

# Internship Programme MA in Creative and Humanistic Translation 2024-25

Coordination  
José Santaemilia  
Elena Castellano  
Ignacio Ramos

UVpràctiquès

UNIVERSITAT  
DE VALÈNCIA



Facultat de Filologia, Traducció i Comunicació

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# About the ADEIT Foundation

# 01

## 01. About the **ADEIT** Foundation

### Who are we?

The University-Business Foundation of Valencia, known as ADEIT, is an entity affiliated with the Universitat de València. Its objectives are –**to ensure that society benefits from the university’s capabilities**; and also **act as a bridge to communicate society’s and the business sector’s needs to the University**.



#### While you are studying at University

- We facilitate your practical training in companies through **curricular** and **extra-curricular internships**.
- We introduce you to entrepreneurship through the course ***Who Can Be an Entrepreneur?***, where you can learn about business creation and management. .
- We encourage creativity and entrepreneurship with the **MOTIVEM** program .



#### At the end of your studies...

- We enhance your training and specialization through **postgraduate degrees** and **continuing education** .
- We support your first steps into the job market with a practical training program in companies.
- We provide mentorship for creating your own business through the ***University Entrepreneurs Mentoring Program***.

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# General issues

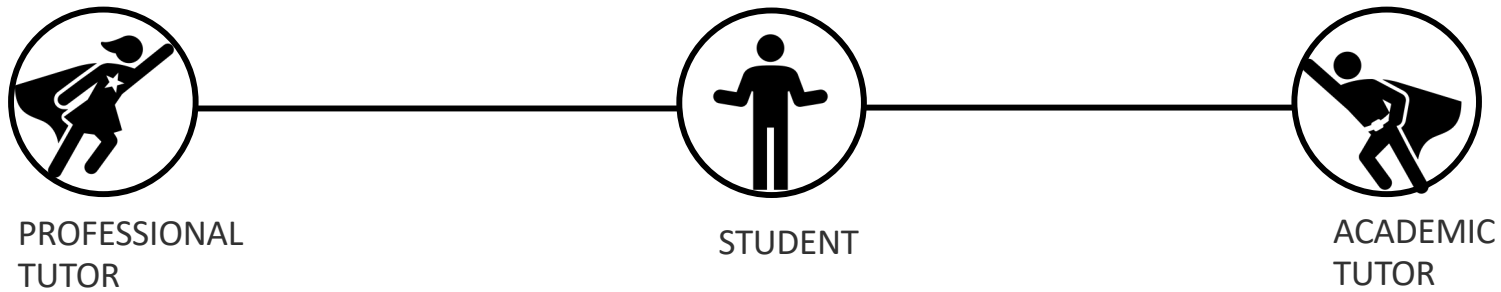
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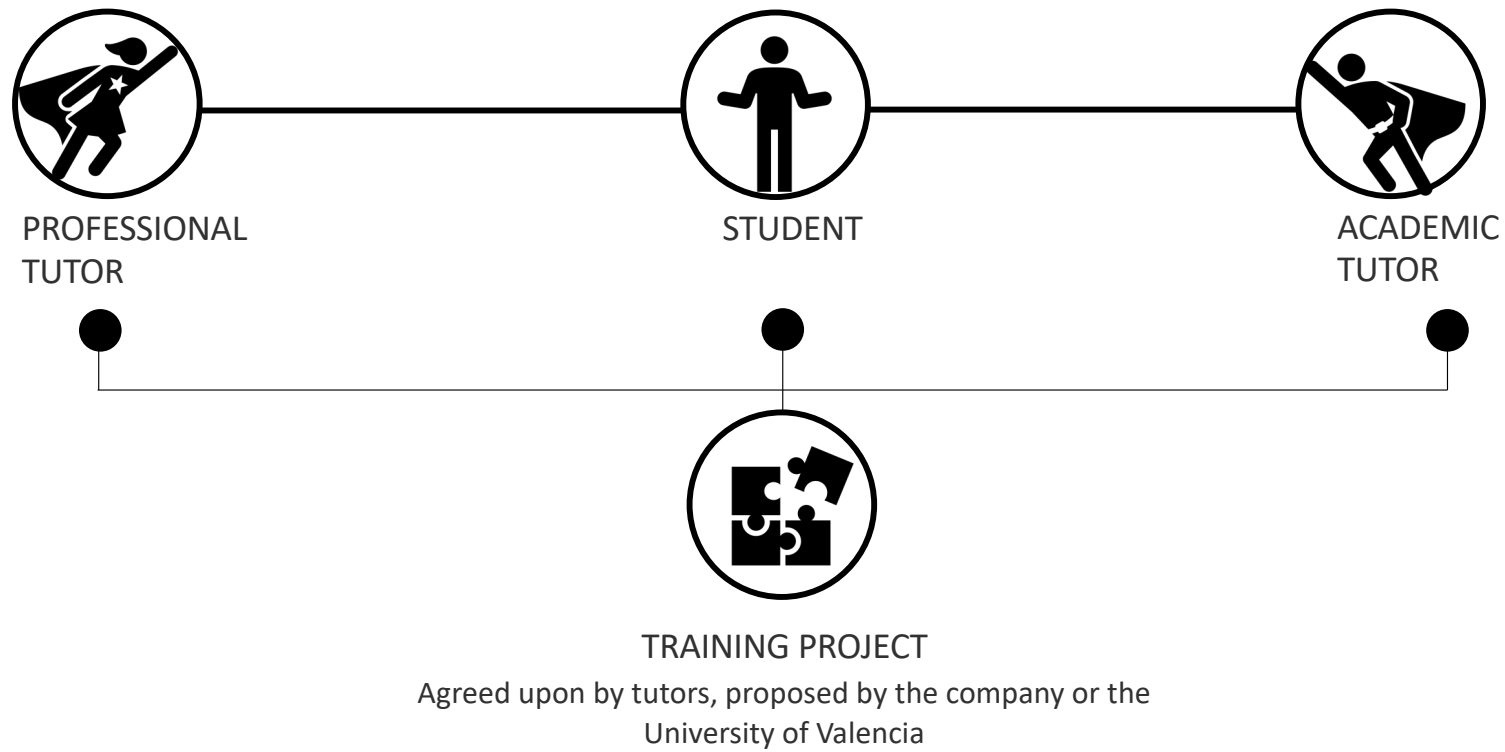
## 02. Aspectos **generales**

