

EXTERNAL PLACEMENTS FACULTY OF ECONOMICS

ACADEMIC COURSE 2019 - 2020

DEGREES
STUDENT GUIDE

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PRESENTATION

One of the main objectives of the teaching offered in the Faculty of Economics is to prepare students for the world of work. This preparation, without relinquishing the academic nature that characterizes the university, aims to get as close as possible to the business reality. However, nothing replaces the experience that can be gained by completing a professional placement in the field. Assimilating the business culture, the sense of responsibility for business tasks, the organization of work, etc., are skills that can only be developed within a real working environment.

This is the intention behind the Business Placements that are offered as part of the degree courses of the Faculty of Economics. The objective is for students to acquire the technical skills (know-how), interpersonal skills (knowing how to act) and thinking skills (knowing how to think), which will enable them to face the world of work and enhance their future job prospects.

To assist with the placement planning, we have an extensive team made up of staff from the University-Business Foundation of the University of Valencia ADEIT (Department of Business Placements), and staff from the Faculty of Economics (Vice dean of Employability and Revitalization, Placement Commission, Secretariat, etc.).

Every year, some 800 companies collaborate and we manage more than 1,700 placement offers which are reviewed to ensure that they meet the requirements stipulated by the Faculty of Economics. We have very heterogeneous organizations, of very different sizes, belonging to different sectors of activity with different professional and business functions, so that the student can select the placement that best suits their learning objectives.

From the team at the Faculty of Economics we encourage you to complete a placement as an excellent complement to your academic and personal development.



D. José Manuel Pastor Monsálvez

Dean of the Faculty of Economics at the University of Valencia

INTRODUCTION

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External placements are the activities carried out by the students in companies or institutions and entities. The objective of these placements is to complement the student's learning by completing a period of internship, with the following objectives, among others:

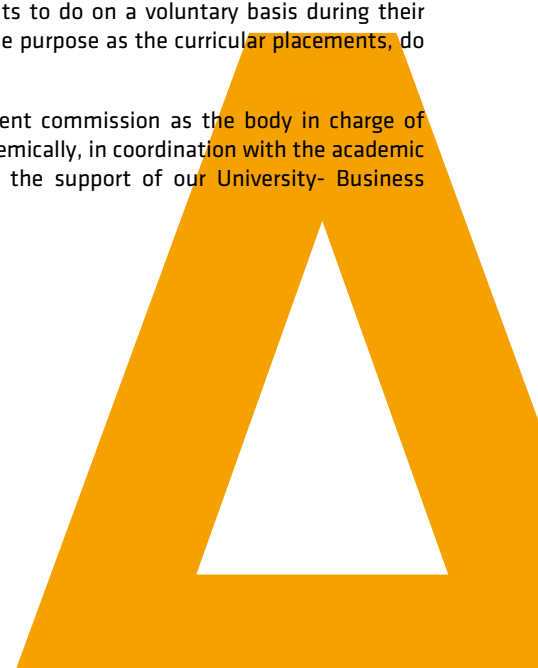
- To gain experience of professional worklife.
- To introduce the student to the issues faced by the company, institution or entity.
- To compare the theoretical and practical knowledge acquired during the degree with its practical application in the company and in public and private institutions
- To carry out work that tests the student's critical and reflective capacity, and put into practice their ability to analyse and synthesize the areas studied.

TYPES OF PLACEMENTS:

Curricular placements: academic activities organized as part of the curriculum and relevant to course.

Extracurricular placements: available for students to do on a voluntary basis during their academic year and that, although they have the same purpose as the curricular placements, do not form part of the corresponding curriculum.

The Faculty of Economics has set up a placement commission as the body in charge of organizing and supervising the placements, academically, in coordination with the academic commissions related to each degree, and with the support of our University-Business Foundation, hereinafter referred to as ADEIT.



