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INTERNSHIP / PROJECT PROTOCOL

Between:

***, head office at..., legal entity no., registered at the Office of Commercial Records of... under the no., with stock capital of ... euros, hereafter referred to as the **RECEIVING COMPANY**;

and

THE CATHOLIC UNIVERSITY OF PORTUGAL, main campus at Palma de Cima, Lisbon, legal entity no. 501082522, represented here by the **Careers Development Office** of the School of Economics and Management, hereafter referred to as the **UNIVERSITY**;

and

Student attending the degree course in, holder of Identity Card no., and IRS no., hereafter referred to as the **STUDENT**.

CONSIDERING THAT:

- A) The higher education course being attended by the **STUDENT** at the **UNIVERSITY** allows for an Internship/Project to be undertaken;
- B) The **RECEIVING COMPANY** has agreed that the **STUDENT** will undertake an Internship/Project in its ... Department for a period of ... months;

This Protocol is entered into, which shall regulate the relationships between the **RECEIVING COMPANY**, the **UNIVERSITY** and the **STUDENT** and shall be governed by the provisions of the following clauses:

ARTICLE 1 (AIMS)

The aim of this Protocol is that the **UNIVERSITY**, the **RECEIVING COMPANY** and the **STUDENT** may reciprocally benefit from their scientific, technical and human potential, as well as the practical application of the higher education, providing the **STUDENT** with direct contact with the professional sector related to his higher education training.

ARTICLE 2 (NATURE OF THE INTERNSHIP/PROJECT)

Nature of the Internship/Project to be undertaken:

- a) - **STUDENT's** Higher Education Course: ...
- b) - Stage in the Course: ... year in the academic year 2015/2016
- c) - Internship/Project Coordinator from the **UNIVERSITY**: Maria João Santos
- d) - Head of Career Advising for the Careers Development Office of the **UNIVERSITY**: Dra. Maria João Santos
- e) - Department of the **RECEIVING COMPANY** where the Internship/Project will take place: ... Sector
- f) - Supervisor from the **RECEIVING COMPANY**:
- g) - Start of the Internship/Project: ...
- h) - Completion of the Internship/Project: ...
- i) - Theme of the Internship/Project: "....."

ARTICLE 3 (DUTIES OF THE UNIVERSITY)

1. To ensure that the Internship/Project is conducted according to the work plan.
2. To inform the **STUDENT** and the **RECEIVING COMPANY** of the conditions for conducting the Internship/Project.

3. To notify the **RECEIVING COMPANY** of any circumstance which justifies termination of the Internship prior to the conclusion of its term.

ARTICLE 4 (DUTIES OF THE RECEIVING COMPANY)

1. To accept the **STUDENT**, guiding him and providing the necessary conditions for him to undertake the Internship/Project.
2. To inform the Careers Development Office and the Internship/Project Coordinator directly of any problems which occur while it is in progress.
3. To make the **UNIVERSITY** aware of any absences of the **STUDENT**.

ARTICLE 5 (DUTIES OF THE STUDENT)

1. To respect the internal rules of functioning, health and safety which are in force in the **RECEIVING COMPANY**.
2. To employ his best efforts and dedication in carrying out the tasks of the Internship/Project which are attributed to him, being present in the **RECEIVING COMPANY** with the frequency that is required of him by the **UNIVERSITY**.
3. To safeguard professional confidentiality, both during and after the conclusion of the Internship/Project, regarding all the work and tasks of the Internship/Project that are carried out, as well as any other information which he has knowledge of or access to in view of his position in the **RECEIVING COMPANY**, such that he may not disclose or use for himself or for any other person, whether a natural or a legal person, any data or information regarding business, products, projects, clients, strategies and procedures.
4. During the period of his stay in the company, the **STUDENT** shall, for all purposes, retain his status of student. He shall continue to be bound by the internal regulations of the **UNIVERSITY**, in particular with regard to attendance of classes.

ARTICLE 6 (INTERNSHIP/PROJECT SCHOLARSHIP)

1. The **STUDENT** may be entitled to a monthly Internship/Project scholarship, payed by the **RECEIVING COMPANY** equivalent to the national minimum wage, according to the number of hours worked by the **STUDENT**.
2. The **RECEIVING COMPANY** may grant the **STUDENT** a meal subsidy and a transport subsidy as a means of participating in the expenses incurred by him during the Internship/Project.
3. The award of the Internship/Project scholarship to the **STUDENT** may be withdrawn at any time, due to relevant reasons to be discussed in advance with the **UNIVERSITY**.

ARTICLE 7 (TERMINATION OF THE PROTOCOL BY THE RECEIVING COMPANY)

The **RECEIVING COMPANY** may unilaterally terminate this Internship/Project protocol, by stating this in writing to the **UNIVERSITY**, whenever the continuation of the Internship/Project would be prejudicial to the normal functioning of the Company or where a **STUDENT** has failed to comply with the obligations assumed under this protocol.

ARTICLE 8 (TERMINATION OF THE PROTOCOL BY THE UNIVERSITY)

The **UNIVERSITY** may unilaterally terminate this Internship/Project protocol, by stating this in writing to the **RECEIVING COMPANY**, if it considers that the continuation of the Internship/Project is not advisable in pedagogical terms.

ARTICLE 9 (RELATIONSHIPS BETWEEN THE PARTIES)

1. The aims of this Protocol are solely those provided for in Article 1 above of providing the **STUDENT** with direct contact with the professional sector and working life related to his higher education training.
2. This Protocol does not give rise or entitlement to any employment relationship between the **RECEIVING COMPANY** and the **STUDENT**, nor any expectations that the **RECEIVING COMPANY** may hire the **STUDENT** in the future.

ARTICLE 10 (PERSONAL DATA)

1. The **STUDENT** expressly and unequivocally authorizes the **RECEIVING COMPANY** to handle, whether automatically or otherwise, and whether partially or wholly, any of his personal data that is supplied or should be supplied to the **RECEIVING COMPANY** within the scope of this Protocol.
2. The **RECEIVING COMPANY** may only use and disseminate the personal data referred to in the previous paragraph for purposes related to this Protocol or to activities included within its object, whether company or de facto, and for any other purposes which prove necessary or merely convenient within the scope of the relationships maintained between the **RECEIVING COMPANY** and the **STUDENT**.
3. The **RECEIVING COMPANY** may also transfer the data referred to in paragraph 1 above to any company with which it is affiliated or which is part of the same international economic group.
4. The **RECEIVING COMPANY** agrees to provide the **STUDENT** with the possibility of, at any time, accessing and requesting correction or elimination of the data concerning him, under the terms of the law.

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ARTICLE 11

The **STUDENT** is covered by the School's Insurance policy regarding personal accidents and civil responsibility due to acts related with the performance of the Internship/Project's activities. The **RECEIVING COMPANY** should inform the **UNIVERSITY** of the dates of the Internship/Project so that the School Insurance may be activated.

ARTICLE 12

In cases of litigation arising from this Protocol, in particular with regard to its interpretation, inclusion or application, the Courts of the District of Lisbon shall have jurisdiction, with the parties expressly rejecting any other.

Produced in, 2016

For the **RECEIVING COMPANY** _____

For the **UNIVERSITY** _____

The **STUDENT** _____