

# **WORK PLACEMENTS**

## **STUDENT GUIDE**

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## I. INTRODUCTION

Work placements are training activities carried out by students and supervised by universities. Their purpose is to enable students to apply and supplement the knowledge acquired throughout their academic education, thus promoting the acquisition of skills that make them employable and prepare them to perform professional activities.

The aim of work placements is to reach a balance between the student's theoretical and practical training, the acquisition of methodologies for professional development, and facilitating students' future employability. Internship may be carried out in public or private companies, institutions and entities, including the university, depending on the type of internship.

In order to undertake the internship, universities will establish agreements with companies and institutions, facilitating their accessibility to disabled students.

Students will rely on an academic tutor (university) and a company supervisor (collaborating company), who will agree on their training plan and monitor them. Regarding extra-curricular internship, the university and the collaborating company will supervise the student under the terms established in the agreement.

These training activities will be adapted to students' education and skills, and in no case will their contents lead to replacing ordinary duties which are job-specific.

## II. WORK PLACEMENTS

There are two types of work placements:

- *Curricular* work placements are regulated and supervised academic activities which are part of the curriculum (subject: "Professional internships").
- *Extra-curricular* work placements are those carried out voluntarily by students, during their training period. Despite sharing the same purposes, they are not part of the curriculum, notwithstanding their subsequent inclusion in the Diploma Supplement.

The Commission for Work Placements of the Faculty of Philology, Translation and Communication is responsible for academically organising and supervising work placements, in coordination with the Academic Committees of the extant degrees, and with the support of the University-Enterprise Foundation, ADEIT.

## II.1 CURRICULAR WORK PLACEMENTS

### II.1.1 General requirements

- a. Students must officially enrol in one of the degrees taught at the Faculty of Philology, Translation and Communication, or within the framework of academic mobility programmes or agreements with other universities and higher education centres.
- b. For both the compulsory and the elective subject of work placements, students must submit the application within the given period, in accordance with the work placement calendar approved by the Committee for Work Placements and posted on the Faculty website. Also, they must enrol in the work placements subject within the regular enrolment session.
- c. Students must not hold any contract obligations with the public or private company/institution where the work placements are to be carried out, unless expressly authorised by the Committee for Work Placements of the Faculty.
- d. The Commission for Work Placements of the Faculty may set additional requirements.
- e. The students must qualify for the correct performance of the activities and skills related to the work placements.

### II.1.2 Specific requirements

Minimum number\* of credits obtained to be eligible for work placements:

<b>DEGREES</b>	<b>CREDITS OBTAINED</b>
D. in Audiovisual Communication	120
D. in Journalism	120
D. in Translation and Interlinguistic Mediation	120**
D. in English Studies	150
D. in Catalan Studies	150
D. in Classical Philology	150
D. in Modern Languages and Literatures	150
D. in Hispanic Studies	180

\* For all degrees, the credits required to apply for work placements must be obtained at the time of application.

\*\* The subjects corresponding to language training A, level 4 in language B, Traductology and ICT applied to translation.

Code	Subject	TIM (English)	TIM (French)	TIM (German)
35579	Language A1: Usage and norms of the Catalan language	X	X	X
35578	Language A1: Usage and norms of the Spanish language	X	X	X
35645	ICTs applied to translation	X	X	X
35644	Traductology	X	X	X
35735	English language B1	X		
35324	English language B2	X		
35325	English language B3	X		
35326	English language B4	X		
35574	Language A2 (Stylistics of the Catalan language)	X	X	X
35573	Language A2 (Stylistics of the Spanish language)	X	X	X
35434	French language B1		X	
35668	French language B2		X	
35671	French language B3		X	
35673	French language B4		X	
35431	German language B1			X
35667	German language B2			X
35670	German language B3			X
35674	German language B4			X

### II.1.3 Duration and credits

DEGREE	YEAR	Type of subj.	MODULE	to be attended (hours)*	CREDITS
English Studies	4t	Elective	35346	*	6
Catalan Studies	4t	Compulsory	35412	90*	6
Classical Philology	4t	Elective	35474	100*	6
Hispanic Studies	4t	Elective	35541	100*	6
Modern Languages and Lit.	4t	Elective	35782	100*	6
Translation and Inter. Med.	4t	Elective	35643	*	6
Audiovisual Communication	4t	Compulsory	33430	*	6
		Elective	33444	*	6
Journalism	4t	Compulsory	33375	*	6
		Elective	33397	*	4.5

\*To learn about the contact hours for the placements, please check the course guide

#### II.1.4 Procedure

An INFORMATIVE SESSION will be held for all degrees **the previous year** in May. Place and time will be posted on the website of the Faculty of Philology, Translation and Communication.

