

RECOGNITION OF WORK PLACEMENT CREDITS AS PROFESSIONAL OR WORK EXPERIENCE

According the current bylaws ACGUV 126/2011 and as agreed by the Commission on External Work Placements of the Faculty of Philology, Translation and Communication on 27 October 2014, the procedure and requirements for the recognition of credits as professional or work experience are the following:

1. REQUIREMENTS:

- a. Having passed the credits required to qualify for the curricular internships.
- b. To be able to properly accredit professional or work experience as an employee (contract) or self-employed person,
 - Service record or work life issued by the competent institution
 - Census or association certificate or any other accrediting document for self-employed persons.
- c. Having a minimum of 6-month full-time professional or work experience or the equivalent part-time, provided that the number of hours required by the degree programme are covered. It is possible to accumulate contracts of less than 6 months in the same company or in different companies.
- d. Certificate of the company or institution, signed and stamped by the person in charge, stating: seniority, professional category, and a detailed description of the work done in the company.
- e. The activity or activities carried out must be related to one of the activity programmes corresponding to the degree of the student.
- f. Liaise with the internship coordinating staff for detailed information on the submission of the internship report.

2. PROCEDURE

- a. Applications for recognition will be submitted in the Faculty's Registrar Office within the due date set for each academic year.
- b. The commission for external work placements will issue a positive or negative statement.
- c. If positive, the corresponding fees are issued and, once they have been paid and a copy of the payment slip has been handed in, recognition will be processed and added to the student's academic transcript.