PLACEMENTS
FACULTY OF ECONOMICS

STUDENT’S GUIDE
DEGREES
ACADEMIC YEAR 2016-2017

- Degree in Business Administration and Management (GADE)
- Degree in Economics (GECO)
- Degree in Finance and Accounting (GFYC)
- Degree in International Business (GIB)
- Degree in Tourism (GTUR)
PRESENTATION

One of the main objectives of the education provided at the Faculty of Economics is to prepare students for their working lives. This preparation, while in no way ignoring the academic nature so characteristic of the University, aims to come as close as possible to the reality of the modern-day business world. However, the peculiarities of professional activity can only be acquired by work experience. The assimilation of business culture, a sense of responsibility in business activities and work organization, etc., are skills that can only be gained together with a professional in the field.

This is the purpose of the Company Placements offered in the degree courses at the Faculty of Economics. These placements are geared to providing the student with the necessary technical skills (know-how), interpersonal skills (communication and interaction) and thinking skills to allow the graduate to successfully and confidently enter the work market.

To perform these activities, the University has assembled a large placement team formed by staff from the University-Corporate Foundation (ADEIT) and staff from the Faculty of Economics (Vice-Deanship of Quality, Placements Commission, Secretariat, etc.).

We receive over 1,000 placement offers from companies each year that are audited to ensure these meet the criteria demanded by the Faculty of Economics. This broad catalogue of companies includes a full range of ORGANISATIONS, both big and small, from different sectors and with different professional and business functions, that allow the student to select the work experience that best suits their learning objectives.

All of us at the Faculty of Economics encourage you to gain work experience as an excellent complement to your academic and personal education.

D. José Manuel Pastor Monsálvez  
Dean of the Faculty of Economics  
University of Valencia
I INTRODUCTION

Work placements or internships are hands-on learning experiences carried out by students in companies, or ORGANISATIONS. The object of these placements is to supplement the student’s education with a period of work experience to allow undergraduates to:

a) Get to know working life
b) Gain insight into the way companies and ORGANISATIONS are run.
c) Corroborate the theoretical and practical knowledge gained during the degree course at companies and public and private ORGANISATIONS.
d) Perform tasks that test the critical and reflective capacity of the student and put into practice their capacity for analysis and deduction in their particular study areas.

Types of placement:

- **Degree-related placements**: work experience related to academic activities on the curriculum and corresponding to a specific course.
- **Extracurricular placements**: work experience voluntarily performed by students that does not form part of the corresponding curriculum yet still has the same purpose as degree-related placements.

The Faculty of Economics has established a placement committee as the body entrusted with the organization and academic monitoring of work placements, in coordination with the academic committees overseeing the degree courses and with the support of our University-Corporate Foundation (ADEIT).
II DEGREE-RELATED PLACEMENTS

General requirements

a) The applicant is a student at the University of Valencia or currently studying at one of its centres under an academic mobility programme or agreement with other universities and higher education centres.

b) In the case of degree-related placements, the applicant must be registered on the associated course, according to the curriculum in question.

c) The applicant meets the necessary conditions for the correct development of the activities and the skills associated with the work placements.

d) The applicant does not have any contractual relation with the company or public or private organization in which they are to perform their work placement, unless expressly authorised by the Centre’s Placement Committee.

e) The applicant has no family ties (up to third-degree relatives) with any member of the management of the company or entity or with their tutors, unless expressly authorised by the Centre’s Placement Committee.

f) In the case of extracurricular placements, the applicant must have passed at least 50% of the credits for their respective degree course.

g) The Centre’s Placement Committee may establish further requirements at any time.

<table>
<thead>
<tr>
<th>Degree course</th>
<th>Subject</th>
<th>Character</th>
<th>Application requirements*</th>
<th>Placement requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in Business Administration and Management</td>
<td>Work Placement</td>
<td>Compulsory</td>
<td>Have passed 130 credits</td>
<td>Have passed 90% of the credits for the first three years and be enrolled in all subjects for the 4th year.</td>
</tr>
<tr>
<td>Degree in Tourism</td>
<td>Work Placement</td>
<td>Compulsory</td>
<td>Have passed 130 credits</td>
<td></td>
</tr>
<tr>
<td>Degree in Finance &amp; Accounting</td>
<td>Work placement</td>
<td>Compulsory</td>
<td>Have passed 130 credits</td>
<td>Have passed at least 150 credits and be enrolled in all compulsory subjects for the Degree</td>
</tr>
<tr>
<td>Degree in International Business</td>
<td>Professional work experience</td>
<td>Compulsory</td>
<td>Have passed 130 credits</td>
<td>Have taken or be taking all compulsory subjects for the degree and passed at least 150 credits</td>
</tr>
<tr>
<td>Degree in Economics</td>
<td>Professional work experience</td>
<td>Elective</td>
<td>Have passed 130 credits</td>
<td></td>
</tr>
</tbody>
</table>