### 2.1 Elementos esenciales de las prácticas



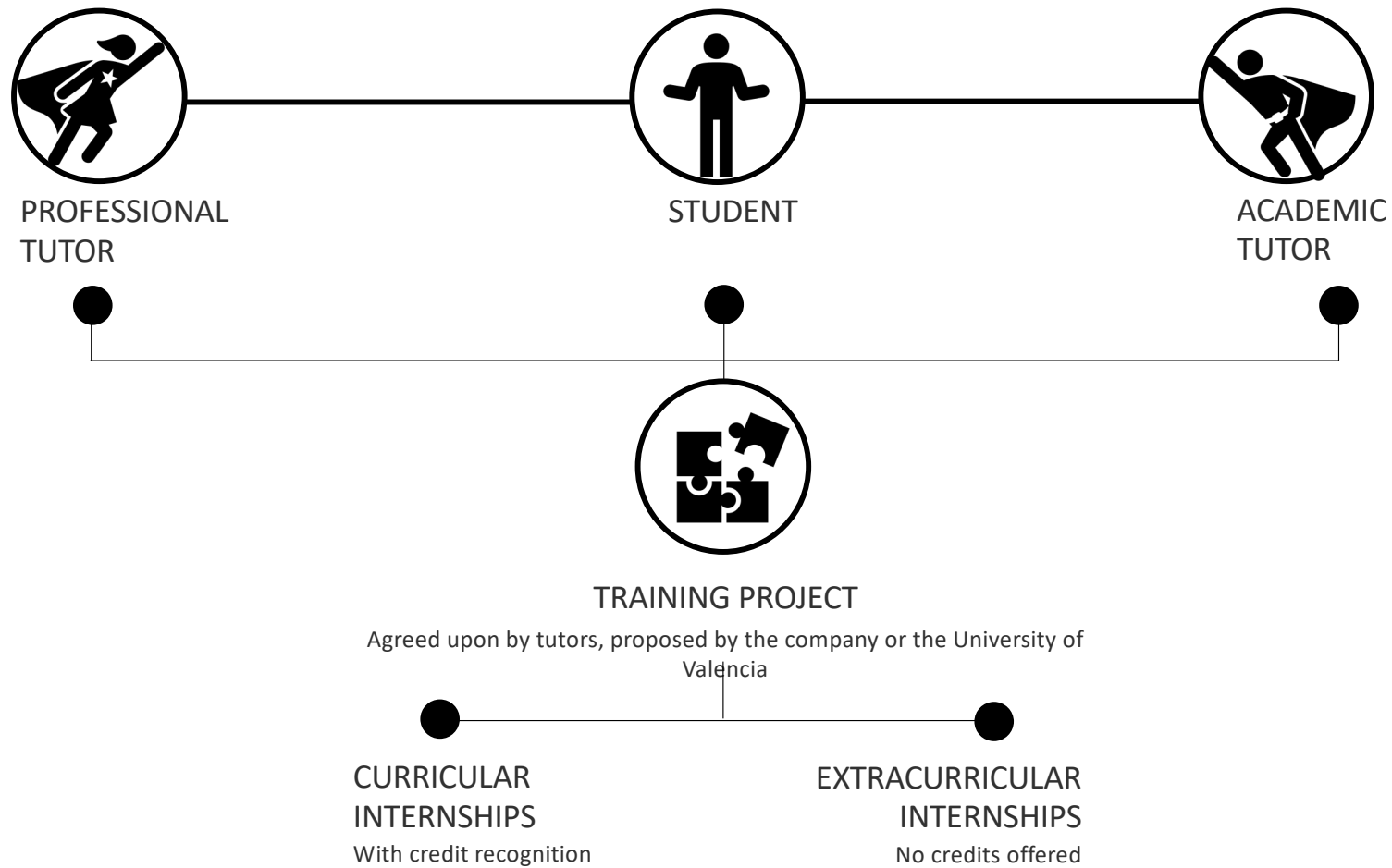
## 02. Aspectos generales

### 2.1 Elementos esenciales de las prácticas



## 02. Aspectos generales

### 2.1 Elementos esenciales de las prácticas



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# Curricular Internships

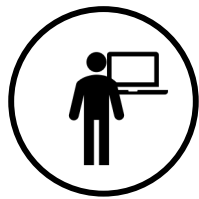
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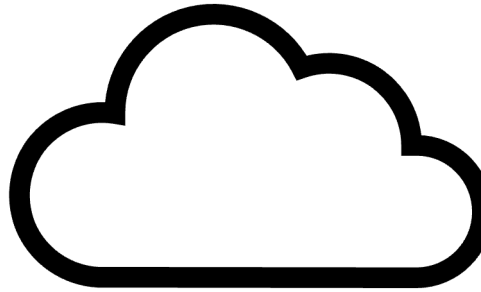
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## 04. Curricular Internships

### 3.1 General Information on internships



STUDENT



FACULTY WEBSITE

[Link to the Masters Degree website](#)

**uvmasters** 2024-2025  
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[Inicio](#) > [Estudios de Postgrado](#) > [Másteres oficiales](#) > [Oferta de Másteres Oficiales](#) > [Máster Universitario en Traducción Creativa y Humanística](#)

[Oferta de Másteres Oficiales](#) **Máster Universitario en Traducción Creativa y Humanística**

