WORK PLACEMENTS
FACULTY OF ECONOMICS

ACADEMIC YEAR
2017 - 2018

DEGREE PROGRAMS
STUDENT HANDBOOK

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Universitat de València
Facultat d'Economia
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 by working with a professional in the field.

This is the purpose of the Work Placement program offered in the degree courses at the Faculty of Economics. These placements are geared towards 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 that they meet the criteria outlined 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.

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:

- Get to know working life.
- Gain insight into the way companies and organisations are run.
- Corroborate the theoretical and practical knowledge gained during the degree course in companies and in both public and private organisations.
- 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).
2. DEGREE-RELATED PLACEMENTS

2.1 APPLICATION REQUIREMENTS

| Degree in Business Administration and Management | Work Placement | Compulsory | Have passed 130 credits | Have passed 90% of the credits for the first three years and be enrolled in all subjects for the 4th year. |
| Degree in Tourism | Work Placement | Compulsory | Have passed 130 credits |
| Degree in Finance and Accounting | Work Placement | Compulsory | Have passed 130 credits | Have passed at least 150 credits and be enrolled in all compulsory subjects for the degree. |
| Degree in International Business | Professional work experience | Compulsory | Have passed 130 credits | Have taken or be taking all compulsory subjects for the degree and passed at least 150 credits. |
| Degree in Economics | Professional work experience | Elective | Have passed 130 credits |

* 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 2016/2017 academic year.

2.2 DURATION, CREDITS AND PERIOD OF PLACEMENT

| Degree | Duration (minimum) | Credits | Period* |
| Degree in Business Administration and Management | Total of 475 placement hours | 20 | 2nd semester |
| Degree in Tourism | Total of 425 placement hours | 18 | 2nd semester |
| Degree in Finance and Accounting | Total of 550 placement hours | 24 | 2nd semester |
| Degree in International Business | Total of 550 placement hours | 24 | 2nd semester |
| Degree in Economics | Total of 275 hours placement hours | 12 | 2nd semester |

*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 and International Business, registration for all Company Placements will be associated with dissertation registrations, and these two subjects may not be performed separately.

3. PLACEMENTS PROCEDURE

The time and place of the informative meetings shall be posted on the website at the Faculty of Economy and by email via Pregoner.

Briefings presentations will be posted on the website at the Faculty of Economy, Work Placements section.

3.1 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 2017.

IMPORTANT:
Applications sent to the Online Administration Office should indicate whether:

- Whether selecting a company offered by ADEIT,
- Whether selecting self-placement,
- Whether requesting recognition for a work activity
- The semester in which the applicant wishes to undertake the placement (very important)
3.2 ADMITTANCE OF STUDENTS

Once all applications have been reviewed, a provisional list of admitted and excluded students (for both the first and second semester) will be posted on the Faculty of Economics website from 25 to 28 of April 2017.

Ranking by academic performance

· Students carrying out work placements over the first semester will be ranked by academic performance according to their average grades including subjects taken up to the first semester term of the 2016-17 year. Students will appear in the list in order of ranking.

· Students who wish to follow their work placement in the second semester will be ranked according to their average grades including all subjects which appear in his/her academic report at the moment of receipt. The list of admitted students (published between 5 and 7 July 2017) will not appear in order of ranking. The final ranking will be published in Mid-September 2017.

Students on mobility programs

Students participating on mobility programs 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 will be given to the results obtained for subjects taken at our Faculty.

The admittance of these students will be provisional and will be subject to the presentation of certification demonstrating the required credit pass at the time of registration. Students should contact their mobility coordinators to obtain certification of required credit pass. The certificate will be delivered to the Administration Office (Teresa.Collado@uv.es) 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. 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 will then be published on the Faculty of Economics website (Company Placement section) and on the ADEIT website during the week of 5 - 7 July 2017.

3.3 SELECTION OF PLACEMENTS

Placements on offer

The list of placements on offer and open for selection by the student will be published on the Faculty of Economics and ADEIT Foundation web pages. The list will 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 will be from 5 to 7 July 2017, for the first semester, and Mid-September, for the second semester.

Selection meeting

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

The date established for these placement selection meetings will be:

· First semester: between 10 and 14 July 2017.
· Second semester: October 2017.

3.4 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 Board.
Procedure

1. Present placement applications via the Online Administration Office (for all other students), indicating the semester.

2. Choose in the application the option Auto practicum (self-placement) and download the Annex. This document is also on the Faculty of Economics website.

3. The student must find a placement company and the student’s tutor will send Annex by e-mail to Omara.Parra@uv.es if the student is of GADE or GECO, to Julia.Liebana@uv.es if the student is of GFYC or GTUR or Inmaculada.Ferragud@uv.es if the student is of GIB. If the student is in possession of Annex that has been signed and sealed by the company, the student may send these directly. If it is the company that sends the annex, it should also send a copy to the student.

Final date for the presentation of Self-placements: Up to 15 June 2017, for placements for the period from October to January, and up to 15 September, for placements for the period from February to June.