CURRICULAR EXTERNAL PLACEMENTS

2.1 REQUIREMENTS

Degree	Subject	Character	Requirements for registration
Administration and Business Management	External Placement	Obligatory	Have passed at least 150 credits and be enrolled in all the compulsory subjects of the Degree
Tourism	External Placement	Obligatory	Have passed at least 150 credits and be enrolled in all the compulsory subjects of the Degree
Double Degree in Tourism + Administration and Business Management	External Placement	Obligatory	Have passed at least 250 credits and be enrolled in all the compulsory subjects of the Degree
Finance and Accountancy	External Placement	Obligatory	Have passed at least 150 credits and be enrolled in all the compulsory subjects of the Degree
International Business	Professional Placement	Obligatory	Have completed or be studying all the compulsory subjects of the Degree and have passed at least 150 credits
Economics	Professional Placement	Optional	Have completed or be studying all the compulsory subjects of the Degree and have passed at least 150

2.2 DURATION, CREDITS AND TIME PERIOD

Degree	Duration (minimum)	Credits	Period *
Administration and Business Management	500 hours in total. 475 hours working in the company	20	2n semestre
Tourism	500 hours in total. 475 hours working in the company	20	2n semestre
Double Degree in Tourism + Administration and Business Management	450 hours in total. 425 hours working in the company	18	2n semestre
Finance and Accountancy	600 hours in total. 550 hours working in the company	24	2n semestre
International Business	600 hours in total. 550 hours working in the company	24	2n semestre
Economics	300 hours in total. 550 hours working in the company	12	1r semestre

*Only under exceptional circumstances will the student be allowed to carry out the placement in a different semester from the one stipulated by the syllabus.

PROCEDURE FOR CURRICULAR PLACEMENTS

The place and time of informative sessions about placements will be published on the website of the Faculty of Economics in the section Business Placements, and by e-mail through "Pregoner".

An outline of the content of the presentations given in the sessions will also be posted on the website.

3.1 CHOICE OF PLACEMENT

PLACEMENTS OFFERED

The list of available placements from which the student can choose will be displayed on the website of the Faculty of Economics in the section Business Placements, and on the ADEIT website. This will include information on the company, the department, the length of the placement, the timetable, the requirements that the student must meet, the training program or activities to be done in the placement period and whether there is any remuneration.

The planned date for the publication of the places offered and approved by the Placement Commission will be **from 3 to 5 July, 2019**.

3.2 AUTOPRACTICUM

Students who meet the necessary requirements to register for external curricular placements may, on their own initiative, find their own placement in a company of their choice, known as *Autopracticum*. The suitability of the placement will be assessed by the Placement Commission of the Faculty of Economics.

IMPORTANT: The choice of a placement from the list will exclude the student from the right, thereafter, of doing an Autopracticum.

PROCEDURE

1. The student finds a company prepared to offer a placement; the student's tutor should send the Annex, duly completed, by email to inmaculada.ferragud@fundacions.uv.es.

If the student has the Annex signed and stamped by the company, he/she can send it directly. If it is the company that sends the annex, it is advisable that they also copy the student into the email.

The deadline for submission of Autopracticums: Until **31 July**, if the placement is to be carried out in the first semester (from October to January), and until **15 October**, if the placement is to be carried out in the second semester (from February to June).

If the student secures an Autopracticum abroad, he/she can present the annex at a later date. If the Autopracticum abroad is for the first semester (October-January), the annex must be presented by September 15. If it is for the second semester (February-June), the annex must be presented by the December 1.

2. The Placement Commission will review the applications submitted and publish the lists of students with authorized Autopracticums.

IMPORTANT

- An Autopracticum cannot be carried out in a position in which there is a relationship of kinship up to the third degree with those in charge of the management bodies of the company or entity or of the tutors, unless expressly authorized by the Centre's Placement Committee.
- An Autopracticum cannot be submitted for two or more different positions. · An Autopracticum can be chosen from a company or institution abroad.
- In the event that the student fails to arrange an Autopracticum or does not present the request in time, or the Autopracticum is not authorized by the Committee, he/she must choose a placement from the list of available placements of ADEIT.
- An Autopracticum will not be accepted if the student has previously chosen an ADEIT placement.



3.3 RECOGNITION OF PLACEMENT CREDITS FROM PROFESSIONAL OR WORK EXPERIENCE

According to the Regulation for the Transfer and Recognition of Credits of the University of Valencia, approved by the Governing Council of May 24, 2011, ACGUV 126/2011, professional and work experience can be recognized in the form of credits for the subject of External Placements.

