

CUSTOMER SERVICE HOURS
SEPTEMBER-JULY
MORNINGS
Monday to Friday: from 11:00h to 13:00h by Policita or telephone
AFTERNOONS
Tuesday from 16:00h to 18:00h by Policita or telephone

You can find all this information with more detail on our website. The SIE website: <http://www.upv.es/entidades/SIE/indexi.html>

Business internship Office FADE

Camino de Vera, s/n – 46022- Valencia Email: empreade@ade.upv.es

Telephone: +34-96 387 92 78 Fax: +34- 96 387 92 75

<http://www.ade.upv.es>

Regulations governing business internship of the UPV and the FADE:

<http://www.sie.upv.es> > *Prácticas en Empresas* > Marco legal

or

<http://www.upv.es/contenidos/SIEPRACT/infoweb/siepract/info/714613normalc.html>

BUSINESS INTERNSHIPS

What do I need to do a business internship?

1. To be enrolled at the FADE.
2. To be a non-graduated student (TFG/TFM still pending).
3. For curricular internships, you must have completed the first course. For extracurricular internships, you must have completed at least the 50% of the credits (120 ECTS).
4. Internship period: from September 1 to August 31.
5. Maximum: 40h per week, 8h per day.
6. Must have an electronic signature to sign the documents. More information: http://www.upv.es/contenidos/SIEPRACT/infoweb/siepract/info/Instrucciones_firma_electronica.pdf

How do I do the paperwork?

1. Visit the site: www.sie.upv.es/student internships/**Registration-Curricular DB**.
2. Enroll in the database of the Career and Employment Office (SIE) and complete the Curriculum Vitae of the curricular database SIE (Option A).
3. Keep your CV in the database updated.

How do I get an internship/business?

1. Once registered in the SIE database, you can view the offers that are published for your degree and sign up in those which are of your interest, by clicking at the page below. <http://www.upv.es/contenidos/SIEPRACT/>
2. By yourself:
 - Mention your knowledge and skills to companies
 - Using your social networks
3. Our office will offer all the support you need. Remember that you can also get an internship in councils, in public bodies at national level or in companies abroad.

Once I got a company for my internship, what is the next step?

1. For curricular internships you must enroll in the optional external practices through registration or if you are outside of the registration period, apply through the request of the secretary of FADE,

MAXIMUM OF HOURS STATED FOR EACH DEGREE

Titulación	Créditos / Horas curriculares	Horas extracurriculares
Grado en Administración y Dirección de Empresas	13,5 / 337,5 h	1800
Grado en Gestión y Administración Pública	18 / 450 h	1800
Máster Gestión de Empresas Servicios y Productos	12/300	900
Máster Dirección Financiera y Fiscal	---	600
Master Universitario en Gestión Administrativa	9/ 225 h	600
Master Universitario en Social Media y Comunicación Corporativa	---	600
Doble Titulación. Grado en Ingeniería de Tecnologías y Servicios de Telecomunicación y Grado en Administración y Dirección de Empresas	---	2778
Doble Titulación. Grado en Administración y Dirección de Empresas y Grado en Ingeniería Informática.	---	2801

12,5 hours= 0,5 ECTS – 25 hours=1ECTS

2. Click to the tool "calculate your internship" that facilitates calculation and enter data for processing practice: <https://www.sie.upv.es/meta1b/Piniciocal.aspx>
3. Generate and sign by personal digital certificate the agreement or agreements of educational cooperation.
4. Deliver your educational cooperation's agreement by email, with all digital signatures (student, University tutor, tutor of company and legal representative of the company).
5. The agreement must be completed entirely through a computer, with digital signatures in the places reserved for the purpose.
6. If you don't find a UPV tutor, you can request it at the unit of practices in companies and we will provide you all the data.
7. If your practices combined curricular with extracurricular, you must file an agreement for each mode (one for the curricular and one for the extracurricular).
8. The digital documentation should be delivered by email with a minimum of 10 calendar days in advance at the beginning of the practice.

Are the internships paid?

All practices are paid with a minimum of 3.75€ / h.

- For 4 hours a day → 300€ a month
- For 6 hours a day → 450€ a month
- For 8 hours a day → 600€ a month

If your internship is renewed, modified or cancelled, what happens?

If the practice is renewed, modified or terminated, you must complete the corresponding document (agreement, Modification or Cancellation) and send a copy with the electronic signatures by email to: empreade@ade.upv.es, within 10 business days in advance.

Documentation available on:

<http://www.upv.es/contenidos/SIEPRACT/infoweb/siepract/info/714612normalc.html>

After the internship, what do I do?

After practice, you have 10 days to make your practice to be evaluated. To this end, the following documents must be completed online:

- ✓ Memory carried out by student.
- ✓ Student business internship questionnaire.
- ✓ Questionnaire of evaluation of the internship by the tutor of the company.
- ✓ Questionnaire of evaluation of the internship by the tutor of the UPV.

For extracurricular internships, the score will be pass/fail. It is NECESSARY that all extracurricular internship are evaluated. They will appear in the European Diploma Supplement (SET) if the student submits the documentation referred to above.

Can I make my research project in a company?

Yes. During the development of the internship in the company, you can make the TFG/TFM, provided they agree. The company and tutor at the UPV must comply with the rules and procedures for implementing the TFG in the FADE.