

FREQUENTLY ASKED QUESTIONS ABOUT THE PRACTICUM

FACULTY OF HUMANITIES (UHU)

1. *What is the Practicum and what is it for?*

You can consult information related to this subject (content, development, etc.) on the website of the Faculty of Humanities or by clicking on the following links:

[Practicum Description regulations calls](#)

2.. *Who is my academic tutor?*

For the 2021-2022 academic year with academic tutors of the subject for each of the Faculty's undergraduate degrees, they are:

- Degree in English Studies: Prf.^a Dr. Pilar Ron Vaz
- Double Degree: Prof. Dr. Manuel Cabello Pino
- Degree in Hispanic Philology: Prf.^a Dr. Beatriz Peña Acuña
- Degree in Cultural Management: Prf. Dr Dominique Bonnet
- Degree in History: Prf. Dr. Lucia Fernandez Sutilo
- Degree in Humanities: Prof. Dr. Manuel Cabello Pino

3. *Who is my external tutor?*

The person who is responsible for your supervision at the destination institution during your internship.

4. *Can I initiate an internship agreement between the UHU and an external company? What procedure should I follow?*

Yes. You must follow and know the steps detailed below:

1. Check in the following SOIPEA link that the company does not appear on the list:
<http://www.uhu.es/soipea/practicas.php?cat=convenios>
2. Communicate your intention to open a new agreement to your academic tutor, who will activate the opening procedure in collaboration with SOIPEA.
3. The institution must register on the Ícaro platform to be able to make the agreement with SOIPEA, complete the data and offer the place (it must appear before the 15 days in which the practices begin).

IMPORTANT NOTE: If you start a new agreement with an external company you will have **PRIORITY** in the assignment of destinations. You must indicate the name of the company in the first option of Annex I. If the agreement has not been approved before the deadline for delivery of said annex, you can indicate that it is "pending approval". In any case, you must also indicate the code and the name of two other destinations on the published list.

5. Can I request recognition of my recent work experience? What procedure should I follow?

Yes. The Faculty of Humanities contemplates two ways in this regard:

1. Request **credit recognition** of the Practicum for your recent work experience, following the steps detailed below:
 - a. Request the Credit Recognition Form at the Secretary of the Faculty of Humanities and fill it out with your data. You can also find it [here](#) .
 - b. Attach a certificate that adequately certifies your work experience.
 - c. Submit the signed form to the Secretariat **before the end of the regular enrollment period** .
 - d. The documentation will be studied by the Credit Recognition Commission of the Faculty. Once the request has been resolved, the Secretary will contact you to inform you of the final decision.
VERY IMPORTANT: if you choose this route, the maximum mark you can choose will be APPROVED 5, since the Credit Recognition Commission will not be able to rate your work.

2. Request **recognition of hours** of compulsory presence for the Practicum (85) for recent work experience (developed, at most, up to 2 years before the completion of the subject), following the steps detailed below:
 - a. Fill in Annex I with your personal data, indicating in the first option the company where you have worked (which will **NOT** have any code typified by the Faculty). Please also indicate the code and the name of two other destinations on the published list.
 - b. Submit Annex I in due time at the Office of the Dean.
 - c. Review the list of destination assignments, checking that you have been assigned the company you requested. Otherwise, you should contact your academic tutor.
 - d. Submit Annex II to your academic tutor duly completed and within the period set by the Faculty. The form must be signed by a person from the company where you worked, who acts as an external tutor. The latter must also send the corresponding assessment annex with a view to the evaluation of the subject. In case of not being delivered, the grade that the students will obtain for this concept will be 5.
 - e. Make the memory of practices and deliver it in due time.

IMPORTANT NOTE: For this route, it is **NOT** necessary to start a new agreement with the company and the University, because it would be *a posteriori*.

6. *May I do the hours of face-to-face practice before enrolling in the subject?*

Yes. You can contact the companies that have an agreement with the University to advance your internships, also notifying the person who will be your academic tutor of such a circumstance. If you want to carry out internships in a company that does not have an agreement with the University, you must obtain a certificate that certifies your activity once it ends and look for a person from the company to act as your academic tutor. When you enroll in the Practicum, you must follow the steps detailed in question 5, section 2. In any case, it is recalled that this option does not guarantee any coverage from the administrative, academic or accident insurance point of view, as it is not directly linked to the official enrollment in the subject.