- Teaching methodology
- Internship Report
- Evaluation

## 03. Curricular Internships

### 3.2 Characteristics

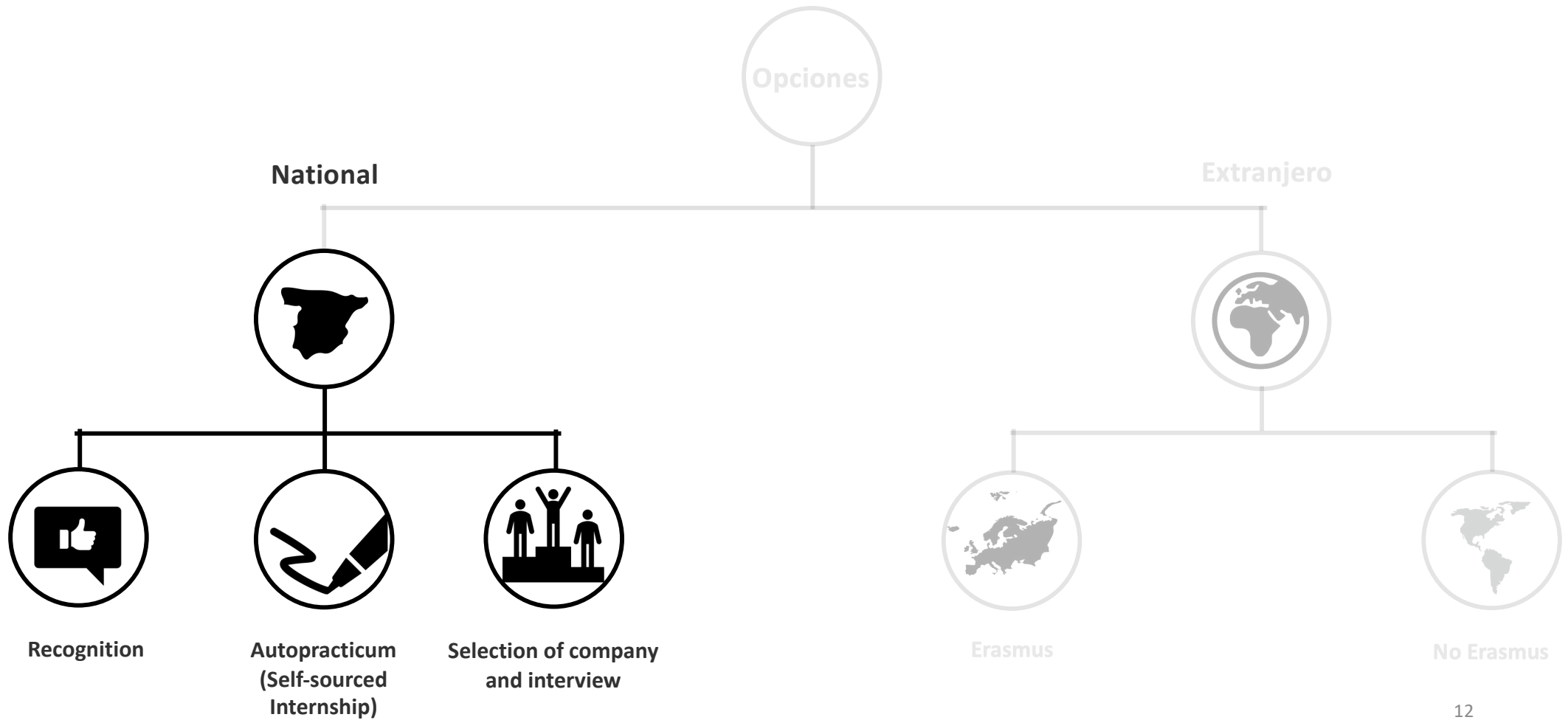
COURSE	TYPE	MINIMUM COMPANY HOURS	CREDITS
Internship Programme - 40748	Elective	200	9