*In all courses it is necessary to have passed the required number of credits to request placements up to and including the January exam period for the 2015/2016 academic year.

1Article 10 of the University of Valencia Internship and Placement Regulations
II.2 DURATION, CREDITS AND PERIOD OF PLACEMENT

### DEGREES

<table>
<thead>
<tr>
<th>Degree course</th>
<th>Duration (minimum)</th>
<th>Credits</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in Business Administration and Management</td>
<td>Total of 500 hours. 475 placement hours</td>
<td>20</td>
<td>2(^{nd}) term</td>
</tr>
<tr>
<td>Degree in Tourism</td>
<td>Total of 450 hours. 425 placement hours</td>
<td>18</td>
<td>2(^{nd}) term</td>
</tr>
<tr>
<td>Degree in Finance &amp; Accounting</td>
<td>Total of 600 hours. 550 placement hours</td>
<td>24</td>
<td>2(^{nd}) term</td>
</tr>
<tr>
<td>Degree in International Business</td>
<td>Total of 600 hours. 550 placement hours</td>
<td>24</td>
<td>2(^{nd}) term</td>
</tr>
<tr>
<td>Degree in Economics</td>
<td>Total of 300 hours. 275 hours placement hours</td>
<td>12</td>
<td>1(^{st}) term</td>
</tr>
</tbody>
</table>

*Placements will occasionally be permitted outside the term established in the curriculum. It is essential to specify any such circumstance in the placement application made via the online Administration Office.

**Very important:** With the exception of the Degree in Economics, registration for all Company Placements shall be associated with dissertation registrations, and where these two subjects may not be performed separately.

II.3 STUDENT INSURANCE

Students on work placements shall be covered by accident and health insurance as well as civil liability insurance, charged to the University of Valencia, and covering all risks that may arise from the placement.

The procedure in the case of accident is explained in the following section of the ADEIT web page:

http://www.adeituv.es/practicas-en-empresas/estudiantes/incidencias-durante-la-practica/

In the case of placements performed outside Spain, students shall send a copy of their Civil Liability Insurance policy, taken out prior to the start of the placement, to practicas@adeituv.es, for administration purposes.

Students shall also be required to hold health insurance for all placements conducted outside Spain. A copy of the corresponding insurance policy shall be forwarded to practicas@adeituv.es prior to the start of the placement.
II.4 STUDENT, COMPANY AND UNIVERSITY RELATIONS

These placements are made for learning and training purposes and, in view of that established in the work placement regulations, shall not give rise to any work obligations of any kind for the placement company or organization, as the established student-company relation is not a working relation and shall not imply any obligation on these latter with regards to any ensuing incorporation of the students within the same.

In the case that the company provides job exchange, further information regarding registration with Social Security may be obtained at: Alta estudiantes en la Seguridad Social

The placement company may not cover any work position, whether on a temporary or intern basis, by any student during the period of placement.

III PLACEMENTS PROCEDURE

INFORMATIVE MEETINGS shall be held on from 29 January to 9 February 2016 for the different Degree.

The time and place of these meetings shall be posted on the web site and notice boards at the Faculty of Economics and by e-mail via Pregoner.

Briefings presentations will be posted on the Faculty of Economy, Work placements section.

III.1 APPLICATIONS

Applications for work placements should be made on the Online Administration Office under the “Placements” option.

Applications may only be submitted: from 22 February to 14 March 2016.

IMPORTANT: Applications for work placements must be made during the period and in the form indicated in the present guide in order to have any possibility of performing the placements incorporated within the 2016-2017 academic year.

