



COURSE GUIDE
External Traineeship

**Universidad Católica de Valencia San
Vicente Mártir.**



COURSE GUIDE: EXTERNAL TRAINEESHIP

		ECTS
SUBJECT: External Traineeship		12
FIELD: External Traineeship		12
MODULE: External Traineeship		12
Type of Learning: External Traineeship	Course: 2020/21 Semester: 2 nd	
Professor: D. Enrique Badimon	E-mail:	

MODULE ORGANIZATION

MODULE: EXTERNAL TRAINEESHIP				12 ECTS
Duration and timing of the module: In the second semestre				
Field and Subjects				
Course	ECTS	Subject	ECTS	Course/ semestre
External Traineeship	12	External Traineeship	12	1/2

COURSE GUIDE: EXTERNAL TRAINEESHIP



Prerequisites: To access the Traineeship the students should have completed at least 50% of the Credit Points relating to the modules that were entered in the first semester. They should have attended the seminars of preparation before the Traineeship.

GENERAL GOALS

Implement lessons learned and offer students the opportunity to learn from an internal perspective, the functioning and organization of the collaborating offices of demonstrated ability and competence as a supplement the training received throughout the course.

The students will be guided by a tutor who will watch over their learning and provide support to lawyers in the area that is assigned.

- a) Obtaining, by the student, work experience in the activity of the legal advice of a company, which will get a proper assessment by the commission of the Traineeship.
- b) The student can have contact with the practice of law.
- c) Students will become familiar with the legal issues that appear in business, law, organizations and associations and public, administrative and judicial institutions that compose the judicial framework in which they must develop their own professional activity.
- d) That the student is able to develop personal performance through skills required to achieve a truly complete education.
- e) To foster in students the critical and reflective ability of the students, to encourage decision making and to implement capacity of analysis and synthesis of legal phenomena.

CROSS-SECTIONAL COMPETENCES	Competence measuring scale			
	1	2	3	4
CB6 - Knowledge and understanding that provide a basis or opportunity for originality in developing and / or applying ideas, often within a research context		X		
CB7 - That the students can apply their knowledge and ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study		X		
CB8 - Students should be able to integrate knowledge and handle complexity, and formulate judgments based on information that was incomplete or limited, include reflecting on social and ethical responsibilities linked to the application of their knowledge and judgments			X	
CB9 - That students can communicate their conclusions and the knowledge and rationale underpinning these, to specialist and non-specialist audiences in a clear and unambiguous	X			



CB10 - Students must possess the learning skills to enable them to continue studying in a way that will be largely self-directed or autonomous			X	
SPECIFIC COMPETENCES				
	1	2	3	4
E1 – Implement the knowledge necessary to act effectively before the Public Bodies to any instance of them.			X	
E2 – Use the knowledge to effectively resolve client issues.			X	
E4 – Use Domestic Law regarding EU Law.		X		
E5 – Have a knowledge of Intrastat system to meet certain tax and customs obligations that the advisor must fill in.			X	
E6 - Use the concepts and operation of the financial market in terms of the needs of advise that potential clients may have.		X		
E7 - Use data and laws to incorporate a company with legal personality capable of intervening in the trade with full efficiency to comply with the orders that clients can ask for.	X			
E9 - Relate the taxable event, tax base, tax rates. With particular reference to Capital Transfer tax and stamp duty, Inheritance and Donations Tax and vehicle selling.			X	
E10 - Use the knowledge to advise clients on rental housing.		X		
E11 - Use accounting principles for resolving any situation that, in relation to the accounts, the student can find in his future career.			X	
E12 - Projecting the incorporation of a company knowing the rights and duties of the board of administration, social partners and creditors as well as know the tax liability and before the tax authorities.	X			
E13 - Apply the Insolvency Act noting the different circumstances and situations, both pre-insolvency as the procedures and issues necessary to defend the rights of the insolvent entity and also the partners, managers and those affected by the declaration of insolvency, depending who is the client, a creditor or a bankrupt.			X	
E18 - Determine the general social security regulations, obligations of employers and employees, the various regimes, registrations and settlements, as well as special schemes, work disability and its modalities, retirement, unemployment and non-contributory benefits.				X
E19 - Use the Code of Ethics of professional practice with respect to the different actions before the Administration, with colleagues and with clients.			X	
E1 – Implement the knowledge necessary to act effectively before the Public Bodies to any instance of them.			X	
E2 – Use the knowledge to effectively resolve client issues.		X		



E4 – Use Domestic Law regarding EU Law.		X		
E5 – Have a knowledge of Intrastat system to meet certain tax and customs obligations that the advisor must fill in.				X
E6 - Use the concepts and operation of the financial market in terms of the needs of advise that potential clients may have.			X	
E7 - Use data and laws to incorporate a company with legal personality capable of intervening in the trade with full efficiency to comply with the orders that clients can ask for.		X		
E9 - Relate the taxable event, tax base, tax rates. With particular reference to Capital Transfer tax and stamp duty, Inheritance and Donations Tax and vehicle selling.			X	
E10 - Use the knowledge to advise clients on rental housing.		X		
E11 - Use accounting principles for resolving any situation that, in relation to the accounts, the student can find in his future career.		X		
E12 - Projecting the incorporation of a company knowing the rights and duties of the board of administration, social partners and creditors as well as know the tax liability and before the tax authorities.			X	
E13 - Apply the Insolvency Act noting the different circumstances and situations, both pre-insolvency as the procedures and issues necessary to defend the rights of the insolvent entity and also the partners, managers and those affected by the declaration of insolvency, depending who is the client, a creditor or a bankrupt.				X
E18 - Determine the general social security regulations, obligations of employers and employees, the various regimes, registrations and settlements, as well as special schemes, work disability and its modalities, retirement, unemployment and non-contributory benefits.	X			
E19 - Use the Code of Ethics of professional practice with respect to the different actions before the Administration, with colleagues and with clients.		X		
SPECIFIC COMPETENCES ¹	Competence measuring scale			
	1	2	3	4
G1 - Ability to apply knowledge and ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study.			x	
G2 – To be able to integrate knowledge and handle complexity, and formulate judgments based on information that was incomplete or limited, include reflecting on social and ethical responsibilities linked to the application of their knowledge and judgments.				x
G3 – To know how to communicate their findings (and the knowledge and rationale underpinning these) to specialists and non-specialists in a clear and unambiguous.			x	
G4 - Possessing learning skills to enable them to continue studying in a way that will be largely self-directed or autonomous		x		