Following these Regulations, the External Placements Commission of the Faculty of Economics, in the session of March 21, 2014, unanimously adopted the following agreements on requirements, criteria and procedures for the possible recognition of credits of curricular placements.

REQUIREMENTS

Recognition can only be requested in the following situations:

- The placement complies with the requirements for the completion of curricular placements.
- The work or professional experience comes from activities with a work contract or activities carried out independently that can be duly accredited.
- The activity has a minimum duration of 6 months, as long as the hours required in the degree are covered, at the time of submitting the documentation (until June 14). Recognition for activities of less than 6 months is not admitted. However, the accumulation of contracts of less than 6 months in the same company or in different companies will be accepted.
- The placement has finished, having been completed within the previous three years (counting from the period of presentation of documentation).
- The activity developed is related to one of the activity programmes which are included in the section "Training Programmes" of this guide, and correspond to the degree subject the student is studying.
- When the student submits the application for recognition in the time and manner established by the Placement Commission, as explained below.

PROCEDURE FOR RECOGNITION

The student must present an application for recognition to the Secretariat of the Faculty of Economics **before June 14, 2019**.

When the outcome is **favourable**, the student will be given the corresponding written acknowledgement.

According to the provisions of Law 20/2017 of the Generalitat's Fees Law, the amount will be 100% of the cost of the credits to be recognised, prior to the incorporation of the subject 'Placement' in the student's academic record. The Faculty Secretariat will contact the student to pay the corresponding fees. The mark recorded in the student's file will be "apt" and will not be taken into account when calculating the student's overall average mark.

DOCUMENTATION REQUIRED

- For the recognition of **activities with a work contract**: Copy of the employment contract, employment record and certification from the company confirming that the activities have been completed and the period of time worked; the latter should naturally coincide with the employment record.
- For the recognition of **activities carried out independently**: Census certificate, a degree certificate or any other documentation that proves that the student has carried out the activity and the period of time worked.

EVALUATION OF THE APPLICATIONS FOR RECOGNITION

Applications for recognition that meet the necessary requirements will be evaluated by the Placement Commission. The results will be published on the [website of the Faculty of Economics](#) and on the [ADEIT website](#) **from July 3 to 5, 2019**.

If the recognition is not given, the student may choose a placement from the list of ADEIT places or may propose, in due course, an *Autopracticum*.

3.4 REGISTRATION

Students who meet the requirements must enrol in the subjects of "Business Placements" and "End-of-Degree Work". The non-payment of tuition fees will result in the cancellation of the total enrolment made in the academic year. (Art. 14.3-7 Law 20/2017, of December 28, of Fees of the Generalitat Valenciana -DOGV 30/12/2017).

The registration of "Business Placements" is UNRENOUNCEABLE. If there are exceptional circumstances, the student can request the cancellation of the registration of this subject to the Secretariat of the Faculty, within the time limit previously established in "modifications of the curriculum". This is normally before the beginning of October.

3.5 COMENÇAMENT DE LES PRÀCTIQUES START OF PLACEMENT

Once the academic tutors have been assigned (the placement tutor and Final Degree Project tutor is usually the same) and the documentation of the placements delivered, the student must meet with the academic tutor. At this meeting, the academic tutor will sign the placement agreement and the process of monitoring and evaluation of the placement will be explained as well as the relationship, if any, to the Final Degree Project.

OFFICIAL DATES FOR THE PLACEMENTS:

- **First semester:** from 1 October, 2019 until 31 January, 2020.
- **Second semester:** from 3 February until 30 June, 2020.

The start dates are not mandatory start dates but are dates from which the students can join the company to begin the placement. The incorporation date will depend on the interests of the company and can only start once the agreement of the placement has been signed by all parties.

The end dates are the deadlines by which the placement should be finished to allow for evaluation. It is essential that the minimum established placement hours have been completed. In the event that the placement period needs to be extended, an extracurricular placement can be organized and managed through ADEIT (contact practicas@adeituv.es).

3.6 EVALUATION

Evaluation of the placement is based on four aspects, each of which has a specific weight in the final mark. Presentation of the periodic reports and the final report is **essential** to pass the subject.

