

HOW TO DO INTERNSHIPS IN COMPANIES

¿Do you have the requirements?

- 1** Be a UPV student
- 2** Not presented TFG/TFM
- 3** Registered in the SIE database
- 4.1** **Curricular Internship**
Be enrolled in the course
- 4.2** **Extraaurricular Internship**
Have passed 50% ETCS (In bachelor degree)

Find a company/studio

Through the internship offers

Searching by yourself

Essential

Create a good Curriculum Vitae

Formalise the Agreement

On-line agreement
(calculator of internships)

Delivery of the Agreement
(electronically signed)

In the internships office of your school (e- mail)

10 days before the start day of the internship
(30 if it is overseas)

Payment: mín. 4,30 €/hour
Hours depend on degree.

With electronic signatures from all parties

You need a UPV Tutor and Supervisor / Line manager

When the internship ends?

Evaluation of the internship

Student report

Company Tutor report

UPV Tutor report

Transcript of records

**INTERNSHIPS
IN COMPANIES
UPV**