



ESEI INTERNSHIP PROGRAMME

ESEI gives its students an opportunity to build some practical work experience and to gain exposure to their area of academic and career interests.

Internship applies to any type of work opportunity which provides the student with valuable international work experience, working for an organisation alongside professionals while still enrolled in a degree programme. An internship gives students valuable insights regarding the types of work they may perform after graduation and helps students to decide on long-term career paths.

Internship placement with a multinational company will provide the student intern with practical work experience and possibility to apply classroom knowledge and gain career skills for the global workplace.

SELECTION CRITERIA

To apply for the internship programme at ESEI you must:

- be currently registered as full-time student of ESEI
- English – high level, fluent written and spoken
- have good command of Spanish – intermediate level
- have a good academic record



National and global companies are looking for students who have experience with international cultures and business practices, who speak several languages, and who have international view on the working life.

They want candidates with expertise in their field, but also with the following key qualities:

- A dynamic attitude
- Personal qualities of openness, adaptability and flexibility
- Team playing abilities
- Analytical skills
- Communication and interpersonal skills
- Commitment

STEPS TO FOLLOW

Admission to ESEI and its internship programme is based on **academic ability** and **potential for success**. Academic ability is evaluated by the applicant's past academic performance, recommendations and statement of purpose.

- The student must have an accredited **Academic Record** that clearly demonstrates both ability and motivation.
- The student is required to demonstrate why he/she considers himself/herself to be a suitable applicant. **The statement of Purpose** is a chance to demonstrate unique qualifications for and commitment to the student's chosen field by discussing those experiences, people, and events that compelled him/her to pursue it. It is an opportunity to let ESEI know more about him/her. The statement of purpose should be handwritten and about 300 words in length.
- The student should also submit two **Academic References**, although more may be submitted if he/she believes it will help us in our decision-making. The referees should be able to comment on the student's performance during his/her studies and therefore should preferably be professors who have taught him/her. We reserve the right to contact the referees for further information connected to the application. If preferred, the referee may submit a paper reference on university letterhead paper. If submitting a paper reference, the referee should sign the reference, attach a business card and return the reference in a sealed envelope signed across the envelope seal, either to the student to submit with your application, or directly to ESEI International Business School. We will not accept references that are not on letterhead paper.
- The students must also prove **English Proficiency**. It is crucial that the applicant can read, write, speak and understand English fluently in order to fully benefit from the course and the internship ESEI offers. Proficiency in English may be proved by submitting minimum scores from recognized English proficiency tests. If not possible, we will evaluate the level based on The Statement of Purpose.
- The student must also prove **a good command of Spanish**
- **Curriculum Vitae (CV)**
- **APPLICATION FORM** The application information enables ESEI to match the student's skills and experience to the internship offers.
- **TELEPHONE INTERVIEW with ESEI's** Admissions Officer.
- **SPECIAL PERSONAL MANAGEMENT SEMINAR (4 hours)**
- **INTERVIEW in COMPANIES**

INTERNSHIP RULES

Students gain practical work experience of around 20 hours per week. Internships normally last 3 months and are scheduled to coincide with academic semesters. Summer internships are also possible and are arranged on individual basis. The internship sponsor is not required to offer a student a job following the completion of an internship. However, an internship allows a sponsor to screen and select potential career employees based on proven job performance.

The average salary is from 300 euros to 500 euros during the academic year (maximum 5 or 6 hours a day) and in summer periods from 400 to 600 euros normally (5 to 8 hours normally).

STUDENT RESPONSIBILITIES

As an intern, it is important for the student to present himself/herself professionally and to uphold the following internship guidelines:

- Maintain **enrolment in ESEI** International Business School and be in good academic standing
- **Health insurance**. All foreign students registered at ESEI must be covered by a health insurance scheme. From the first day of the internship, it is important that the student is covered for costs related to accidents, illness and legal responsibility. It is important for the student to check in advance if he/she is sufficiently insured for:
 - Private third party insurance (for material damage and personal injuries)
 - Private accident insurance (for accidents that do not occur in connection with your internship)
- Adapt the "**uniform**" to the dress code of the company
- Maintain agreed-upon **work schedule** and hours
- Satisfactorily perform all assigned **duties and tasks** as required of the internship
- Notify the university of any concerns or difficulties experienced either on the job or in the course work

ESEI RESPONSABILITIES

- To find minimum 3 possible internship offers for the student during the first two weeks from the course commencement. If the student rejects all the offers without a clear reason it will be understood as his/her voluntary resignation from the internship programme.
- ESEI takes the responsibility to act as the student's helper in case of lack of adaptation to the company's working environment.
- It is the responsibility of the student to follow all the norms included in the internship contract and meet all the above mentioned requirements. Otherwise, ESEI will not act in case of problems with the internship company.
- Internship salary is specified by the company and ESEI does not have any influence on how high it is.
- The length of the contract is determined by the company and ESEI has no influence on its extension.
- Extension of the internship contract is not possible if the student is not currently enrolled in ESEI, except for summer periods but only after one year studied at ESEI.

