

Department of Physics Work Placement Framework

The work placement is included in the undergraduate studies of the Physics Department as an elective course that can be declared by students during the 6th or higher semester. The course corresponds to 3 ECTS credits that are counted in all 240 prerequisites for obtaining a degree without a grade. (Bachelor's degree is calculated based on the 237 ECTS credits for students taking a work placement). Registration in the work placement requires supervision by a member of the Research and Teaching Staff, an application form, as well as a letter of interest, which are reviewed by the General Assembly of the Department. Upon completion of the work placement, the student submits an activities report (at least five pages in length) and a certificate/report from the practitioner. The General Assembly of the Department evaluates the data and in case of acceptance, the work placement is guaranteed, and the credits are assigned without any other procedure.

The work placement can be funded without this being necessary.

Sponsored Work Placement

In the case of funding, whether it comes from the ERASMUS program or another funded program, the candidates will be classified according to the following conditions and criteria:

Necessary preconditions:

1. Be at least in the 6th semester when the work placement takes place.
2. Selection of supervisor and submission of CV and letter of interest.
3. Proven knowledge of the country's language of work placement execution or at least the English language.

Ranking criteria:

For each funding institution the candidates are uniformly ranked according to the sum of A+B:

$$A = \frac{1}{1 + \varepsilon/15} \sum_{i=\text{courses}} \beta_i (ECTS)_i$$

Where ε is the current semester during the application submission and $\beta_i (ECTS)_i$ are the degrees and credits, respectively of each course completed according to the student's data, B corresponds to the evaluation of the CV and the letter of interest (50-150 credits). Final results are rounded to one decimal place. Candidates with higher ratings are ranked first. In all cases of ties, the final ranking shall be determined by lot. The evaluation is completed by the General Assembly of the Department or the authorized body. The results of the ranking are published on the Department's website. Any objections shall be submitted in writing to the Secretariat of the Department within 5 days of the results' publication and shall be examined by the General Assembly of the Department.

Candidates who have previously been funded by an internship program shall be placed in the last positions in the ranking list in the order in which they are determined on the basis of the above scores.

Acceptance:

The above procedure follows acceptance of the work placement, that is to say, a report of the action accompanied by the certificate/report of the institution where the work placement was carried out (which may take a specific form if required by the funding body) and approved by Department's GA or any authorized body. In the case of acceptance, the work placement is guaranteed, and the credits are documented without any further procedure (*). In the case of rejection, the work placement is not guaranteed, the credits are not documented, and the funding body, depending on the conditions, may not pay part or all of the funding involved.

(*) Credits are not documented in cases where the student has already obtained a degree during the acceptance procedure.

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