Applications sent to the Online Administration Office shall indicate whether selecting a company offered by ADEIT, self-placement, whether requesting recognition for a work activity and the term in which the applicant wishes to do the placement (very important).
III.2 ADMITTANCE OF STUDENTS

Once all applications have been reviewed, a provisional list of admitted and excluded students (for both the first and second term) shall be posted on the Faculty of Economics web site and notice boards from 26 to 29 of April 2016.

Ranking by academic performance

- Students carrying out work placements over the first term shall be ranked by academic performance according to their average grades including subjects taken up to the first term of the 2015-16 year (FIRST CALL) Students shall appear in the list in order of ranking.

- Students conducting placement the second term shall be ranked according to their average grades including all subjects which appear in his/her academic report at the moment of the ordination. The list of admitted students (published between 5 and 7 July 2016) shall not appear in order of ranking. The final ranking shall be published September 2016.

Outgoing Erasmus Students

Students holding Erasmus grants must comply with the same credit pass requirements as all other undergraduates registered at the Faculty of Economics. However, as we may not be in possession of the updated record of all students (official grades obtained at the exchange university) at the time of preparing the list of admitted students and organizing the same according to grades, consideration shall be given to the results obtained for subjects taken at our Faculty.

The admittance of these students shall be provisional and shall be subject to the presentation of certification demonstrating the required credit pass at the time of registration. Students shall contact their mobility coordinators to obtain certification of required credit pass. The certificate shall be delivered to the Administration Office (Marisol Giménez) or sent to practicaseconomia@uv.es.

Review of student applications

Requests for review of the provisional list of placement students may be submitted over the FIVE days following the date of publication (from 3 to 9 May 2016). Review applications shall be submitted on a standard review form to the Secretariat of the Faculty of Economics.

The FINAL list of students admitted for work placements shall be published on the Faculty of Economics web page (Company Placement section) and notice boards and on the ADEIT web page during the week of 5 to 7 July 2015.
III.3 PLACEMENTS ON OFFER

The list of placements on offer and open for selection by the student shall be published on the Faculty of Economics and ADEIT Foundation web pages. The list shall provide company details, area of activity, period of placement, requirements to be met by the student, activities to be conducted over the placement period and indicating whether the placement is paid or unpaid.

The date established for the publication of the placements offered and approved by the Placement Committee shall be from 5 to 7 July 2015.

III.4 SELECTION OF PLACEMENTS

Admitted students shall be requested to attend a company placement selection meeting. In this meeting students, in order of ranking on the admittance list, shall select work placements from those on offer.

The date established for these placement selection meetings shall be

First term: between 11 and 15 July 2016.
Second term: September 2016

III.5 SELF PLACEMENTS

Students meeting the necessary requirements to apply for degree-related work placements may, of their own accord, locate and select a placement for work experience. This type of placement is considered a “self placement” and the suitability of any such selection shall be subject to prior assessment by the Faculty of Economics Placement Commission,

Procedure

1. Present placement applications via the Online Administration Office (as with all other students).
2. Choose in the application the option Autopracticum (self-placement) and download the Annex.
3. The student shall find a placement company and the student’s tutor shall send Annex to omara.Parra@uv.es. If the student is in possession of Annex that has been signed and sealed by the company, the student may send these directly to omara.Parra@uv.es. If it is the company that sends the annex, it is appropriate that it sends a copy to the student.
Final date for the presentation of Self-placements: Up to 31 May 2016, for practices for the period from October to January, and up to 7 September, for practices for the period from February to June.
4. The Placements Commission shall review and decide on the applications presented prior to the placement selection meeting.
- Self-placements may not be presented for two or more different posts.
- Students may propose self-placements at companies or ORGANISATIONS located abroad.
- In the case that the student does not manage to organise a self-placement or where their applications are rejected by the committee, the student will be automatically ordered in the ADEIT candidate list according to his average mark.
- Self-placements presented after the placement selection meeting shall not be accepted.

Erasmus Students

In the case of students participating on mobility programs during the first term of 2016-2017 that wish to organise a self-placement abroad to take advantage of their transfers:

- Self-placement applications may be submitted up to 1 December 2016.
- It is mandatory to send an email to omara.parra@uv.es before 1 July, 2016 informing of his/her intention of managing a self-internship abroad and accepting its deadline.
- Students should not select a placement at the selection meeting. In the case that the student select any such placement, any ensuing application for self-placement will be rejected.
- In the case that the student does not manage to organise a self-placement or where their applications are rejected by the committee, the student may opt to select one of the remaining placements yet to be covered following the selection meeting. In this case students should contact inmaculada.ferraqud@uv.es at ADEIT.

