Professional Internships at ESCP Madrid

Interview with Laura García

How is an internship experience organised and what can it bring to a company? Laura García, Career Coordinator responsible for internships at ESCP Madrid, explains the steps to get started, the academic validation options and the ways companies can collaborate with ESCP Madrid Careers.

The value of internships for students and companies

1. What role do internships play in students' education?

Internships enable students to apply classroom knowledge in a professional environment. They form part of the requirements for obtaining their degree and allow students to earn ECTS credits. The experience must be authorised in advance by the academic management team and validated once it has been completed.

At ESCP Madrid Careers, we support students in finding opportunities, formalising the agreement and completing the final validation. Professional experience under an employment contract may also be recognised if it meets the requirements of the programme.

2. What do ESCP Madrid students bring to companies?

Our students study in several countries and have international, multilingual profiles. This enables them to work across different sectors and international environments, bringing diversity together with a strong academic foundation.

For companies, taking on interns is an opportunity to get to know this talent and bring new perspectives into their teams. 99% of companies report being very satisfied with the students' performance.

Before starting

3. I have found a professional opportunity. What steps should I follow?

The first step is to confirm with the company whether the experience will be formalised through an ESCP internship agreement or an employment contract.

In both cases, you must register the experience on the School's platform and obtain approval before starting. Once academic approval has been granted, we process the framework agreement, when one is not already in place, and the internship addendum. The framework agreement is signed by the company and ESCP; the addendum is also signed by the student.

If you need a curricular internship agreement, request it at least seven days before the start date. For the experience to be academically validated, you must complete the agreed duration and submit the required documentation.

If the experience is covered by an employment contract, first attach the offer letter and then, once signed, the contract. The company and the student manage this directly, without ESCP being involved in signing it. You may register the number of weeks required by your programme without having to remain enrolled

throughout the employment relationship. The academic validation process is the same for both arrangements.

4. When can internships take place and who manages them?

They must be related to the content and objectives of the programme, take place on a full-time basis and be carried out in person. They are therefore incompatible with the teaching period. Availability and duration vary depending on the programme.

Internships can take place in any country. If they take place in a city with an ESCP campus, that campus manages the agreement, taking into account the country's legal requirements. In all other cases, they are managed by ESCP Madrid's internship service.

5. What documentation should students prepare for an internship in Spain?

Students must have a DNI or NIE, as applicable, so that the company can register them with the Spanish Social Security system, for both paid and unpaid internships. During the internship, this coverage includes healthcare and accidents.

Students must also have valid personal insurance covering healthcare abroad, accidents, civil liability and repatriation throughout the experience.

The Secretary Office provides support with administrative procedures for DNI, NIE and insurance at secretary.officemadrid@escp.eu. For questions about internships, agreements and academic validation, please contact practicas@escp.eu.

During and after the internship

6. What happens if the conditions change and how is the experience validated at the end?

If the dates, duration or remuneration change, the new conditions agreed can be reflected in an addendum to the agreement. If the company or the student decides to end the internship earlier than planned, this must be communicated at least fifteen days in advance. If the minimum number of weeks required by the programme is not completed, the experience cannot be validated.

During the internship, the student has a tutor appointed by the company. At the end, the tutor completes a final evaluation certificate covering the student's performance. Validation takes place once the required documentation has been submitted and it has been confirmed that the academic conditions have been met.

Advice and collaboration with companies

7. What advice would you give to avoid delays when starting an internship?

Prepare the documentation well in advance, especially the NIE. The process can take two months or more, and not having it may force the internship to be postponed or cancelled. My advice is to contact the Secretary Office early and check the requirements before setting the start date.

8. How can companies collaborate with ESCP Madrid Careers?

Companies can send us their internship and employment vacancies so that we can publish them on our platform and help them find candidates. They can also take part in the company events organised by

ESCP Madrid Careers. These events are an excellent opportunity for employer branding teams to present their organisation and professional opportunities, speak with students and learn about their interests.

We invite companies to contact Isabel Fernández, Head of ESCP Madrid Careers, to share their talent needs and explore ways to collaborate, whether by offering professional opportunities or participating in our events.

Internship availability by programme

Programme	Availability	Duration
Bachelor	From mid-April	4 to 16 weeks
Master in Management	From mid-April	8 weeks to 6 months, with the possibility of extension
Specialised Master's programmes	From July	8 weeks to 6 months, with the possibility of extension