7. *May I do my hours of face-to-face internships during my Erasmus stay?*

Yes; This can be achieved in two ways:

- 1) That you get a contract with a company/institution during your Erasmus stay, in which case you must notify the person who will be your academic tutor of this circumstance. It is important that before returning from your stay you get a certificate that certifies your activity and look for a person from the company who acts as your academic tutor (which will be different from your Erasmus academic tutor). When you enroll in the Practicum, you must follow the steps detailed in question 5, section 2.
- 2) That you develop a mobility for internship purposes within the Erasmus K103 program or similar, for which you must follow all the instructions that appear on the website of the International Relations Service of the University of Huelva (<http://www.uhu.es/sric/erasmusplus-students/erasmus-ka103/>), and which requires the following documentation before and after the stay:
 - a. acceptance letter
 - b. *Learning agreement for traineeships* _
 - c. CPRP (Prior Commitment to Recognition of Internships)
 - d. Certificate of stay for internships
 - e. Internship evaluation

8. *May I claim my provisional award of destination? What should I do?*

Yes. Once the awards have been published, you have a period of **4 days** to present arguments. You must fill in a general request, which you can find on the Faculty's website or by clicking [here](#) , where you state the reasons why you consider that the award has not been appropriate. The Senior Team and the Internship Committee will study the case and issue a report with the final award, if applicable.

9. Where can I get Annex II-Training Project that my external tutor must fill out?

At the ICARO platform, through this link: <https://uhu.portalicaro.es/>

10. What can I do if, for justified reasons, I cannot attend the workshops organized within the framework of the subject?

You must communicate your situation to your academic tutor as soon as possible and present the documentation that justifies your lack of attendance. Your academic tutor will propose the evaluation options to be able to compensate for said lack.

11. What should I include in the Practicum Report? When and where should I submit it?

On the website of the Faculty of Humanities you can consult the [recommendations](#) in this regard.

Once the stay in the destination center is over, the mandatory documentation for the evaluation must be completed and will be carried out ONLY through the ICARO platform:

- a. Students must upload their Internship Report to Ícaro, accompanied by the certification of the hours of seminars and workshops, in PDF format and in a single document. The model will be available through the website of the Faculty of Humanities, in its section "Curricular Practices" and will also be provided through the Moodle platform.
- b. The external tutor must make his assessment through the Ícaro platform, selecting the option "My assessment reports".
- c. Finally, the internal tutor will be responsible for evaluating the subject and completing the minutes in accordance with their role as coordinator of the same, based on the information previously provided by the students and the external tutor.

The deadline for the delivery of the internship report by the students will be the one stipulated by the Internship Commission of the Faculty of Humanities for each academic year and corresponding call. For the 22/23 academic year it is June 15 (first call) and September 7 (second call).

12. May I deliver the Report of the Practicum before the fixed date?

If you have done your internship at the beginning of the semester and you want to get work done, you can write the Report, but it is advisable to adjust to the deadlines set by the Faculty.

13. If I cannot present the Report of the Practicum in any of the calls of an academic year, must I carry out my practices again in the following year?

No. In the event that for any reason you cannot present the Practicum Report in the year in which you are enrolled, in the following course you can request that the hours of the previous year be recognized. To do this, you must enroll again, present to your academic tutor a certificate from the company where you did the internship and submit the Practicum Report in due time. You do **NOT** need to file Schedule I again.

14. May I distribute the attendance hours of the Practicum in two academic years?

Yes. It is allowed to accumulate face-to-face hours in two courses. In this case, you should enroll in the Practicum in the second year since, otherwise, you will have to pay second enrollment.

15. What courses does the Practicum recognize?

Courses that refer directly to job search or employability: Spring **Prof. Forum** organized by the Faculty of Humanities itself, the Entrepreneurship Conference held by the Vice-Rectorate for Employability, SOIPEA courses, Andalucía Emprende courses (links can be found on the Faculty's website, [Employability Resources tab](#)), etc.

16. Regarding the additional documentation that is requested to carry out the Practicum, since it specifies that compulsory private insurance is needed for students over 25 years of age. If so, what kind of insurance would I need to look for? Is the insurance that is paid with the registration not valid?

Students under 28 years of age have to pay compulsory insurance when they enroll in the subjects, in the case of curricular internships, as it is a subject, the school insurance covers it.

If you are over 28 years of age, students at the time of enrollment can take out voluntary insurance, it is not mandatory.

On the other hand, the University of Huelva has private training insurance for students, regardless of their age and whether they are doing curricular or extracurricular internships, so they are insured in any case (Source: SOIPEA).