In the case of students, not participating on mobility programs, that wish to organise a self-placement abroad, for the period from February to June, self-placement applications may be submitted up to 1 December 2016. It is mandatory to send an email to omara.parra@uv.es before 1 July, 2016 informing of his/her intention of managing a self-internship abroad and accepting its deadline.

III. 6 CREDITS FOR PROFESSIONAL OR WORK EXPERIENCE PLACEMENTS

According to the University of Valencia Regulations for the Transfer and Recognition of Credits, approved by the Executive Committee on 24 May 2011, ACGUV 126/2011, accredited work and professional experience may be recognised in the form of credits for the subject of Work Placements.

According to these Regulations, on 21 March 2014 the Faculty of Economics Placement Committee adopted by majority vote the following agreements regarding requirements, criteria and procedure for the possible recognition of credits for degree-related placements.
**Student requirement**

Students meeting the following requirements may apply for the recognition of credits for work placements:

- Compliance with the requirements demanded for the practice of degree-related work placements.

- The work or professional experience be the result of work contracts or duly accredited self-employed activities.

- The activity has a minimum length of 6 months and covers the number of hours required by the course at the moment of submitting the documents (until 15 May). No credits shall be recognised for activities lasting less than 6 months. However, consideration shall be given to the accumulation of contracts of under 6 months made within the same or different companies.

- The activity has been completed and has been conducted within the last three years (as from the period for the presentation of placement applications).

- The activity undertaken is related to one of the activity programmes listed in the “Activity Programmes” of this guide and corresponds to the course taken by the student.

- The student has presented an application for recognition within the period and in the manner prescribed by the Placement Committee, as outlined below.

**Credit recognition process**

1. The student should present an application for incorporated placement through the Online Administration Office from **22 February to 14 March 2016**.

2. The student shall submit an application for recognition at the Faculty of Economics Administration Office before **16 May 2016**.

When the result of the recognition is **favourable**, the student shall pay the corresponding fees. According to that established in the Generalitat Tariff Act, fees shall be 100% the price of the credits that are to be recognised, following the incorporation of the Work Placement subject on their academic record (Law 7/2014 from Fees from the Generalitat). The secretary of the faculty will contact the student to proceed with the payment of the corresponding fees.

The subject will be marked as a “pass” on the student’s academic record and will not count to calculate his/her average grade.
Documents required

- For the recognition of activities performed under a work contract: Record of Employment and certification by the company indicating the activities performed by the student and the period of time in their employment. The details established in the company certification should necessarily coincide with that established in the record of employment.

- For the recognition of self-employed activities: Registration as self-employed, certification from approved bodies or associations or any other document demonstrating that the student has performed the said activity with indication of the period of time in such employment.

Evaluation of credit recognition applications

The Placement Committee shall assess applications for recognition that meet the stipulated requirements. The results shall be published on the Faculty of Economics and ADEIT web sites during the period of publication of the placement admission lists during the week from 27 June to 1 July 2016.

In the case that recognition is rejected, the student should follow the standard procedure for company selection in accordance with the average grade on their academic record or present a proposal for self-placement.

III.7 REGISTRATION

Those students admitted and, who have chosen a workplace, will self-enrol on their registration day of the subjects Workplacement and Degree Final Project.

The registration of “Work Placements” is OBLIGATORY. In the case of force majeure, the student should request the cancellation of the registration of this subject at the Secretary’s office of this Faculty during the previously established period for “registration modifications” and normally ending at the start of October.

III.8 INITIAL MEETING AND START OF PLACEMENTS

Academic tutors (the placement tutor and dissertation tutor is usually the same) shall be assigned in September and information shall be provided regarding the means of communicating with the tutor.

Students are required to meet their academic tutor prior to contacting their placement companies. In these meetings, students shall be given the pertinent
documents related to their placement and be informed of the procedure for the monitoring and evaluation of the same and, where applicable, the application of the placement to the Dissertation.

