

## **EXTRA CURRICULA WORK PLACEMENTS**

These work placements are voluntary and not reckonable as credits in the student academic record. These will neither deduct hours from the compulsory practices to be performed by the master's degree students.

### **STEPS TO APPLY FOR EXTRA CURRICULA WORK PLACEMENTS**

- GO TO ADEIT's WEBSITE: <http://www.adeituv.es/>
- CLICK ON: TRAINEESHIPS IN ENTERPRISES
- CLICK ON: STUDENTS
- CLICK ON: HOW TO APPLY FOR AN INTERNSHIP?
- FILL IN the Student Internship Application Form
- DOWNLOAD the "Student Selection Communicate" and fill in it (student and company)

### **FAQs on the document to be filled in:**

- Work placements to be included in the academic record: YES/NO? ... Mark **NO**
- Subject/module? Not linked to any subject ... **LEAVE THIS FIELD BLANK**
- Total amount of hours? To be determined (There is no minimum of hours. The limit of hours to be carried out by the students is from 900 to 1000) **YOU MUST INDICATE THE NUMBER OF HOURS TO BE CARRIED OUT IN THE COMPANY**
- Academic tutor? **Dr MAITE CORTES**

Before starting extra curricula work placements it is required the authorisation of the master's degree director.

### **STEPS TO APPLY FOR THE AUTHORISATION OF THE MASTER'S DEGREE DIRECTOR.**

- **DOWNLOAD** "Authorisation of the director",
- **FILL IN** the authorisation
- **HAND IT OVER for SIGNATURE** to Dr José Miñarro, Master's director
- **SCAN** the "Student Selection Communicate"
- **FILL IN** the "Student Selection Communicate"
- **SEND** the student selection communicate, together with the director's authorisation to [practicas@adeituv.es](mailto:practicas@adeituv.es)
  
- ADEIT prepares the documentation of the work placements and sends it to the Office of the Secretary of the Faculty (Silvia Perete)
- The Office of the Secretary will notify the student when to collect the documentation.

**You must NOT begin the work placements so far.**