1. PERIODIC REPORTS

Periodic reports represent **20%** of the final mark. The student must fill out and return to their tutor once a month a periodic report. A template, called the "Periodic Report of the student", can be found in the Business Placements section of the website of the Faculty of Economics.

2. UVEMPLEO COURSE AND ATTENDANCE AT THE EMPLOYMENT AND ENTREPRENEURSHIP FORUM.

The tutor will assess the attendance and completion of the course "**Three steps towards your professional insertion**" of UVempleo and attendance at the Employment and Entrepreneurship Forum; both will represent **15%** of the final grade.

The course "Three steps towards your professional insertion" of UVempleo will be carried out online, through the Virtual Classroom. Upon completion, the student will request the certificate of attendance and completion, which must be sent to their academic tutor.

At the Employment and Entrepreneurship Forum, students are required to attend, and be accredited for, a minimum of **three sessions** of the talks program and to **visit ten stands** of those located in the hall. The students will be provided with the corresponding accreditation, which they must send to their academic tutor.

3. EVALUATION BY THE ON-SITE SUPERVISOR

The report issued by the on-site supervisor represents **35%** of the final mark of the placement. The evaluation report will be sent by ADEIT to the on-site supervisor and, once completed, is sent automatically to the academic tutor.

4. WORK PLACEMENT REPORT

The work placement report represents **30%** of the final mark.

Dates: the student must deliver the report to the academic tutor before January 31, if the placement is during the first semester and before June 15 if the placement is during the second semester.

Formal aspects: the placement report must have a minimum length of 10 pages and a maximum of 20, the text with 1.5 spacing, in Arial font and size 12 points.

The content of the placement report must conform to the following **structure**:

- a. Identification of the student and the company.
- b. Description of the activity sector.
- c. Company description:
 - Activity
 - Organization chart.
 - Description of the department in which the placement is carried out (tasks, relationships with other departments ...).
- d. Description of the activities carried out.
- e. Description of practical application of knowledge acquired on the degree course.
- f. Competences and skills developed during the placement.
- g. Personal assessment of the placement: positive and negative aspects.
- h. Bibliography.

NOTE: A good standard of presentation of the work placement report will be positively valued and spelling errors, a poor writing standard and plagiarism will be penalized.

Using this documentation, the academic tutor will evaluate the student's placement, and this evaluation will be reflected in his/her academic record with an overall mark.

As in any other subject, the student has the right to ask for a review of the evaluation of their placement.

PROCEDURE FOR INCOMING DT INTERNATIONAL

A. CHOICE OF PLACEMENT

The list of available placements will be displayed on the website of the Faculty of Economics, in the Business Placements section, and on the ADEIT website. The following information will also be provided: company information, the department, the period of placement, schedule, the requirements that the student must meet, the training program or activities to be done during the placement period and whether there is any remuneration. The planned date for the publication of the places offered and approved by the Placement Commission will be **from July 3 to 5, 2019**.

B. AUTOPRÁCTICUM

Students may, on their own initiative, find a company in which to carry out a placement, which we call *Autopracticum*. Its suitability will be assessed by the Placement Committee of the Faculty of Economics. The *Autopracticum* must be carried out in a company located in Spain. The deadline for submission of *Autopracticums* will be **December 1**. In the event that the student fails to secure an *Autopracticum*, or that the one that is presented is not accepted by the commission or that it is not organized within the established time period, he/she may choose a placement from the list of vacancies in ADEIT.

Students should be aware that an *Autopracticum* cannot be held in a company in which there is a relationship of kinship up to the third degree with those in charge of the management bodies of the company or entity or of the tutors, unless expressly authorized by the Placement Committee. Likewise, the *Autopracticum* cannot be presented for two or more different positions.

The procedure for presentation of an *Autopracticum*: the student looks for a company in which to carry out his placement. His/her tutor should then send by email the Annex to inmaculada.ferragud@fundacions.uv.es. If the Annex has been signed and stamped by the company, the student can send it directly. If the company sends the Annex directly, then the student must be copied into the email.

IMPORTANT: The choice of a placement rules out the possibility of the student then presenting an *Autopracticum*.