- **Application submission**

Work placements must be applied for via <http://correo.uv.es> > Secretaria Virtual > External Work Placements, within the prescribed period in accordance with the work placement calendar posted on the web. The calendar is approved by the Commission for Work Placements of the Faculty for each academic year and posted on the website of the Faculty.

**Important:** it is essential that work placements are applied for timely and in due form as set out in the calendar. Also, students should enrol in these subjects within the regular enrolment session to be able to undertake traineeships, both compulsory and elective.

- **Erasmus Outgoing students**

Students recipient of an Erasmus scholarship must meet the same requirements regarding the number of credits obtained as the other students enrolled in the Faculty of Philology, Translation and Communication. Nevertheless, not all credit recognitions are available when the list of accepted candidates is published. In that case, the number of credits of learning agreements will be taken into account for the purpose of meeting the requirements.

The admission of these students will be temporary and conditional to the recognition of the credits achieved during their mobility stay.

- **Admission**

Once students' compliance with the requirements is verified, and in the order approved by the Commission for Work Placements of the Faculty, which will be the average grade of students' transcript, the list of admitted and non-admitted students will be posted on the Faculty website, in the dates set in the work placement calendar for the corresponding academic year. In the event of a tie in the average grade, the number of credits obtained will be taken into account.

- [Calendar of work placements for Philologies / Modern Languages and Literatures / Translation and Interlinguistic Mediation](#)
- [Calendar of work placements for Audiovisual Communication and Journalism](#)

- **Work placement selection**

The list of places on offer, from among which students must choose, can be found in the ADEIT website: <http://www.adeituv.es/practicas-en-empresas/estudiantes/ofertas/#/login>

The following information will be on the list: company details, sector of activity, internship period, hours, the requirements to be met by students, the activities to be carried out during the internship, and whether there is remuneration or not.

- **Enrolment**

The enrolment in compulsory and/or elective work placements will be done together with the rest of subjects in the course. A day and time will be assigned to each student, depending on their position in the enrolment list.

Students will have to choose place in accordance with the list sorted by average grade, and by credits obtained in case of a tie, in the admission session. For Audiovisual Communication and Journalism, students applying for compulsory work placements choose first, followed by the elective ones. Those who have applied for extracurricular work placements (ADEIT) will choose last.

Once work placements are assigned, the Faculty will check ex officio that students have enrolled and applied for work placements within the deadline. In the event that students have not applied for it, the internship will be cancelled, and (if applicable) they will be given the choice of completing their registration with another elective subject with free places.

Students in Audiovisual Communication and Journalism who have applied and are enrolled but have not been assigned a place in the first session ranking, must attend the second.

The admission of the subject “Work placements” is **INALIENABLE**, once the place has been chosen. This also applies to “Self-practicum”.

- **Work placement agreement**

The agreement is a personal document for each student doing work placements, which contains detailed information on the internship.

- **Work placement starting date**

Scheduled starting date for work placements:

- First semester: in October.
- Second semester: in February.

Nevertheless, these are not the compulsory starting dates. They are only the dates from which students may join the companies and start their internships. The date of entry will depend on the company and the work placement agreement being formalised.

- **Work placement assessment**

As in any other subject, students have the right to have their work placement assessment revised.

- **Self-practicum (curricular work placements)**

Students meeting the necessary requirements to apply for curricular work placements may, of their own accord, find a place to do the internship. This is known as *Self-practicum*, the adequacy of which will be judged by the work placement tutor in their degree. In this case, the application of the autopracticum will have to be presented by the internship platform (<http://www.uvpracticas.com>) within the term established in the internship calendar.

Any SELF-PRACTICUM application with no prior request via Secretaria Virtual (<http://correo.uv.es>) will not be taken into consideration.