#### Internship periods:

- February to April
- May to July

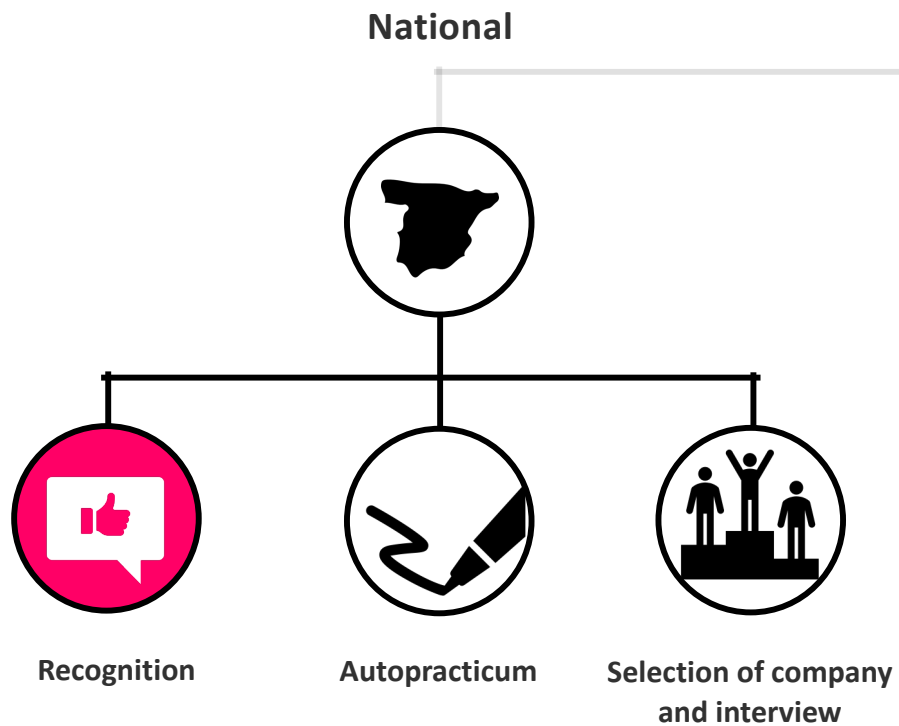
## 03. Curricular Internships

### 3.3 National or internacional internships



## 03. Curricular Internships

### 3.3 National or internacional internships: Recognition



#### INTERNSHIP RECOGNITION - Procedure

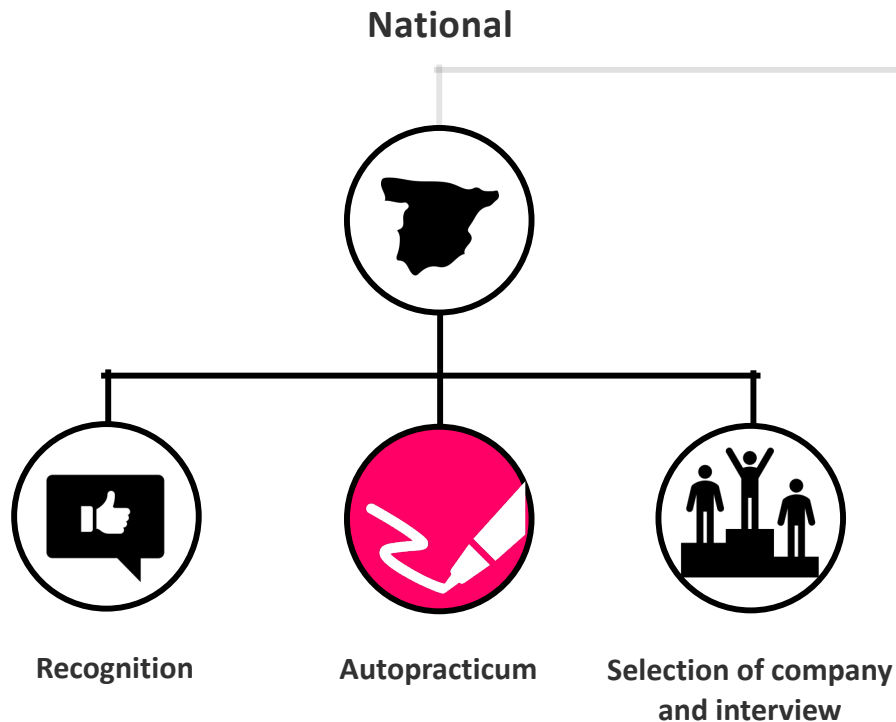
1. Submit a recognition request for professional experience at the faculty office.
2. The Internship Committee evaluates the request.
3. Deadline: January 31, 2025.
4. This does not count towards the GPA and is marked as *Pass*.