TIPS and HINTS for APPLICANTS

Your internship interview could have a major impact on your future. So, to help make it a positive experience both for ESEI and for you, and to maximise your chances of success, follow our tips and hints:

- Take some time to think about the following questions: What do you want to do? Where do you want to work? What do you have to offer? If you have really given some thought about your answers to these questions, you'll be better positioned for your interview.
- Your CV is vital. It gives a 'snapshot' of you prior to interview and guides the line of questioning. Be sure it reflects your best qualifications and experience.
- Pay special attention to your contact information and include your email address. Be factual and specific with your answers.
- Honestly evaluate your willingness to move if relocation is required.
- Let the interviewer know what professional areas you are excited and curious about. Demonstrate your abilities. Be prepared to answer technical questions. You might be asked about your work experience or projects. The interviewer is interested in what motivates and drives you.
- Differentiate yourself. Let the interviewer know why you should get an internship offer. Discuss your important personal strengths.
- Bring supporting application information. You may be required to bring some supporting application information like thesis, diploma results, or any recommendations.
- Most of all, be natural, be honest and be yourself!

In short, your career is in your hands, but you will be supported at every step by coaching and guidance from ESEI.

Whenever you have a question, there will be someone on hand to answer it. Whenever you need help, someone will provide it. Whenever you want to do something, someone will encourage you.

APPLICATION FOR INTERNSHIP PROGRAMME

STEP 1. APPLICANT PERSONAL INFORMATION

First Name		
Family Name		
Gender		
Date of Birth		
Country of Birth		
Citizenship		
Passport Number		
Entry period	Year:	Semester (Autumn/Spring):

STEP 2. CONTACT DETAILS

	Home Address
Street, number	
City	
Postal Code	
Country	

E-mail	
Telephone	
Cell phone	
Fax	

	Mailing Address (if different)
Street, number	
City	
Postal Code	
Country	
Valid until	

STEP 3. EDUCATION

Please list your qualifications and any relevant education.

SECONDARY EDUCATION	
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Please include your transcripts (last year).

Photocopies are acceptable.

If you have taken official examinations (GCSE, AS/ A-Level, SAT...) please also include copies of the certificates.

EXCHANGE STUDENT	<u>If you wish to come as an exchange student from another University, please indicate:</u>	
Name of University		
	<u>Address</u>	
Street, number		
City		
Postal Code		Country
University Contact	Mr / Mrs / Ms	
Telephone		
Fax		
Time Span (please circle)	1 Semester Autumn / 1 Semester Spring / 1 Year	
Comments (if any)		

Please include your transcripts and/or diploma.

Photocopies are acceptable.

Work experience	
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STEP 4. LANGUAGES

	level	basic	good	fluent
English		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
other <input type="text"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STEP 5. STUDENT SKILLS

Please tell us the applications you are familiar with. Give the application name, version and your skill level (basic, good, expert)

Operating Systems (e.g. Windows, Mac, Linux)	
Administration applications (e.g. word processors, spreadsheets)	
Database applications (e.g. Access, MySql)	
Programming Languages (e.g. C, Java)	

Skills: Please tell us more about your skills. Give a description of your skill, your skill level (basic, good, expert) and your experience (time). It could include: Project Management, PC troubleshooting, Web-design, Cost-benefit analysis, System modelling, Marketing strategy, Business analysis, E-commerce, Desktop publishing

STEP 6. MOTIVATION & INTERESTS

Please tell us what makes you interesting for a company, what are your merits.

STEP 7. INTERNSHIP PREFERENCES

Describe what kind of placement you are looking for, what are your companies of choice, what are the criteria for your internship, what do you think you will learn from your internship:

STEP 8. GENERAL QUESTIONS

Why do you choose Barcelona to be the place for your internship?

What is the amount you wish to earn a month?

minimum Euro

Would you like us to find accommodation for you? yes: no:

What are your requirements for lodging?

(Student-apartment, room in a shared apartment, room with a Spanish host family)

What will be the maximum amount of rent you can afford to pay a month?

STEP 9. ADDITIONAL INFORMATION

In addition to satisfying all the regular requirements any type of additional information, such as involvement in organizational or community activities, may be used in the evaluation.

STEP 10. SUBMIT DOCUMENTATION

Once this application has been completed the applicant should include the following material before sending it to the attention of the Admissions Officer:

- **Secondary School / Academic Transcripts**
- **Academic References**
- **Statement of Purpose**
- **Proof of English Proficiency**
- **Proof of Spanish Level**
- **Photocopy of passport or ID card**
- **2 passport photographs**

Mail everything to:

Att. Admissions Officer
ESEI International Business School
Plaza Adriano, 1 Bis
08021 Barcelona, Spain

STEP 6. CERTIFICATION

I hereby certify that I have read and agree with the admissions procedures and the statements given by me in this form are complete and accurate. Furthermore, all documents submitted are authentic.

Applicant's signature	
Date	

Thank you for taking your time to complete this Application Form.
If you require any assistance regarding your application please feel free to contact the Admissions Department on 0034 93 417 46 77 or email info@esei.es