¹ List sequentially all competences. Each of them should be weighted 1-4 using as criterion the degree of contribution of the subject / module in the acquisition and development of the competence.



G5 – Promote, apply and perform all kinds of procedures that do not require the application of the legal technique reserved to lawyer, relating to matters that in the interests of individuals or entities, at their request, be conducted before any organ of the Public Body, informing its clients of the state and vicissitudes of the process by which they develop.				
				x
G6 - Promote, apply and perform all kinds of procedures that do not require the application of the legal technique reserved to lawyer, relating to matters that in the interests of individuals or entities, at their request, be conducted before any organ of the Public Body, informing its clients of the state and vicissitudes of the process by which they develop.				
			x	
G7 – Know the regulacions of the <i>Colegio Oficial de Gestores Administrativos</i> of Valencia				
				x
LEARNING OUTCOMES		COMPETENCES		
Obtaining, on the part of the student of a labor experience in the activity of the administrative manager who obtains a valuation adapted on the part of the commission of practices.		(CB6-CB10; G1-G7; E1-E21)		
Students have contact with the practice		(CB6-CB10; G1-G7; E1-E21)		
That the pupil familiarizes himself with the juridical problematics that appears in a daily way in the companies, with the citizens, the bureaus, the organizations and associations and the public, administrative and judicial institutions that compose the studding in which they will will to unroll his own professional activity.		(CB6-CB10; G1-G7; E1-E21)		
That the pupil is capable of developing the personal performance across the skills needed to reach a really integral formation.		(CB6-CB10; G1-G7; E1-E21)		
To favor in the pupil the critical and reflexive capacity of the students, to promote the capture of decisions and put into practice his capacity of analysis and synthesis of the administrative phenomena.		(CB6-CB10; G1-G7; E1-E21)		



ACTIVITIES TO BE CARRIED OUT FOR THE ACQUISITION OF THE ANTICIPATED COMPETENCES:			
ACTIVITY	Teaching-Learning Methodology	Relationship with Learning Outcomes	ECTS ²
ACTIVITY IN THE ENTITY OF THE TRAINEESHIP: Tutored work of the student.	Observation, analysis and reflection of reality and the processes of teaching and learning promoted in the classroom and in the center, institution or body where the placement takes place.	All	7
SEMINAR	Preparing special sessions relating conceptual, procedural and attitudinal the students to deal successfully with external traineeship.	All	0,8
TUTORING	Personalized and small group attention. Period of instruction and/or guidance by a tutor in order to review and discuss the materials and topics presented in lectures, seminars, readings, writing papers, etc.	All	0,2
ASSESSMENT	Set of oral and/or written tests used during initial, formative or additive assessment of the student.	All	0,1
Total			9,8

² The subject is organized in classroom and autonomous distance activities, with an estimated percentage of ECTS. The appropriate distribution is the following: **35-40%** for classroom activities and **65-60% for individual autonomous work**. For a subject with 6 ECTS: 2,4 and 3,6 respectively.



INDEPENDENT LEARNING ACTIVITIES			
ACTIVITY	Teaching-Learning Methodology	Relationship with Learning Outcomes	ECTS
INDEPENDENT WORK	Student study: Individual preparation of readings, essays, problem solving, seminars, papers, reports, etc. to be presented or handed in during lectures, practical classes and/or small-group tutoring sessions.	All	1,2
Total			2,2
SYSTEM FOR ASSESSING AND GRADING THE ACQUISITION OF THE COMPETENCES			
Assessment Tool	LEARNING OUTCOMES ASSESSED	Allocated Percentage %	
Assessment by the external traineeship tutors.	All	40%	
Attendance and active participation in tutored interviews, specific activities of the seminars and practical activities.	All	20%	
Monitoring and mentoring of students by faculty, including work and report of the internship the students have to prepare.	All	40%	

Criteria for granting a Mark of Distinction:

A mark of Distinction may be granted to the best students, who always must have exceeded a mark of 9 and, in principle and except for exceptional circumstances, will only be awarded in the first call of examinations for this subject.



DESCRIPTION OF THE CONTENTS OF THE COURSE:	COMPETENCES
<p>The Master incorporates a period of work experience in firms with proven ability and competence, as optional add-on to the theoretical training received throughout the course. The purpose of this period is to help implement the acquired knowledge, while offering students the opportunity to learn from an internal perspective, the functioning and organization of the offices and administration.</p> <p>The placement allows the student to apply in the workplace the knowledge acquired during the Master and learn the skills developed by professional Administrative managers operating in the field of administration.</p> <p>The placement is conducted in a module of 12 ECTS of obligatory character. It pursues, as a general objective, to integrate the student into a learning environment located in fields related to actual practice and the performance of the professional role of the Administrative manager, thus assuring his familiarity with the practical side of each of the major branches of legal advice. In this sense it is to enable students to acquire knowledge, skills, and practical information necessary for the exercise of the professional role in a particular area of law.</p>	<p>ALL</p>