

CUSTOMER SERVICE HOURS SEPTEMBER - JULY

MORNING

Monday to Friday: from 11:00h to 13:00h by poli[cita]

AFTERNOON

Tuesday: from 16:00h to 18:00h by poli[cita]

YOU CAN FIND ALL THIS INFORMATION MORE IN DETAIL IN OUR WEBSITE. THE SIE WEBSITE:

[HTTP://WWW.UPV.ES/ENTIDADES/SIE/INDEX1.HTML](http://www.upv.es/entidades/sie/index1.html)

BUSINESS INTERNSHIPS OFFICE AT FADE

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

Telephone: +34 96 387 92 78 / +34-96-387 92 77

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

Regulations about business internships of the UPV and the FADE:

[Prácticas en Empresas > Marco legal](#)

[HTTPS://WWW.UPV.ES/CONTENIDOS/SIEPRACT/NORMATIVA/](https://www.upv.es/contenidos/siepract/normativa/)

BUSINESS INTERNSHIPS

WHAT DO I REQUIRE TO DO A BUSINESS INTERNSHIP?

- To be enrolled at the FADE.
- To be a non-graduated student (Bachelor's /Master's Thesis still pending).
- In Bachelor degrees: For curricular internships, you must have completed the first year (60ECTS). For extracurricular internships, you must have completed at least the 50% of the credits (120 ECTS). In Master degrees: No minimum of credits is required.
- Internship period: from September 1st to August 31st.
- Maximum: 40h per week, 8h per day. 6. You must have a valid electronic signature to sign the documents. More information:

[HTTPS://WWW.UPV.ES/CONTENIDOS/SIEPRACT/DOWNLOAD/17757/](https://www.upv.es/contenidos/siepract/download/17757/)

HOW DO I DO THE PAPERWORK?

- Visit the site:

[_HTTP://WWW.UPV.ES/CONTENIDOS/SIEPRACT/INFOWEB/SIEPRACT/INFO/714624NORMALC.HTML](http://www.upv.es/contenidos/siepract/infoweb/siepract/info/714624normalc.html)

- Enrol in the database of the Servicio Integrado de Empleo (SIE) and complete the Curriculum Vitae of the curricular database SIE (Option A) in the most comprehensive possible way.
- Keep your CV in the database updated, specially the contact details

HOW DO I GET AN INTERNSHIP/BUSINESS?

- Once you are registered in the SIE database and that you have registered on the DIRE platform, you will be able view the offers that are listed for your degree and sign up in those which are of your interest, by entering in the following page below.

[HTTP://WWW.UPV.ES/CONTENIDOS/SIEPRACT/](http://www.upv.es/contenidos/siepract/)

- You can also find a company by yourself: Offering your knowledge and skills to companies and using your social networks.
- Our office will offer all the support you need. Remember that you can also get an internship in Public Institutions and foreign companies.
- Virtual business internships are allowed.

ONCE I HAVE A COMPANY FOR MY INTERNSHIP, WHAT IS THE NEXT STEP?

- For curricular internships, you must enrol in the optional external internships through registration or, if you are outside of the registration period, apply through a request to the Secretaría of FADE, by using the Poli[consulta] system.

MAXIMUM OF HOURS ALLOWED FOR EACH DEGREE

TITULACIÓN	CRÉDITOS / HORAS CURRICULARES	HORAS EXTRACURRICULARES
GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS	13,5 / 337,5H	1800
GRADO EN GESTIÓN Y ADMINISTRACIÓN PÚBLICA	18 / 450H	1800
MÁSTER GESTIÓN DE EMPRESAS SERVICIOS Y PRODUCTOS	12 / 300	900
MÁSTER DIRECCIÓN FINANCIERA Y FISCAL	- - -	600
MASTER UNIVERSITARIO EN GESTIÓN ADMINISTRATIVA	9 / 225H OBLIGATORIAS	600
MASTER UNIVERSITARIO EN SOCIAL MEDIA Y COMUNICACIÓN CORPORATIVA	12 / 300	600
DOBLE GRADO EN INGENIERÍA DE TECNOLOGÍAS Y SERVICIOS DE TELECOMUNICACIÓN Y GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESA	- - -	2778
DOBLE GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS Y GRADO EN INGENIERÍA INFORMÁTICA	- - -	2801
DOBLE GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS Y GRADO EN CIENCIA Y TECNOLOGÍA DE ALIMENTOS	- - -	2801
DOBLE TITULACIÓN. GRADO EN ADMINISTRACIÓN Y DIRECCIÓN DE EMPRESAS Y GRADO EN MATEMÁTICAS.	- - -	2632

12.5 hours= 0.5 ECTS / 25 hours=1ECTS

- Enter the tool "Calcula tu práctica" that assists calculation and insert data for processing the internship:

[HTTPS://WWW.SIE.UPV.ES/META1B/PINICIOCAL.ASPX](https://www.sie.upv.es/meta1b/piniciocal.aspx)

- Generate and sign by using your personal digital signature the contract or contracts of educational cooperation.
- Send your educational cooperation's contract by email to empreade@ade.upv.es, with all the digital signatures (student, university tutor, tutor of company and legal representative of the company).
- The agreement must be completed entirely on-line with digital signatures in the places reserved for the purpose.
- If you do not find a UPV tutor, you can ask for information at the unit of business internships and we will provide you all the data.
- If your internship combines curricular and non-curricular business internships, you must prepare an agreement for each type (one for the curricular and one for the non-curricular).
- Please send the documentation dully signed by email with a minimum of 10 calendar days in advance before the beginning of the business internship.

ARE THE INTERNSHIPS PAID?

- All business internships are paid with a minimum of 4.60€/h:

- For 4 hours a day → 368€ per month
- For 6 hours a day → 552€ per month
- For 8 hours a day → 736€ per month

WHAT HAPPENS IF YOUR INTERNSHIP IS RENEWED, MODIFIED OR CANCELLED?

- If the practice is renewed, modified or terminated, you must complete the corresponding document (Convenio, Modificación or Rescisión) and send it with the electronic signatures by email to: empreade@ade.upv.es, within 10 business days in advance.
- Documentation is available in:

[HTTPS://WWW.UPV.ES/CONTENIDOS/SIEPRACT/CARPETA/PRACTICAS/](https://www.upv.es/contenidos/siepract/carpeta/practicas/)

AFTER THE INTERNSHIP, WHAT SHOULD I DO?

- After completion of your internship, you have 10 days to evaluate it. To this end, you must complete the following on-line documents:

- Student questionnaire.
- Student report.
- Business internship tutor at the company questionnaire.
- UPV tutor questionnaire.

- For non-curricular 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. Curricular internships will be scored with a mark that will count in the academic records

CAN I MAKE MY RESEARCH PROJECT IN A COMPANY?

- Yes. During ta business internship in a company, you can undertake the TFG/TFM, provided there is the corresponding authorization. The company, tutor at the UPV and student must comply with the rules and procedures for implementing the TFG/TFM in the FADE and UPV.