C. START OF PLACEMENT

Once the academic tutors have been assigned and the documentation of the placements delivered, the student must meet with the academic tutor. At this meeting, the academic tutor will sign the placement agreement and explain the process of monitoring and evaluation of the placement as well as the relationship, if any, to the Final Degree Project.

Official dates for the placement: **from 3 February until 30 June, 2020**.

The start dates are not mandatory start dates but are dates from which the students can join the company to begin the placement. The incorporation date will depend on the interests of the company and can start once the agreement of the placement has been signed by all parties.

The end dates are the deadlines by which the placement should be finished to allow for evaluation. It is essential that the minimum established placement hours have been completed.

D. OTHER PROCEDURES

As regards the registration of the placements and their evaluation, Incoming DT International students will be governed by the same rules as the rest of the students. These rules are included in this guide.



STUDENT INSURANCE COVER

As established in the Regulation of External Placements of the University of Valencia, of June 26, 2012, in its article 20:

“The University of Valencia will sign an accident and civil liability insurance covering all incidents that may arise as a consequence of the realisation of external placements by students, in Spain.

To carry out placements outside of Spain, the student must prove that they are in possession of the corresponding insurance.”

A. ACTION PROTOCOL IN SPAIN

- **Paid placements:** Assistance from the insurance company of the company/institution where the student has been registered.
- **Unpaid placements:** Attend the closest hospital, preferably public, and follow the protocol indicated on the web: [Action protocol](#).

B. IN COUNTRIES WITHIN THE EUROPEAN UNION

***If an Erasmus grant has been given (only for curricular placements):** send the learning agreement signed by all parties to practicas@adeituv.es, along with the insurance policy that the student was given.

***If no Erasmus grant was given or applied for:**

- **For health care:** Present the [European Health Card](#) (send a scanned copy to Inmaculada.Ferragud@fundacions.uv.es)
- **For cases of accidents and civil liability:** The student should present insurance documents which demonstrate the relevant cover is in place for accidents and civil liability with the insurance company [Oncampus](#) and, before starting the process, send a photocopy of the policy showing the relevant insurance cover to Inmaculada.Ferragud@fundacions.uv.es

C. THE REST OF THE WORLD

- **For cases of accidents and civil liability:** The student should present insurance documents which demonstrate the relevant cover is in place for accidents and civil liability with the insurance company [Oncampus](#) and, before starting the process, send a photocopy of the policy showing the relevant insurance cover to Inmaculada.Ferragud@fundacions.uv.es

TRAINING PROGRAMS

The Placement Committee of the Faculty of Economics has authorized various **training programmes** that students can carry out on placement.



EXTRA CURRICULAR EXTERNAL PLACEMENTS

7.1 REQUIREMENTS

In general, extracurricular placements can be completed by students who have **enrolled** on a degree course at the University of Valencia which has basic, generic and/or specific competences linked to the degree course that the student should acquire during the placement, and who have **passed at least 50% of the academic credits** necessary to obtain the degree.

If they meet these requirements, students may do up to 900 hours of extracurricular placements per academic year and degree.

How to request an extracurricular placement

<http://www.adetiv.es/practicas-en-empresas/estudiantes/como-solicitar-una-practica/>

7.2 ACADEMIC TUTOR

To be able to formalize the extracurricular placement it is necessary to have an academic tutor.

The student must find a tutor from the lecturers who teach on the degree course in which they are enrolled and inform ADEIT (full name of the teacher, telephone and department) so that the tutor can be included in the placement agreement and offer guidance during the placement period.

7.3 INCLUSION OF THE PLACEMENT IN SET

The placement will be included in the European Diploma Supplement (SET). For the extracurricular placements to be included in the SET, a positive evaluation from the academic tutor is necessary. This evaluation will take into account the report that will be issued by the on-site supervisor or institution at the end of the placement.

REGULATION OF EXTERNAL PLACEMENTS

- **Royal Decree 592/2014**, of July 11, regulates the conduct of training placements by university students in companies and institutions.
- **Regulation of External Placements** approved by the Governing Board of the University of Valencia on June 26, 2012, ACGUV 131/2012.
- Agreement of the Placement Commission of the Faculty of Economics.
- B.O.E. that regulates the curriculum of the degree.



PREGUNTES FREQUENTS

If I have already finished my degree, can I do a placement?