Erasmus

## 03. Curricular Internships

### 3.3 National or internacional internships: Autopracticum



#### AUTOPRACTICUM - Procedure

1. Download the Autopracticum [document](#) from ADEIT's website.
2. The completed form must be submitted to the appropriate coordinator ([jose.santaemilia@uv.es](mailto:jose.santaemilia@uv.es) , [ignacio.ramos@uv.es](mailto:ignacio.ramos@uv.es) ) by January 15, 2025.
3. The Internship Committee reviews the proposal.
4. ADEIT formalizes the agreement and sends it to all parties ([@alumni](#))

Erasmus

No Erasmus

## 03. Curricular Internships

### 3.3 National or internacional internships: Autopracticum

1. Identification of needs
2. Active search for needs
3. Preparation of a presentation
4. Submission of the application to the entity
5. Follow-up on the application



#### Who am I and what do I want to do?

1. I analyze my knowledge, skills, and objectives that I want to achieve through external academic training.



#### Personal strategy

1. I conduct an analysis of companies and job offers on LinkedIn, job portals, news, events, and FFF contacts.
2. I prepare a cover letter, CV, and presentation videos highlighting my skills and objectives for external academic training.

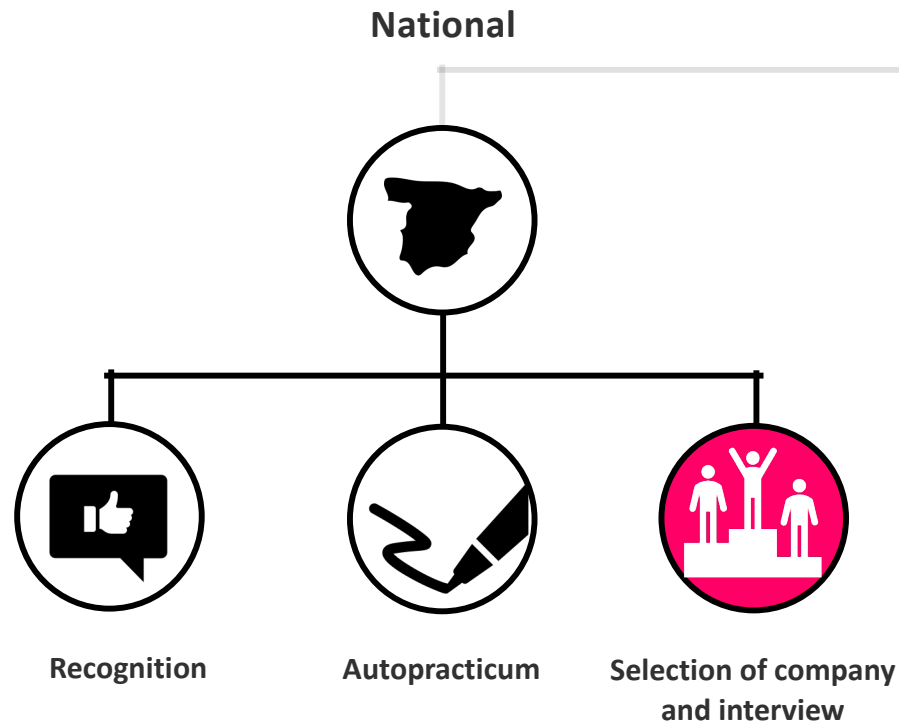


#### Achievement

1. I send an email with the subject and presentation documents to the directory of analyzed companies.
2. I send a follow-up email five days later to express interest in a response to my application.