## II.2 EXTRA-CURRICULAR WORK PLACEMENTS

### II.2.1 Requirements

In general, extra-curricular internships can be done, with no correspondence to credits, by students of this university:

- a. Enrolled in university education related to the basic, general and/or specific competences to be acquired by students through the completion of internships and having passed, at least, 50% of the academic credits required to obtain the degree.
- b. Registered in the General Enrolment of Work Placements of this university, which has established the University-Enterprise Foundation ADEIT, and having completed the student's application in <http://www.adeit.uv.es/pf/inscripciones/>

### II.2.2 Incompatibilities

- a. Students must not have any job contract with the public or private company/institution where the work placements are to be carried out, unless expressly authorised by the Committee for Work Placements of the Faculty.
- b. Students must not have kinship up to third degree with those in charge of the management boards of the company/entity or with tutors, unless expressly authorised by the Committee for Work Placements of the Faculty.

### II.2.3 Duration

Extra-curricular internships must not exceed 900 hours per academic year.

### II.2.4 Application procedure

- Students must choose a place taking into account that they must meet the requirements stipulated. The list of places on offer, from which students will have to choose, can be found in the ADEIT website:  
<http://www.adeituv.es/practicas-en-empresas/estudiantes/ofertas/#/login>

The following information will be on the list: company details, sector of activity, internship period, hours, the requirements to be met by students, the activities to be carried out during the internship, and whether there is remuneration or not.

- Fill out the work placement application in: <http://www.adeit.uv.es/pf/inscripciones/>
- Get in contact with the academic tutor to choose place.

### II.2.5 Inclusion of extra-curricular work placements in the DS

The completion of work placements will be mentioned in the Diploma Supplement (DS). In order for the extra-curricular internships to be mentioned in the DS, the academic tutor's positive assessment is essential. This assessment will take into account the report issued by the company supervisor at the end of the internship.

## III. COORDINATORS

<b>Degree in Audiovisual Communication</b> <b>PROF. YOLANDA CABRERA GARCÍA-OCHOA</b> – <a href="mailto:yolanda.cabrera@uv.es">yolanda.cabrera@uv.es</a>
<b>Degree in English Studies</b> <b>PROF. MIGUEL TERUEL POZAS</b> - <a href="mailto:Miguel.Teruel@uv.es">Miguel.Teruel@uv.es</a>
<b>Degree in Hispanic Studies</b> <b>PROF. DAVID.GIMENEZ FOLQUES</b> – <a href="mailto:david.gimenez-folques@uv.es">david.gimenez-folques@uv.es</a> <b>PROF. RICARDO RODRIGO MANCHO</b> - <a href="mailto:Ricardo.Rodrigo@uv.es">Ricardo.Rodrigo@uv.es</a>
<b>Degree in Catalan Studies</b> <b>PROF. GEMMA LLUCH CRESPO</b> - <a href="mailto:Gemma.Lluch@uv.es">Gemma.Lluch@uv.es</a> <b>PROF. MIQUEL NICOLÀS AMORÓS</b> - <a href="mailto:Miquel.Nicolas@uv.es">Miquel.Nicolas@uv.es</a>
<b>Degree in Classical Philology</b> <b>PROF. FERRAN GRAU CODINA</b> - <a href="mailto:Ferran.Grau@uv.es">Ferran.Grau@uv.es</a>
<b>Degree in Modern Languages and Literatures</b> <b>PROF. JULIANE FEHLIG</b> - <a href="mailto:juliane.fehlig@uv.es">juliane.fehlig@uv.es</a> <b>PROF. NOELIA MICO ROMERO</b> - <a href="mailto:Noelia.Mico@uv.es">Noelia.Mico@uv.es</a> <b>PROF. INÉS RODRIGUEZ GÓMEZ</b> – <a href="mailto:ines.rodriguez@uv.es">ines.rodriguez@uv.es</a>
<b>Degree in Journalism</b> <b>PROF. ENRIQUE BORDERÍA ORTIZ</b> - <a href="mailto:Enrique.Borderia@uv.es">Enrique.Borderia@uv.es</a>
<b>Degree in Translation and Interlinguistic Mediation</b> <b>PROF. MABEL RICHART MARSET</b> - <a href="mailto:Mabel.Richart@uv.es">Mabel.Richart@uv.es</a>

## V. RECOGNITION OF WORK PLACEMENT CREDITS FOR PROFESSIONAL OR WORKING EXPERIENCE

In accordance with the applicable regulation [ACGUV 126/2011](#) and the work placement agreement of the Faculty of Philology, Translation and Communication dated 27<sup>th</sup> October 2014, the

requirements and the procedure for recognising work placement credits for professional or working experience are as follows:

## V.1 REQUIREMENTS

- a. It is essential that students have obtained the [credits required](#) to undertake curricular internships.
- b. Working or professional experience must come from activities carried out under employment contracts or duly accredited self-employed activities:
  - Service record or employment history from the competent body.
  - Census certificate, college certificate or any other document accrediting the practice of such activity for self-employed workers.
- c. A minimum duration of 6 months of working or professional experience is needed. It also must be full-time or equivalent to part-time, provided that the hours required for the degree are covered. The accumulation of contracts of less than 6 month's duration in one or different companies may also be accepted.
- d. A certificate issued by the company or institution, signed and sealed by the representative, where the following aspects are stated: career, occupation and a detailed account of the work done in the company.
- e. The activity carried out must be related to any of the programme of activities corresponding to the degree studied by the student.
- f. Students must get in contact with the [internship coordinating staff](#) to decide how to manage the requirement of report submission.

## V.2 PROCEDURE

- a. The person concerned must submit the recognition application to the Registrar's Office within the registration period.
- b. The Committee for Work Placements will issue either a favourable or an unfavourable report.
- c. The corresponding fees are sent out together with the report. Once those fees are paid and the receipt is submitted, the recognition will be processed and added to the student's record.
- d. Should the recognition be rejected, the person concerned must follow the regular procedure established by the work placement calendar.

## VI. RIGHTS AND DUTIES OF STUDENTS

### VI.1 RIGHTS

- a. To be under the supervision of a teacher and professional staff providing a service in the company or institution where the internship is to be done.

- b. To receive a copy of the work placement agreement.
- c. To be provided with assessment, and also, if the internship is curricular, with a grade, in accordance with the criteria set out in the course guide of the subject.
- d. To receive, if stipulated, financial contribution from the company or institution, as financial aid or study aid.
- e. To be able to carry out their academic and training activity, as well as their representation and participation, having previously notified the collaborating entity well in advance.
- f. To receive information about safety regulations and rules on prevention of occupational risks from the collaborating entity.
- g. To receive documentary proof expressly mentioning the activity carried out, its duration and, if applicable, the student's performance. This document should be provided by the company or institution where the student has undertaken his/her internships.
- h. To have intellectual and industrial property under the terms established in the regulatory law of the subject.
- i. In the case of disabled students, to have the necessary resources at their disposal to access tutorship, information, assessment and their performance in the internships, on equal terms.
- j. In the case of disabled students, to find a balance between the completion of their internships and those activities or personal circumstances derived from or related to disability.
- k. Other rights contained in the current regulation or in the corresponding agreements signed between this university and the collaborating entity.

## VI.2 DUTIES

- a. To know and adhere to the current regulation relating to work placements established by the University of Valencia.
- b. To sign the agreement formalising the internship before starting it.
- c. To know and develop the training project following the directions of the on-site supervisor and under the academic tutor's supervision.
- d. To join the collaborating entity on schedule, to comply with the project timetable, in accordance with the work calendar, and to respect the operating rules, safety rules and rules on prevention of occupational risks of the company.
- e. To be in contact with the academic tutor throughout the work placements and inform them of any incident that may happen during their course.
- f. To prepare a final report on the internship and, if applicable, a progress report.
- g. To maintain confidentiality on the inside information of the collaborating entity and professional secrecy regarding their activities, during the course of the internship and after its completion.
- h. To show respect for the collaborating entity's policy at all times, preserving the reputation of the University of Valencia.

- i. Other duties contained in the current regulation or in the corresponding agreements signed between this university and the collaborating entity.

## VII. RIGHTS AND DUTIES OF ACADEMIC SUPERVISORS

### VII.1 RIGHTS

- a. To receive information on the regulatory policy of work placements, as well as the training project and the conditions under which the training of the student to be supervised will be held.
- b. To receive a copy of the work placement agreement.
- c. To have access to the collaborating entity so that they achieve the objectives specific to their function.
- d. To receive the information and the support necessary to supervise disabled students.
- e. To gain the recognition and the accreditation for their academic work under the terms established by the University of Valencia, in accordance with its internal regulations.