You can do a placement until the end of the course in which you were enrolled, even if you have completed the assessment in January or June.

Are the placements remunerated?

There are some placements that provide a remuneration package for the student, although companies are not obliged to do so. In the case that there is remuneration, it is indicated in the offer and in the placement agreement.

Can I take a holiday?

The duration and timetable for completion of the placement is adjusted to what is established in the professional field and company where the placement is carried out.

However, if you want to request days off permission must be sought and agreed with the on-site supervisor of the company within the framework of the placement agreement.

Where can I do placements?

You can do placements in any company or institution in Spain or abroad and in activities related to your studies.

Can I start on a date other than the one in the placement agreement?

Yes, as long as the date is after the initially proposed start date and with the consent of both your academic tutor and on-site supervisor.

What is the relationship between the student, the Company and the University?

Given the training nature of these placements and, as established by the regulation of external practices, there is no obligation on the part of the company or institution to offer the student a working role as this does not form part of the agreement, and neither does the company have any commitment regarding any subsequent incorporation of the student into the company. In the event that the company offers a remuneration package during the placement, more information regarding this can be found at: [Affiliation of students to Social Security](#). The company will not be able to use the student to cover, even temporarily or for an interim period, any job while he/she is carrying out the placement.

What rights and duties does the academic tutor have?

Article 12 of [Royal Decree 592/2014](#), and Article 11 of the [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 the [Regulation of External Placements of the University of Valencia](#).

What rights and duties does the on-site supervisor have?

Article 11 of [Royal Decree 592/2014](#), and Article 12 of the [Regulation of External Placements of the University of Valencia](#).

What should I do in the case of an incident?

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

CALENDAR

Tasks	Date	Place
XInformative Sessions	GADE (Onteniente), 11 March at 13:30 GADE and TADE, March 21 at 14:10 GADE and GFYC, March 22 at 14:10 GTUR, March 7 at 14:10 GIB and GECCO, March 6 at 14:10	Classroom 33 Classroom 101 Classroom 101 Classroom 101 Classroom 101
XPresentació d'Autopràctims	- Until July 31 if the placement is between October and January - Until October 15 if the placement is between February and June Students who submit an Autopracticum abroad can benefit from an extension of time until September 15, 2019 if an Autopracticum is presented abroad for the first semester or until December 1, 2019 if an Autopracticum is presented abroad for the second semester. Incoming DT International students have until December 1 to present Autopracticum	The Company must send the Autopracticum document to inmaculada.ferragud@fundacions.uv.es : Annex Annex (English)
XPresentació de Reconeixement	- Until June 14. No accreditation will be accepted after this date.	Hand in documentation to the Faculty Secretariat
XPublicació de la relació d'estudiants admesos per al Reconeixement	- Del 3 al 5 de juliol	Faculty website and ADEIT website
XPeríodes en què s'actualitzaran els llistats d'estudiants amb Autopràcticum admès	- From 3 to 5 July - From 19 to 23 September - From 28 to 31 October - From 9 to 11 December	Faculty website and ADEIT website Students with authorized Autopracticum abroad must provide proof of insurance cover (ver punto 'El seguro del Estudiante' de esta Guía)
Publication of the offers approved by the Placement Commission	From 3 to 5 July	Faculty website and ADEIT website

INFORMATION

QUESTIONS OUTSIDE THE SCOPE OF THE TUTOR:

Placement coordinator during opening hours (office 3B02),
practicaseconomia@uv.es.

PRACTICAL ASPECTS OF THE PLACEMENT (AGREEMENTS, CHANGES, REARRANGING DATES, ETC.):

Department of placements of the University-Business Foundation of the University of Valencia ADEIT:
Tel. 963 262 600, www.adeituv.es/practicas

QUESTIONS RELATED TO WAITING LISTS, SUBMISSION OF DOCUMENTS, REGISTRATION, ETC:

Secretariat of the Faculty of Economics: practicaseconomia@uv.es

This guide has been approved by the Placement Commission, April 15, 2019..

Estudia a la Facultat d'Economia

[0%] Facultat d'Economia

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Email: fac.economia@uv.es

Segueix-nos a les xarxes socials:



Descarrega la nostra app per al teu mòbil:

