

– PRACTICAL STAGE –

STEPS TO FIND A GROUP AND ESTABLISH AN INTERNSHIP AGREEMENT

1. Contact the PI or group that you are interested in by sending your CV and explaining your interest. We have a list of available positions that you can check [here](#). Remember that you can also contact teams not included in the list!
2. Once the group receives your application, if they are interested in your profile, they will invite you for an interview.
3. Please attend the interview, and if you are finally accepted, follow the [steps 4 to 6](#).
4. Once accepted, the PI of the group should send an letter (scanned to: translacional@ub.edu) addressed to Prof Josep M Llovet (Master Coordinator) describing that you have been accepted to the group for the Final Master Project. Please ensure that this letter includes a short description of the project (main objectives as well as your specific tasks in the project). If all the information is correct Prof Llovet will approve your internship, and the Master Secretariat will send you the appropriate UB Forms in order to establish a formal contract between you, your lab and the UB.
5. You and your tutor would have to fill out the UB Forms and include all the information regarding your stay.
6. This documents needs to be sent back to the Master Secretariat for further processing. Please note that your contract will start only after all parts have signed and the document is sealed.

Please bear in mind, the signature's process associated to the Master Project Contract might take 1 month or more.