

# EXTERNAL WORK PLACEMENTS

## Frequently Asked questions

### Which steps should be followed to take the External Work Placements?

1. Check the schedule for external work placements that will be published on the **Faculty website (External Work Placements section)**
2. Fill in the application form for work placements (in due time as set in the schedule). Access via UV mail > Virtual Secretary > External work placements; so ADEIT<sup>2</sup> registers your personal information and thus proceeds to prepare the agreement with the company/institution of your choice.  
In the “period of time” section, you must indicate if you wish to do the work placement during the first or in the second semester.
3. “Self-enrol” during the official enrolment period.
4. Check the list of admitted students and the date for the assignment meeting on the Faculty website (<https://www.uv.es/filtradcom> > External Work Placements).
5. Attend the assignment meeting to choose a company/institution of the list published by ADEIT or suggest yourself a company/institution. In the latter case, if you propose the company you must submit the autopRACTICUM request, within the term established in the internship calendar on the internship platform (<https://www.uvpracticass.com/>).
6. **Can I take the compulsory<sup>1</sup> and the elective External Work Placement subject in the same academic year?**

Yes. Please indicate this in the “comments” section of the application form.

### What is the due date to submit my application of I am taking the compulsory placement<sup>1</sup>?

The dates set in the schedule apply to both compulsory and elective work placements.

### Should I prefer to do the placement during the second semester, can I apply in the first term?

There is only one term to apply for the placements in all degree programmes. Please indicate the preferred semester in the application form.

In Audiovisual Communication and Journalism there are two assignment meetings (though only one application term). Students not being assigned a placement in the first round must attend the second one.

### Who is my external work placement tutor?

Check the Faculty webpage <https://www.uv.es/filtradcom> > External work placements

### When do I have to submit the AutopRACTICUM document after having applied for the elective placements?

In the latter case, if you suggest the company you must submit the autopRACTICUM request, within the term established in the internship calendar.

Please note that this document will not be considered if you have not previously applied to the elective placements or enrolled in the compulsory subject<sup>1</sup>.

**What criteria are used for the order of allocation of internship places?**

Applications are sorted by average score and, secondly, by the credits obtained.

**Where can I collect and submit the documents for the internship agreement?**

Your academic tutor will have the agreements ready for you two weeks after the allocation session.

**I have already done an integrated internship<sup>3</sup>, can I do a voluntary one?**

Yes, as long as the extracurricular external (voluntary) placements have a maximum of 900 hours per academic year.

The application has to be submitted to ADEIT.

<sup>1</sup>The course "External Work Placements" is compulsory for the BA degrees in Audio-visual Communication, Journalism and Catalan Philology.

<sup>2</sup>ADEIT: Foundation University-Enterprise of the University of Valencia. Created by initiative of the Social Council of the UV in order to make easier the communication and relationships between the University and its social economic environment. One of its different tasks is management of the agreements with institutions and enterprises that allow the realization of formative practices for the students in the University.

<sup>3</sup>Integrated (curricular): done for credits. Voluntary (extracurricular): no credits.

**REGULATIONS AND BYLAWS**

- Regulations for External Work Placements
- Regulation of external practices of the University of Valencia approved by the UV Governing Council on 26 of June 2012 (ACGUV 131/2012).
- R. D. 592/2014, 11 July, which regulates the work placements of university students.