If the student wishes to follow an auto practicum abroad, the annex may be presented at a later date to these. In particular, students who organize an auto practicum abroad, for the first semester (October-January), may avail of extra time to do so and have until September 15. If the student organizes an auto practicum abroad, for the second semester (February-June), they can also avail themselves of this extra time to do so and have until December 1. In both cases, they must notify, before June 15, 2017, informing of their intention to follow an auto practicum abroad and that they accept this deadline to Omara.Parra@uv.es if the student is of GADE or GECO, to Julia.Liebana@uv.es if the student is of GFYC or GTUR or Inmaculada.Ferragud@uv.es if the student is of GIB.

4. The Placements Commission will review and decide on the applications presented prior to the placement selection meeting.

- An Auto practicum cannot be carried out in a position in which there is a kinship relationship up to the third degree with those responsible for the management bodies of the company or entities or tutors, unless expressly authorized by thePlacement Committee.

- 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 organize 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 will not be accepted.
3.5 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 recognized 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 degree-related work placements.
· The work or professional experience is the result of work contracts or duly accredited self-employed activities.
· The work experience programme 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 June). 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 On-line Administration Office, indicating the semester.
2. The student should submit an application for recognition at the Faculty of Economics Administration Office before 15 June 2017.

When the result of the recognition is favorable, the student must pay the corresponding fees. According to that established in the Generalitat Tariff Act, fees will be 100% of the price of the credits that are to be recognized, 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 be used to calculate his/her average grade.

Documents required:

· For the recognition of work experience 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 those 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 said activity with indication of the period of time in such employment.

Evaluation of credit recognition applications

The Placement Committee will assess applications for recognition that meet the stipulated requirements. The results will be published on the Faculty of Economics and ADEIT websites during the period of publication of the placement admission lists during the week from 26 to 30 June 2017.

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.

3.6 REGISTRATION

Those students admitted and, who have chosen a work placement, will self-enroll on their registration day for the subjects: Work placement and Degree Final Project. The non-payment of tuition fees will result in the cancellation of the entire enrollment made in the academic year. (Article 147 of Legislative Decree 1/2005, of 25 February, of the Consell de la Generalitat, Law of Rates of the Generalitat).

Registration for “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.
3.7 START OF PLACEMENTS

When academic tutors have been assigned (the placement tutor and dissertation tutor is usually the same) and the documents of the placements delivered, students are required to meet their academic tutor. In these meetings, the academic tutor will sign the pertinent documents related to their placement. Moreover, the student will 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 for placements:

- **First semester:** From 2 October 2017 to 31 January 2018.
- **Second semester:** From 1 February 2018 to 30 June 2018.

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 depends on each company and the placement agreement signed by all the respective parties.

The final dates are the closing dates on which students may finalize 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@adeituv.es).

3.8 EVALUATION OF PLACEMENTS

The evaluation of the placement is 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 should 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 website, under the tab “Periodical student reports”. These periodical reports 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 the Virtual Secretary. This report will represent 10% of the final grade.

At the end of the course the student requests the certificate, which must be presented to his academic tutor.

2. Company tutor evaluation

Report issued by the company tutor, and this evaluation makes up 40% of the final result of the placement. The evaluation report will be sent by ADEIT to the company tutor, and once completed, automatically, it will be sent to the academic tutor.

3. Placement report

This report makes up 30% of the final result. Once the placement has been completed and within a maximum period of 10 days, the student should submit a report on the activities conducted during the placement to their academic tutor. This written report must comprise 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 will 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 will evaluate the placement of the student; the evaluation will 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.
4. STUDENT INSURANCE

A. In Spain

- **Paid Internships**: Attend the firm’s/institutions own medical insurance service (Mutua) once you have been registered for Social Security.

- **Internships without remuneration**: Go to the hospital close by, preferably public, following the protocol indicated on the web: Protocol of action.

B. In countries of the European Union

*If you are awarded the Erasmus Scholarship (for curricular placements only):* send to practicas@adeituv.es the Learning Agreement signed by all parties, and attach the certificate of insurance sent to the student.

*If you have not been granted or have not applied for the Erasmus Scholarship:

- **For Health Care**: Use your European Health Card (send scanned to practicas@adeituv.es: European Health Card.

- **For cases of Civil Accident and Responsibility**: The student must provide documentary proof of accident and civil liability insurance with an insurance company and provide, prior to the beginning of the internship, a photocopy of the policy subscribed to accredit said coverages. Send to practicas@adeituv.es

C. In other countries around the world

- **For cases related to Health Care, Accident and Civil Responsibility**: The student must show documentary proof of holding health insurance, accident and civil liability insurance with an insurance company and provide, prior to the beginning of the placement, a photocopy of the policy subscribed that clearly outlines insurance cover. Send to practicas@adeituv.es

5. TRAINING PROGRAM

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

- **Training Program for Degree in Business Administration and Management**
- **Training Program for Degree in Economics**
- **Training Program for Degree in Finance and Accounting**
- **Training Program for Degree in International Business**
- **Training Program for Degree in Tourism**
6. EXTRACURRICULAR WORK PLACEMENTS

6.1 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-en-empresas/estudiantes/como-solicitar-una-practica/

6.2 ACADEMIC TUTOR

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 must notify ADEIT of the same (full name of the teacher, telephone number and teaching department) in order to include the teacher in the placement agreement.

6.3 INCLUSION OF PLACEMENT WITHIN THE EDS

The work experience will 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 endorsement of the academic tutor. This evaluation should 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.

7. REGULATION OF WORK PLACEMENTS

· Royal Decree 582/20

· Regulations for Work Placements

· Agreements of the Placement Committee of the Faculty of Economics.

· The Official State Gazette (B.O.E.) , which regulates the study plan for degrees.
8. FREQUENTLY ASKED QUESTIONS (FAQS)

¿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 in June.

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

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

Where 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.

Can I begin my placement on a different date from that established in the placement agreement?
Only if this is later, and is made with the approval of the academic and company tutors.

What is the relationship between the student, the company and the university?
Given the formative nature of these internships, and according to what is established by the regulation of external placements, the company or institution is under no obligation regarding employment, since the relationship that is established does not envisage this. In the same way, there is no commitment as to the subsequent offer of employment whatsoever.

In case the company provides payment, you can find more information at: Putting students in Social Security.
Likewise, the signatory company may not cover, even temporarily, any position in the company while the student is performing said internship.

What rights and duties does the tutor have?
Article 12 of Royal Decree 592/2014, and Article 11 of Regulation of External Placements of the University of Valencia.

What rights and duties does the student have?
Article 9 of Royal Decree 592/2014, and Article 10 of Regulation of External Placements of the University of Valencia.

¿Qué derechos y deberes tiene el tutor de empresa?
Article 11 of Royal Decree 592/2014, and Article 12 of Regulation of External Placements of the University of Valencia.

What should you do if you have any problems?
http://www.adeituv.es/practicas-en-empresas/estudiantes/incidencias-durante-la-practica/
### 9. WORK PLACEMENT CALENDAR

<table>
<thead>
<tr>
<th>Activities</th>
<th>Dates</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informative meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CADE (Onteniente): 9 February 12:30h.</td>
<td>Class 33</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>CADE: 30 January 12:30-14h, First Round.</td>
<td>Class 101</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>3 February 14:15-16h, Second Round.</td>
<td>Class 101</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>GECO: 30 de enero de 14:30 16h.</td>
<td>Class 101</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>GECO: 30 de enero de 14:30 16h.</td>
<td>Class 101</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>GTUR: 6 February 14:15-16h.</td>
<td>Class 101</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>GIB: 2 February 12:30-14 h.</td>
<td>Class 101</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>GFYC: 7 February 14:15-16 h.</td>
<td>Class 101</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>Presentation of applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From 22 February to 14 March 2017 (mandatory for any practice modality). Students will not be able to complete internships nor the undergraduate degree final project (TFG) if this requirement is not met.</td>
<td>Virtual Secretary</td>
<td></td>
</tr>
<tr>
<td>Publication of provisional list of admitted students</td>
<td>From 25 to 28 April 2017</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>Period in which non-admitted students may apply for review</td>
<td>5 working days after the publication of the list of admitted students</td>
<td>Secretary of FdE</td>
</tr>
<tr>
<td>Presentation of Self-placement proposals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Up to 15 June 2017 for placements for the period from October to January</td>
<td>1. Virtual secretary, 2. Company send to Omar <a href="mailto:Parra@uv.es">Parra@uv.es</a> if the student is of CADE or GECO, to Julia <a href="mailto:Liebana@uv.es">Liebana@uv.es</a> if the student is of GFYC or GTUR or Inmaculada <a href="mailto:Ferragud@uv.es">Ferragud@uv.es</a> if the student is of GIB. If they do not, it will be considered that they reject applying for auto practicum.</td>
<td></td>
</tr>
<tr>
<td>- Up to 15 September 2017 for placements for the period from February to June</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of Recognitions</td>
<td>Up to 15 June 2017. No recognition will be accepted after this date.</td>
<td>Secretary of FdE</td>
</tr>
<tr>
<td>Publication of the list of admitted students for Recognition of work activity and accepted Self-placements</td>
<td>From 26 June to 30 June 2017</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>- Publication of the final list of students admitted for placements (first and second semesters).</td>
<td>From 5 to 7 July 2017</td>
<td>Web FdE and Web ADEIT</td>
</tr>
<tr>
<td>- Publication of the ranking of students undertaking placements in the first semester (average grade up to the first semester 2016-2017)</td>
<td></td>
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</tbody>
</table>

### 10. INFORMATION

**REGARDING OTHER ACADEMIC MATTERS NOT CONCERNING THE TUTOR:**
Placement Coordinator, during allocated office hours (office E03), practicaeconomia@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.
www.adelituv.es/practicas.

**REGARDING LISTS, REGISTRATION, ETC.:**
Secretary of Faculty of Economics
Tel. 963 828 484
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