### VII.2 DUTIES

- a. To sign the work placement agreement prior to the start of the internship.
- b. To guarantee the normal course of the training project, ensuring the compatibility between the work placement schedule and the academic and training responsibilities, as well as the representation and participation of students.
- c. To provide students with the tutoring calendar to monitor work placements.
- d. To effectively monitor work placements by coordinating with the company supervisor.
- e. To authorise, in coordination with the company supervisor, the changes that might occur in the training project.
- f. To carry out the assessment process of the student's work placements and provide the corresponding grade when work placements are curricular.
- g. To maintain confidentiality regarding any information known to them as a result of their supervising work.
- h. To inform the coordinator of the work placements centre of any issues that may occur.
- i. To supervise, and request if applicable, the proper disposal of the supporting resources necessary to ensure that disabled students undertake their work placements on equal terms, non-discrimination and universal accessibility.

## VIII. RIGHTS AND DUTIES OF COMPANY SUPERVISORS

### VIII.1 RIGHTS

- a. To receive information on the regulatory policy of work placements, as well as the training project and the conditions of its completion.

- b. To receive the information and support necessary to achieve the objectives specific to their function from the teachers supervising the internship.
- c. To gain the recognition from the University of Valencia for their collaborating work, under the terms established in the agreement.
- d. To receive the information and support necessary to supervise disabled students from the University.
- e. To obtain the university card on request.

## VIII.2 DUTIES

- a. To sign the work placement agreement before the start of the internship.
- b. To take the students in and arrange the work to be done, under the terms of the training project.
- c. To supervise their work, guide and monitor the completion of the internship within a relationship based on mutual respect and commitment to learning.
- d. To coordinate the completion of the activities established in the training project with the teachers supervising the internship and establish, if applicable, the changes required to properly complete the internship.
- e. To inform students of the entity's organisation and functioning and relevant regulations, particularly safety and occupational risks.
- f. To provide the students with the supplementary training that may be needed to undertake work placements.
- g. To provide students with the material resources essential for completing the internship.
- h. To provide students with aid and assistance to resolve those professional issues that might be needed to undertake the work done in the internship.
- i. To provide and encourage the contribution of proposals for innovation, improvement and entrepreneurship on the students' part.
- j. To attend to, in coordination with the teachers supervising the internship, any issues that may occur during the internship.
- k. To facilitate teachers supervising the internship the access to the collaborating entity so that they achieve the objectives specific to their function.
- l. To maintain confidentiality regarding any information known about students as a result of the latter's work in the internship.
- m. To issue and send a final report on the internship to the teachers supervising it.

## IX. PROCEDURE IN CASE OF INCIDENTS

### IX.1 ON ASPECTS CONCERNING WORK PLACEMENT FORMALISATION

It is essential to get in contact with the Department of Work Placements of the University-Entreprise Foundation ADEIT (work placement agreement, accident and civil responsibility insurance, labour inspection).

## IX.2 ON THE CONTENTS OF THE ACTIVITIES

Should students have any issue with the company, they must talk to the teachers supervising the internship, who will analyse the problem and consider whether they must get in contact with the company. Once they have got in contact with them and obtained all the information, the result may be:

- a. To carry on with the internship, with some changes proposed either by the company or students.
- b. To terminate the internship. In this case, the work placement coordinator of the centre must be informed of that decision, and students must be assigned a different company to achieve their credits.

Should teachers supervising the internship have any doubt about this procedure, they may get in contact with ADEIT and the work placement coordinator of the Faculty of Philology, Translation and Communication.

## X. REGULATIONS

- R. D. 592/2014, 11<sup>th</sup> July, regulates the completion of training placements in companies and institutions by university students.
- R. D. 1791/2010, 30<sup>th</sup> December 2019, University Student Statute.
- Regulation of Work Placements approved by the Government Council of the University of Valencia, 26<sup>th</sup> June 2012, ACGUV 131/2012.
- Agreements of the Work Placement Committee of the Faculty of Philology, Translation and Communication.

## XI. INFORMATION

- **On work placement content**  
Please get in contact with the corresponding tutor.
- **On aspects concerning work placement formalisation**  
Department of Work Placements of the University-Business Foundation, University of Valencia ADEIT.  
Tel.: 963.262.600  
[Amparo.Alcala@fundacions.uv.es](mailto:Amparo.Alcala@fundacions.uv.es)  
[www.adeituv.es/practicas](http://www.adeituv.es/practicas)
- **Registrar's Office**  
[oreip@uv.es](mailto:oreip@uv.es)

## XII. ANNEXES

### **Annex A:** [self-practicum](#)

- Students wishing to submit a proposal for SELF-PRACTICUM must submit the work placement application as well.

**Annex B:** model for work placement application for Erasmus Incoming students.