Scheduled dates of placements:

- **First term**: From 3 October 2015 to 31 January 2017
- **Second term**: From 1 February 2017 to 1 July 2017

The start dates are not obligatory start dates, but are the dates from which students may be incorporated within their placement companies and start their work experience. The date of incorporation shall depend on each company and the placement agreement signed by all the respective parties.

The final dates are the closing dates on which students may finalise their placements prior to assessment. It is essential that all students complete the minimum established placement hours. In the case that it is necessary to extend the placement period, an extra-curricular placement may be arranged through ADEIT (contact practicas@adeituve.s).

### III.9 EVALUATION OF PLACEMENTS

The evaluation of the placement shall be based on three aspects, each with specific weight in the final classification. All partial reports and the final report must be presented in order to pass the subject.

1. **Reports and OPAL course**

Placement students shall complete and deliver a periodical report to their academic tutors once a month. The forms for these reports may be found in the placement section of the Faculty of Economics web site, under the tab “Periodical student reports”. These periodical reports shall make up 20% of the final result.

Additionally, the tutor will assess the report on the implementation and completion of the course “Skills for a better professional placement” of the OPAL to be completed online through Virtual Secretary. This report will represent 10% of the final grade.

2. **Company tutor evaluation**

Report issued by the company tutor and this evaluation shall make up 40% of the final result of the placement.

3. **Placement report**

This report shall make up 30% of the final result. Once the placement has been completed and within a maximum period of 10 days, the student shall submit a report
on the activities conducted during the placement to their academic tutor. This report shall be written over no less than 10 and no more than 20 pages, using Arial font size 12p and with 1.5 line spacing. The content of the placement report shall be structured as follows:

a. Identification of the student and the company
b. Description of company sector
c. Description of the company:
   1) Activity
   2) Organization
   3) Description of the department where the placement is conducted (tasks, relations with other departments)
d. Description of activities carried out.
e. Application of knowledge gained from course studies to the work placement
f. Skills and abilities developed during the placement
g. Personal assessment of the placement
h. References

NOTE: Additional marks shall be given for good presentation of the report and marks shall be deducted for spelling mistakes, grammatical errors and copying.

Once this documentation is available, the academic tutor shall evaluate the placement of the student and the evaluation shall be marked and recorded on the student’s academic report.

As with any other subject, the student has the right to request a review of their placement evaluation.

IV RIGHTS AND RESPONSABILITIES OF PLACEMENT STUDENTS

Student rights

a) To be tutored by a teacher at the University of Valencia and by a supervisor working at the company or organization where the placement is made.
b) Receive a copy of their work placement agreement.
c) Be assessed and, when the placement is degree-related, graded in accordance with the criteria established in the teaching guide for the subject.
d) Receive, in cases stipulated as such, payment from the company or organization in terms of grants or funding.
e) Be able to perform their academic, learning and representative or participatory activities, following sufficient prior notice to the Partner Company or organization.
f) Receive information on safety and accident prevention rules from the Partner Company or organization.
g) Receive a certifying document from the company or organization where the placement was made, with express indication of the activities performed, the period and, where it be the case, the resulting performance.
h) Dispose of intellectual and industrial property rights under the terms established in the corresponding legislation governing the same.
i) Disabled students shall be provided with the necessary resources to attend tutorials, receive information and evaluations and conduct placements under equal conditions.
j) Disabled students shall perform placements in keeping with the activities or personal situations permitted by their disability.

k) All other rights currently established by law or in the corresponding agreements signed by the University of Valencia with the Partner Company or organization.

Responsibilities of the student

a) Students shall be aware of and comply with current legislation on work placements established by the University of Valencia.
b) Sign an agreement formalising the placement prior to starting the same.
c) Comprehend and perform the placement-learning project following the instructions of the tutor assigned by the partner company and under the supervision of their academic tutor.
d) Join the partner company on the agreed date, comply with the timetable established in the learning project, observe established work days and public holidays, and respect the operating and health and safety rules in force at the same.
e) Keep in contact with the University academic tutor during the course of the placement and report any incident that may arise during the same.
f) Prepare a final placement report and, where it be the case, an intermediate report.
g) Keep all internal information of the partner company confidential and maintain professional secrecy with respect to company activities both during and after the work placement.
h) Show utmost respect at all times for the policies of the partner companies and safeguard the good name of the University of Valencia.
i) All other responsibilities currently established by law or in the corresponding agreements signed by the University of Valencia with the Partner Company or organization.