## 03. Curricular Internships

### 3.3 National or internacional internships: Selection of company



#### SELECTION OF COMPANY AND INTERVIEW Procedure

1. Publication of the list of students ranked by their master's program admission score in the virtual classroom.
2. Publication of the approved internship positions by the Commission on the ADEIT website, starting January 17, 2025.
3. Selection of the internship position by students on January 23, 2025.
4. Formalization by ADEIT and sending of the Internship Agreement via email to all parties (@alumni).

#### IMPORTANT REMARKS:

- Internships may be subject to changes due to reasons beyond the control of the Faculty and ADEIT.
- Students **CANNOT** contact the company or begin the internship until they receive their Internship Agreement.
- The chosen position **CANNOT** be declined.

## 03. Curricular Internships

### 3.5 Social Security

#### **ROYAL DECREE-LAW 2/2023, (MARCH 16)**

Social security contributions are **95% subsidized** for all internship types.



#### PAID INTERNSHIPS

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The host entity is responsible, unless otherwise specified in the agreement. If co-funded, the entity providing financial compensation is responsible.

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#### **INSURANCE**

Covered by the company's insurance.

#### **USEFUL LINKS:**

- **ADEIT:** [Nueva Información - ADEIT | Fundación Universidad-Empresa de la Universitat de València \(adeituv.es\)](#)
- **UV:** [Afiliación y cotización del estudiantado en prácticas no remuneradas \(uv.es\)](#)
- **Seguridad Social:** [Seguridad Social: Herramientas Web \(seg-social.es\)](#)



#### UNPAID INTERNSHIPS

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The fulfillment of the Social Security (SS) obligations corresponds to the entity where the internships take place, except when the agreement specifies that the University assumes these obligations.

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#### **INSURANCE**

Follow the Social Security affiliation protocol of the University of Valencia: [PROTOCOL D'ACTUACIÓ](#)

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# Extra-curricular Internships

# 04



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## 04. Extracurricular Internships

### 4.1 Meaning

Voluntary internships during academic studies that **do not** count for academic credits.

### 4.2 Requirements

- **Maximum duration:** 900 hours per academic year.
- **Schedule:** Must not conflict with class hours.
- **Company Selection:** Proposed by the student or chosen from ADEIT's offerings.
- **Included in the European Diploma Supplement (SET).**
- **Requires Master's Director's approval.**

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Other questions

05



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## 05. Other questions

### 5.1 Disability support



#### **Do you have educational support needs due to a disability?**

Guidance on identifying needs and adaptations.

Assistance in choosing a suitable internship.

Support throughout the internship process.

#### **CONTACT:**

**Tel:** 96 398 34 26

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**Email:** [updestudiantes@uv.es](mailto:updestudiantes@uv.es)

**Address:** Av. Blasco Ibáñez, 21(Facultat de Psicologia)

**Website:** [www.uv.es/uvdiscapacidad](http://www.uv.es/uvdiscapacidad)

## 05. Other questions

### 5.2 Internships with minors

- **Requirement:** Certificate proving no sexual offense history.
- **Submission:** Upload to UV's electronic system and provide a copy to the company.

[More information](#)

### 5.3 Data protection

[Guidelines](#) for students on handling personal data during external internships.

### 5.4 Contact information

#### INTERNSHIP COORDINATORS

José Santaemilia Ruiz - [jose.santaemilia@uv.es](mailto:jose.santaemilia@uv.es) (ENGLISH)

Ignacio Ramos Gay - [ignacio.ramos@uv.es](mailto:ignacio.ramos@uv.es) (FRENCH)

#### FUNDACIÓ UNIVERSITAT EMPRESA - ADEIT

Almudena

961 583 951

[almudena.rodriguez@fundacions.uv.es](mailto:almudena.rodriguez@fundacions.uv.es)