to the content of the master's program, to carry out the internship. The student contacts the company directly to negotiate and agree on the tasks, responsibilities, terms, and dates.

The company can be located in Almería, Spain (Local internships) or another country worldwide (International internships).

This option can take the form of a curricular internship (prácticas curriculares) or extracurricular internship (prácticas extracurriculares).

B.1. A curriculum internship (prácticas curriculares): This option is subject to evaluation (the student gets a grade). The final grade is the result of the students' report and the company tutor's report.

Students may request a list of companies where former students have successfully completed their internships, so that they might also contact them to carry out their internships.

Before the internship:

After the agreement with the company, the student must:

First, send the information to the master's coordinator (including the company name and details, functions to be performed, and the proposed dates). The coordinator must first approve whether the internship aligns with the master's program contents and requirements.

Second, to manage the process:

- Local or Spanish internship: after the coordinator's approval, the student must send all the information to the Servicio del Empleo de la UAL. Person of contact: Patricia López Berenguez (plopez@fundacionual.es / [+34 950 015 974](tel:+34950015974)). She arranges all the paperwork. The process is managed through the ICARO platform. Students need to register on the platform.

- International internship: after the coordinator's approval, the student must send all the information to the International Relations office. Person of contact: Pepelu (pextran@fundacionual.es / [+34 950 015 975](tel:+34950015975)). He arranges all the paperwork. The process is managed through the Umove platform.

The international internships are made through the available programs of international mobility at the

UAL: *Erasmus+ prácticas* and *Delta* programs.

This option requires you to do the internship after the end of the classes in the summer months (June – September) or carry them out in the following year.

After the internship: The student should complete the student internship report. This document is sent by the master coordinator at the beginning of the course and is posted on the Master's official website: <https://www.ual.es/estudios/masteres/presentacion/plandeestudios/practicas/7093>.

The deadline to submit the report: 1 week after the last day of completion of the internship. After this date, the students' report would not be considered for the evaluation. The evaluation will be exclusively based on the company tutor's report.

If a local or Spanish internship: Upload the document through the ICARO platform and email it to the master's coordinator.

If an international internship: Upload the document through the Umove platform, in “Other documents.1” (“Otra documentación. 1”).

**** Student internship report. Contents:**

- Description of the workplace, highlighting aspects such as the number of employees, the different departments and professional categories, and the technical means available for the development of the professional activities.
- Detailed description of the duties developed during the internship.
- Application of knowledge and skills acquired in the master's program, pointing out their degree of usefulness in professional development.
- Personal evaluation of the internship (satisfaction), based on the following aspects:
 - Location of the internship, type, and activities of the company. Technical resources.
 - Duties carried out by the student.
 - Role of the company's supervisor during the internship.
 - Degree of adequacy between the master's contents and the internship.
 - Application of the knowledge and skills acquired in the master's program.
 - Comments and suggestions.

B.2. An extracurricular internship

This option of internship is exempt from evaluation (the student does not get a grade for the internship). The final mark of the student in this option will be 5 out of 10 (APTO- Passing grade), but this mark will not count toward his/her transcript of records.

It is handled by the ICARO platform (local and Spanish internships) or the UMove platform (International internships). There are other options, such as an internship in a European Institution (Eurodesk: <https://programmes.eurodesk.eu/internships#79918>).

Before the internship: After the direct agreement with the company, the student must:

First, send the information to the master's coordinator (including the company name and details, functions to be performed, and the proposed dates). The coordinator must first approve whether the internship aligns with the master's program contents and requirements.

Second, to manage the process:

- Local or Spanish internship: after the coordinator's approval, the student must send all the information to the Servicio del Empleo de la UAL. Person of contact: Patricia López Berenguez (plopez@fundacionual.es / [+34 950 015 974](tel:+34950015974)). She arranges all the paperwork. The process is managed through the ICARO platform. Students need to register on the platform.

- International internship: after the coordinator's approval, the student must send all the information to the International Relations office. Person of contact: Pepelu (pextran@fundacionual.es / [+34 950 015 975](tel:+34950015975)). He arranges all the paperwork. The process is managed through the Umove platform.

After the internship:

The student must request the administrative recognition of the internship in ARATIES ("mi secretaría"). Check how to proceed and the dates in this link:

<https://www.ual.es/administracionelectronica/procedimientos/procedimiento/ARA0100>

(c) Third option: Participating in the formal and established process of internships of the Employment Services (SUE) at the UAL through the ICARO platform to work for a local internship company located in Almería or its province.

Those are curricular local internships (the student receives a grade).

Requirements:

- Registering in the ICARO platform
- Having a social security number.
- This is an extra option offered by the UAL only for students who have a good level of Spanish (A minimum of B2 is required in both speaking and writing).

Before the internships:

Through the ICARO platform, some local companies publish their job offers with the requirements. Bear in mind that these companies are also located in the province of Almería and might require to have own vehicle to reach them. In addition, some of the offers might not be entirely related to the master's program or meet the interests of the student. Thus, we recommend that the student pursue option B to ensure a better company-student match.

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In addition, there is an established period/schedule* for making the ICARO curriculum local internships:

22/02/2027 - 23/02/2027	APPLICATION PROCESS (student will rank all the offers according to his/her preferences)
24/02/2027	Administrative PROVISIONAL DECISION
25/02/2027 - 26/02/2027	Claims period
01/03/2027	Response to claims
02/03/2027	Administrative FINAL DECISION
03/03/2027-04/03/2027	Acceptance of the internship
08/03/2027	Start of the internship
08/03/2027 - 14/05/2027	Period for doing the internship
31/05/2027	- Submission of the internship report (student)**
10/06/2027	- Submission of the student evaluation report (company)
25/06/2027	The deadline for the publication of the final student marks

In some cases, there is some flexibility, and students might negotiate the period, although for most of the offers, the schedule is negotiable.

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 - Comments and suggestions.

After the internship:

The deadline to submit the report: 1 week after the last day of completion of the internship. After this date, the students' report would not be considered for the evaluation. The evaluation will be exclusively based on the company tutor report. Upload the document through the ICARO platform and email it to the master coordinator.

3. REQUIRED NUMBER OF WORKING HOURS

The internship has a minimum length of 225 hours. As a guide, this number of hours equates to 45 working days (9-10 weeks), doing 5 hours per day. However, any combination that leads to reaching the minimum of 225 hours is acceptable, provided that there is an agreement between the student and the company.

4. UAL ACADEMIC SUPERVISOR/TUTOR FOR THE INTERNSHIP

The academic supervisors/tutors for the internships during the current academic course will be the master's coordinator (Raquel Antolín López- ral252- @ual.es) or another faculty member assigned to that role. The responsibilities and functions of the academic supervisors/tutors are as follows:

- Monitor students to ensure optimal performance of the internship.
- Help students with any problem or incident during the internship.
- Mark students according to the reports submitted by the student and the company.