

INSTRUCTIONS

Versión 06 (ENG)

PROCESSING OF TRAINEESHIPS ABROAD

STEPS

To process, modify or cancel a traineeship, you should:

- 1°. Fill in the document **model** established by the **Career & Employment Service (SIE)** of the UPV, available [here](#):
- 2°. The documentation must be signed by all parties with **DIGITAL SIGNATURE**. For more information [here](#).
- 3°. With a minimum of **30 days in advance**, the documentation must be sent by @ to the [Traineeship Office of the related school or faculty](#). **Partial sendings or out of time will not be considered**. If the sended documentation isn't correct the beginning date of the traineeship will be affected.

Remember that **August is not considered as working time** in means of processing traineeships, so if you want to begin between the **26th. of July** and the **10th. of September**, the last date to send the documentation will be the **16th. of July**.

DOCUMENTATION you must send

- To **PROCESS** a traineeship, please send by @ to [Traineeship Office of the related school or faculty](#) :
 1. [Traineeship Agreement](#)
 2. [Insurance Policy Certificate](#), see details in paragraph "Accidents Insurance Policy"
 - To **MODIFY** a traineeship, please send by @ to [Traineeship Office of the related school or faculty](#):

Modification document: This allows you during the time of the traineeship to modify its conditions, **except for the beginning and final dates of the traineeship**. Final hours can only be modified if they have not been done.

Extension: If you want to extend the period of your traineeship you will need to process a **new "Traineeship Agreement"**.
 - To **CANCEL** a traineeship, please send by @ to [Traineeship Office of the related school or faculty](#):

Cancellation document: This allows you to cancell of the traineeship, only for justified reasons.
 - **AT THE END** of the traineeship for the **Evaluation and Academic Credit Recognition** of the traineeship, the student must log-in to the **intranet UPV** at the "Servicios" tab, in the section " Servicio Integrado de empleo" or directly at the following link: [Traineeship evaluation](#).
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When the documentation is processed, the parties (the company, the tutors and the student) **will receive through e-mail an authentic electronic copy of the documentation**.



WHERE TO SEND THE DOCUMENTATION

DEGREES STUDIED	SEND DOCUMENTATION TO
Grados o Másteres universitarios adscritos a una escuela o facultad	By @ to Traineeship Office of the related school or faculty
Official Masters appointed to department	By @ to: practicas.master@sie.upv.es
Unofficial degrees managed by the CFP-UPV (Lifelong Learning Centre of the UPV)	By @ to: practicas.cfp@sie.upv.es

CONDITIONS OF THE TRAINEESHIPS

Traineeships will be carried out in accordance with the current legislation of Spain and of the country where the traineeship takes place, regulations approved by the UPV Council and the specific traineeships regulations of the student's faculty or school. (See "[Legal framework](#)" on the "Traineeships" section of the SIE webpage (www.upv.es/contenidos/SIEPRACT).

General conditions of the traineeships:

Students: All students enrolled in the UPV who fulfill the established requirements and have [registered on the curricular DB](#) for traineeships will be able to carry out a traineeship (see "student" section on the webpage of "internships" in the SIE webpage)

Companies: All legally constituted organisations will be able to take on students for traineeships.

Working hours:

- Weekly.- Maximum of 40 hours per week.
- Degree.- For each degree, the student will have a maximum number of placement hours that they can carry out. The maximum number of traineeship hours as part of his/her studies is shown on the studies plan and the maximum of traineeship hours out of his/her studies is established by the UPV regulations and specific rules of the student's faculty or school.

Traineeships: Traineeships must be carried out in the "academic year: From "1st September-31st August". They can be part of the studies or out of them. In order to carry out the Traineeships as part of the studies, the student has to be previously registered on the corresponding subject.

The Company will make it easy for the students to attend the University to sit exams and academic activities where attendance is obligatory.

Economic support: We will expect the organization to provide some economic or study support. The organization must respect the minimum and/or maximum established by the University.

Training programme: The activities must relate to the students Course and be supported by a responsible tutor from the University.

ACCIDENTS INSURANCE POLICY (COMPULSORY)

UPV students who wish to complete a traineeship abroad through the UPV Career and Employment Service (SIE-UPV) are required to present, within the established deadlines and together with the training agreement, a document certifying that they are beneficiaries of an insurance policy covering risks and the minimum amounts it covers during the entire period of the placement and in the destination country where the placement will be carried out. The following link details the risks and minimum amounts that the insurance must cover and how to take out a policy.

SOCIAL SECURITY FOR STUDENTS DOING TRAINEESHIPS

See "[Legal framework](#)" on the "Traineeships" section of the SIE webpage to include university students doing traineeships in the social security system.