V RIGHTS AND RESPONSIBILITIES OF ACADEMIC TUTORS

Rights of the academic tutor

a) To be informed of the legislation governing work placements together with the learning project and conditions under which the placement subject to their tutorship is to be performed.
b) Receive a copy of the placement agreement.
c) Have access to the partner company to allow the correct operation of tutorial duties.
d) Receive the necessary information and support from the University of Valencia to tutor disabled students.
e) Obtain recognition and accreditation of academic activity in the terms established by the University of Valencia in accordance with the internal rules of the same.

Responsibilities of the academic tutor

a) Sign placement agreements prior to the start of the same.
b) Oversee the normal development of the placement-learning project and guarantee that the scheduled timetable for the placement allows the student sufficient time to fulfil their academic, educational, representational and participatory responsibilities.
c) Provide students with tutorial schedules to monitor their placements.
d) Effectively monitor the placement and coordinate with the partner company to this effect.
e) Authorise, in conjunction with the company tutor, any modifications that may arise in the training project.

f) Evaluate the work experience of students under their tutorship and, in the case of degree-related placements, issue the corresponding grade or mark.

g) Maintain confidentiality with regards to any information that may be ascertained as a result of tutorial activity.

h) Report any potential incidents to the placement coordinator at the centre.

i) Supervise and, where necessary, request the availability of necessary back-up resources to allow disabled students to perform placements under conditions of equality of opportunity, non-discrimination and universal access.

VI RIGHTS AND RESPONSABILITIES OF COMPANY TUTORS

Rights of the company tutor

a) Receive information on the legislation governing work placements together with the training project and the conditions under which the placement is to be performed.

b) Obtain the necessary information and support from the academic tutor to allow the correct functioning of tutorial duties.

c) Obtain recognition from the University of Valencia for their collaboration activities in the terms established by the placement agreement.

d) Receive the necessary information and support from the University of Valencia to tutor disabled students.

e) Obtain, on demand, a University ID Card.

Responsibilities of the company tutor

a) Sign placement agreements prior to the start of the same.

b) Receive the student and organise the activity to be performed in accordance with that established in the training project.

c) Supervise the student’s activities, guide and control learning in a relation based on mutual respect and with a commitment to learning.

d) Coordinate with the academic tutor the development of the activities established in the learning project and establish, where it be the case, any modifications that may be required for the correct development of the work experience.

e) Inform the student of the organization and operation of the company and any specific rules and codes, particularly with regards to health and safety at work.

f) Provide any additional training required by the student to complete their work experience.

g) Provide all essential materials and resources for the correct development of the work experience.

h) Provide help and assistance to the student to resolve those matters of a professional nature that may be required when performing activities pertinent to the work experience.

i) Obtain and encourage proposals by the student concerning innovation, improvement and business undertakings.

j) Attend, together with the academic tutor, any potential incidents that may arise during the work experience.

k) Allow access to the company by the academic tutor of the University of Valencia to allow the correct operation of tutorial duties.

l) Maintain confidentiality with regards to any information regarding the student that may be ascertained as a result of tutorial activity.
m) Prepare and issue a final report on the work placement to the academic tutor.

VII INCIDENT PROCEDURE

Regarding the establishment of the work placement

Incidents shall be reported to the Placement Department of the University-Corporate Foundation, ADEIT (placement agreements, accident and civil liability insurance, work inspection).

Regarding the nature of work activities

The student should report to their academic tutor in the event of any incident with the company. The academic tutor shall study the problem and assess whether the company should be informed of the same. Once the company has been contacted and all necessary information obtained, the outcome shall be decided as follows:

a) To continue with the work placement following certain modifications by the company or the student.

b) To terminate the work placement. The termination should be reported to the placement coordinator of the centre and an application made to assign the student to another company in order to complete their credits.

If in doubt, the academic should contact the Placement Coordinator at the Faculty of Economics.

In the event that the placement has been taken to be terminated or that, in the light of the incident, the tutor considers that the company has not fulfilled their placement agreement, the tutor should issue a report to the Placement Committee of the Centre who will then decide whether to continue the partnership with the company in question. The final decision shall be reported to ADEIT.

VIII TRAINING PROGRAM

The following programs have been approved by Placement Committee at the Faculty of Economics.

