**STUDENT**

Name and surname(s):       DNI/NIE/PASSPORT/ID NUMBER Number

Email:     **@alumni.uv.es** Phone number:

**Curricular internships**

Degree in:

**INTERNSHIP PROGRAMME**

Company Name:       Company Tax Code:      

Mark whether the activity of the company involves being in frequent contact with minors:

Legal representative of the Company/Institution:

Position:

DNI/NIE/PASSPORT/ID NUMBER Number       Phone number:

Internship department/area/section:

Address:       Postal Code:       City:      

**TUTORS**

Name and surname of the Company tutor:

Position:

DNI/NIE/PASSPORT//ID NUMBER Number       Phone Number:      

E-mail: (Please, fill in with your e-mail in order for your tutor’s certificate to be sent, once the internship is finished)     

Tutor at the University: ASSIGNED BY THE FACULTY

**DURATION OF INTERNSHIP**

Start date: date End date: date Duration (hours):       (Essential)

Dedication hours/day:       Morning  Evenings  Mornings and Evenings:

**\* Placement dates: between 1st October 2019 and 31st January 2020 (First Term) or between the 3st February and 30th of June 2020 (Second Term)**

**ACTIVITIES**

\*Please, write here the educational objectives and the tasks that the student shall fulfill: ([Training programs approved by the Commission of Practice](http://www.adeituv.es/download/practicas/Programas%20Actividades_Ingles_Fac.%20Eco.pdf)), include number and name, should it not match, detail here (maximum 940 characters):       \* It is essential to complete this field.

**INTERNSHIP GRANT**

*The students shall receive a total of* *€ from the company or institution.*

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| --- | --- |
|  | This document must be sent to [inmaculada.ferragud@fundacions.uv.es](mailto:inmaculada.ferragud@fundacions.uv.es), before 15/09/2019 for the period October 2019 to January 2020, and before 01/12/19 for the period February to June 2020.  In case of being sent by the student, it must be sealed by the company and referred to the same address. |

**Observations*:***

**DATA PROTECTION**

*In compliance with Law 15/1999, of December 13, Protection of Personal Data, we inform you that your personal data will be incorporated into a file owned by the University of Valencia, and will be used for the purposes of this form within the tasks performed by ADEIT for management of courses, internships and other training activities as well as surveys and studies. Your data may be communicated to those third parties necessary for the purposes of this form, among them and as appropriate, to teachers, tutors and course directors, internship or activity, to companies or participant entities within the internship program, to insurer entities, and for legal obligations. May you exercise your rights of access, rectification, cancellation and opposition to Servei d’Informàtica de la Universitat de València at the following address: Amadeo de Saboya, 4, 46010 Valencia, or by email to lopd@uv.es, providing a copy of your ID or equivalent identification document.*

In,     , on            , 20

**Autopracticum**

The student who meets the necessary requirements to apply for external curricular internships, can locate a position for their work placement on their own initiative, a process known as Autopracticum. Its suitability will be assessed by the Commission of Internships of the Faculty of Economy.

**Observations:**

* Dates for Autopracticum: First semester: October, 1st 2019 -  January 31st, 2020. Second semester: February 3st, 2020 - June 30th, 2020
* In the activities section you will find a link to the training programmes approved by the Comission of Internships. If the activities are other, they need to be detailed in the indicated section (in the same section where the number and name of the training programme are selected). The actitivies must be related to the degree in which the student is registered.
* The document will not be considered if information is missing (e.g. dates, activities)
* It is necessary to copy the student in as recipient when submitting the document
* The student is responsible for notifying the company of the acceptance or refusal of autopracticum by the Comission of Internships of the Faculty of Economy. A calendar will be published on the website of the Faculty of Economy with the publishing dates of the list of students and the status of their autopracticum.

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| **DEGREES** | | |
| **Titulation** | **Duration (minimum)** | **Credits** |
| Degree in BusinessAdministration and management | 475 placement hours | 20 |
| Degree in Tourism | 425 placement hours | 18 |
| Degree in Finance & Accounting | 550 placement hours | 24 |
| Degree in International Business | 550 placement hours | 24 |
| Degree in Economics | 275 placement hours | 12 |
| Double degree in Tourism and Business Administration and Management | 475 placement hours | 20 |