



PROCESSING OF TRAINEESHIPS FOR NON- OFFICIAL POSTGRADUATES COURSES (CFP)

STEPS

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

- 1º.** Fill in the document **model** established by the **Career & Employment Service (SIE) of the UPV**, available **here**:
- 2º.** The documentation must be signed by all parties with **DIGITAL SIGNATURE**. For more information **here**.
- 3º.** With a minimum of **10 days in advance**, the documentation must be send by @ to practicas.cfp@sie.upv.es . **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 sent

- To **PROCESS** a traineeship, please send by @ to practicas.cfp@sie.upv.es :
 1. **Traineeship Agreement** *In case the traineeship isn't part of the studies, process the agreeent **here***

 - To **MODIFY** a traineeship, please send by @ to practicas.cfp@sie.upv.es :

Modification document: Its permits to modify, during the traineeship, its conditions, **except the beginning and final dates of the traineeship**. Final hours can only be modified if they has 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 practicas.cfp@sie.upv.es :

Cancellation document: Permits the cancellation of the traineeship, only for justified reasons.

 - When **FINISHED** the traineeship please contact the Director of your Postgraduate Course, for the academic evaluation of the traineeship.
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When the documentation is processed, the parties (company, the tutors and the student) **will receive through e-mail an authentic electronic copy of the documentation**.



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 Life Long Learning Center - CFP.

General conditions of the traineeships:

Students: Students must be registered in a Non-Official Postgraduate Course, fulfill all requirements established by Traineeships Regulations of the UPV and register at the [SIE traineeship curricular database](#) ("Student" section at the SIE traineeship website). It is compulsory to **indicate an e-mail address for notifications** at this Database.

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

Working hours:

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

Traineeships: traineeships must be carried out during the term of the Course (The CFP does not consider 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. You 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.

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.

ACCIDENTS INSURANCE POLICY

The UPV subscribes [an accident and civil liability policy](#) for the students that include different coverages. Regarding Health Care, the health policy will only cover those types of traineeships that will not be covered by the social security system.