IX EXTRACURRICULAR WORK PLACEMENTS

1. Student requirements
Students at the University of Valencia that meet the following criteria may generally perform extracurricular or non-degree related work placements:

- Students are enrolled on university courses associated with the basic, general and/or specific skills to be acquired by the student during the placement and have passed at least 50% of the academic credits required for their university qualification.
- Students are registered in the General Placement Registry of the University of Valencia, established to this effect by the ADEIT University-Corporation Foundations, and have completed the application form held at http://www.adeituv.es/practicas

2. Restrictions

- The applicant does not have any contractual relation with the company or public or private organization in which they are to perform their work placement, unless expressly authorised by the Centre’s Placement Committee.
- The applicant has no family ties (up to third-degree relatives) with the management of the company or entity or with their tutors, unless expressly authorised by the Centre’s Placement Committee.

3. Duration

Extracurricular placements may not exceed 900 hours per academic year.

4. Application procedure

**Option 1. The student proposes their work experience**

a) On the student’s proposal or that of the company/entity, the organization taking on the student shall submit the student selection notification form, found in www.adelituv.es/practicas, to practicas@adeit.uv.es, prior to the start of the placement.

b) The student shall complete the placement application form found in www.adelituv.es/practicas.

c) On the approval of the degree coordinator, ADEIT shall contact the student to formalise the placement.

**Option 2. The student selects an offered work experience placement**

a) Students may select a work experience placement from those listed at www.adelituv.es/practicas, on meeting the stipulated requirements.

b) The student shall then complete the placement application form and send it by e-mail to www.adelituv.es/practicas, indicating name, course and selected placement.

c) ADEIT shall contact the student.

5. Academic tutor of extracurricular work placements

In order to formalize the extracurricular work placement it is necessary to have an academic tutor. The student may appoint a tutor from among those teachers lecturing in the course on which the student is registered and shall notify ADEIT of the same (full name of the teacher, telephone number and teaching department) in order to incorporate the teacher in the placement agreement and start the same.

6. Inclusion of placement within the EDS
The work experience shall be included within the European Diploma Supplement (EDS). In order to include extracurricular work placements in the EDS it is necessary to receive the positive evaluation of the academic tutor. This evaluation shall be made on the basis of the report issued by the tutor at the Placement Company or entity at the end of the work experience.

XII REGULATION OF WORK PLACEMENTS

- Real Decreto 592/2014,
- Reglamento de Prácticas Externas

XIII TERMINOLOGY

PLACEMENT AGREEMENT: a personalised document for every student performing work placements. Work placements may only be started once the agreement has been signed by the academic tutor. 5 identical copies of the placement agreement shall be issued to the participants: student, tutors, representatives of the University and Company, Entity or Organization and ADEIT. Agreements shall specify:

- Details of the company/organization.
- Details of student
- The work-based learning project
- Placement tutors
- The length, period, credits and module to which the placement is assigned.

ADEIT, UNIVERSITY-CORPORATE FOUNDATION OF THE UNIVERSITY OF VALENCIA: established by the Social Council (Public Engagement Committee) at the University of Valencia to aid communication and relations between the university and potential social and economic partners. The foundation oversees the administration of Postgraduate and Specialization Masters and Courses at the University, careers and vocational guidance, job exchange and agreements with companies and ORGANISATIONS to allow work placements for students.

FACULTY OF ECONOMICS PLACEMENT COMMITTEE: The body entrusted by the Academic Board of the Faculty to promote and supervise work experiences. The committee is presided by the Dean or delegated to the Vice Dean and is formed by the Centre's Placement Coordinator, by representatives of the Departments/Areas with academic responsibility for the placements and by students. The Committee is responsible for defining the placement programmes, establishing the academic requirements to perform the same and, where necessary, to approve placements conducted outside normal procedures.
CONFIDENTIAL INFORMATION: Students on work placements have the obligation to retain confidentiality and not to employ, under any circumstances, any information gained from the company, entity or ORGANISATIONS for the purposes of publication or communication to third parties, nor to exploit any work performed during the placement subject to this agreement, without the prior and express authorization of the company in both cases. This undertaking shall remain in force throughout the period of the work placement and over any period following the same that may be established by the company. This situation shall be recorded in the corresponding document attached to the placement agreement or annexe.

XII FREQUENTLY ASKED QUESTIONS (FAQs)

1. Can I do a work placement once I have finished my course?
   You can do work experience up to the end of the course period in which you were enrolled, regardless of whether you completed the course in January or June.

2. Are work placements paid?
   Some work placements include payment for the students, though companies are not obliged to offer payment. All work placements offering payments shall be indicated as such in the original placement offer and in the placement agreement.

3. Can I take holidays?
   The period and timetable for work placements shall be as standard for the particular work area and the company where these are made.
   Any days off and holidays have to be requested and arranged with the company tutor within the scope of the placement agreement.

4. When can I do work placements?
   Work placements may be performed at any company or organization in Spain or abroad and in activities related to your studies.

5. Can I begin my placement on a different date from that established in the placement agreement?
   Only if this be later and is made with the approval of the academic and company tutors.
<table>
<thead>
<tr>
<th>Activities</th>
<th>Dates</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informative meetings</td>
<td><strong>GADE</strong>: 9 February 2016 12-14h First Round; 16-18h, Second Round. <strong>GECO</strong>: 1 February 2016 12-14h <strong>GTUR</strong>: 1 February 2016 10-12 <strong>GFIC</strong>: 5 February 2016 10-12h <strong>GADE y GFIC (Ontinyent)</strong>: 29 January 2016 11:30h <strong>GIB</strong>: 1 February 2016 16-18h</td>
<td>Class 101 Gregorio Maians library Gregorio Maians library Class 101 Class 33 Class 101</td>
</tr>
<tr>
<td>INFORMATION SESSION ON ERASMUS WORK PLACEMENTS: To be determined when the call comes out (a notification will be sent)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of applications</td>
<td>From 22 February to 14 March 2016 (mandatory for any practice modality). <strong>No student will do internships or the undergraduate degree final project (TFG) if this requirement is not met.</strong></td>
<td>Virtual Secretary</td>
</tr>
<tr>
<td>Publication of provisional list of admitted students</td>
<td>From 26 to 29 April 2016</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>Period in which non-admitted students may apply for review</td>
<td>From 3 to 9 May 2016</td>
<td>Secretary of FdE, 5 working days after the publication of the list of admitted.</td>
</tr>
</tbody>
</table>
| Presentation of Self-placement proposals | - Up to 31 May 2016 for practices for the period from October to January  
- Up to 7 September 2016 for practices for the period from February to June  
- Up to 1 December 2016 if an auto practicum is submitted abroad for the period from February to June (those students benefiting from this extension of time must necessarily inform to Omara.parra@uv.es. In the event of not doing so, it shall be deemed to waive their placement and TFG). | 1. Virtual secretary  
2. Company send Omara.parra@uv.es: Annex |
| Presentation of Recognitions | Up to 16 de May 2016. **No recognition will be accepted after this date.** | Secretary of FdE |
| Publication of the list of admitted students for Recognition of work activity and accepted Self-placements | From 27 June to 1 July 2016 | Web FdE and Web ADEIT |
| - Publication of the final list of students admitted for placements (first and second terms).  
- Publication of the ranking of students conducting placement over the first call of the first term (average grade up to the first term 2014-2015) | From 5 to 7 July 2016 | Web FdE and Web ADEIT |
| Publication of placement offers approved by the Placement Committee | From 5 to 7 July 2016 | Web FdE and Web ADEIT |
| First choice of placements sessions | From 11 to 15 Julio 2016 | Web FdE and Web ADEIT |
| Publication of the student planning for work | Setembre 2016 | Web FdE and Web ADEIT |
XVI INFORMATION

• Regarding content of placement-related activities and the evaluation of the same:

The teacher tutor assigned by the university to oversee the placement.

• Regarding other academic matters not concerning the tutor

Placement Coordinator, during allocated office hours (office E03) practicaseconomia@uv.es.

• Regarding formal aspects of the placement (agreements, minor changes of schedule, etc.):

Placement Department of the University-Corporate Foundation at the University of Valencia, ADEIT.
Tel. 963 262 600
Inmaculada.ferragud@uv.es, omara.parra@uv.es & julia.liebana@uv.es
www.adeituv.es/practicas

This guide was approved by the Placement Committee of the Faculty of Economics on January 2016.