CURRICULAR INTERNSHIP PROTOCOL

Between:

The School of Economics and Management, hereinafter referred to as FEP, an Organisational Unit of the University of Porto, a public foundation operating under private law, located at Rua Roberto Frias, 4200-464, Porto, taxpayer identification number (TIN) 501 413 197, represented here by its Director, Dr. José Manuel Janeira Varejão,

and

Social Designation of the Intern's Host Institution, hereinafter referred to as Host Institution, located at Institution's Address, TIN XXX XXX XXX, registered at the Commercial Registry Office of XXXXXX, with a social capital of €XXXXXXXX, represented here by its acting Manager, Mr/Mrs/MsXXXXXXX,

and

Intern´s name, single, ID Card/Citizen Card number xxxx, TIN xxxxx, residing at xxxx , hereinafter referred to as Intern,

this protocol is freely and in good faith written and celebrated, in accordance with the following terms:

**Article 1**

**Objective**

The objective of this Protocol is to set out the conditions for the successful completion of the curricular internship, namely the rights and obligations of the parties involved.

**Article 2**

**Host Institution obligations**

The Host Institution commits to:

1. Provide the student with a curricular internship within the Dissertation/Project (Work)/Internship course of the Master programme in xxxxx, to take place in a real working environment for a minimum amount of 450 hours;
2. Ensure that the necessary conditions for the internship cited in the previous section are met;
3. Designate an Internship Supervisor who will be responsible for the development and execution of the internship plan established in coordination with the Internship Advisor cited in section b) of Article 3;
4. Allow the student to attend classes of the courses in which he is enrolled, and attend meetings with her/his Internship Advisor at FEP.

**Article 3**

**FEP obligations**

FEP commits to:

1. Define, in coordination with the Host Institution, the aim and the plan for this Internship;
2. Assign a faculty member as Internship Advisor to support the Intern and the Host Institution so that the established goals and work plan are met.

**Article 4**

**Intern obligations**

The Intern commits to:

1. Respect and abide by FEP's curricular internship regulations;
2. Adhere to the Internship work plan;
3. Respect the internal rules of the Host Institution;
4. Respect and abide by the information set out in the confidentiality agreement included in this protocol.

**Article 5**

**Place and duration of the Internship**

The Internship:

1. Shall take place at the Host Institution;
2. Shall begin on xx/xx/xxxx and end on xx/xx/xxxx with a duration of x hours a day.

**Article 6**

**Other provisions**

1. This protocol carries no financial obligations or adherence to a financial commitment on behalf of the parties. The Host Institution is free to provide an internship scholarship.
2. The Intern is covered by school insurance, which covers activities performed during the time and within the scope of the Internship.
3. This protocol is effective from the date of the last signature until the date the Internship concludes, being non-renewable and expiring automatically with no need for further contact, in accordance with the deadline set out in Article 5.
4. Any of the parties involved can terminate this agreement if one of the parties does not respect its provisions.
5. In the event of protocol termination, the parties involved must agree to reasonable means of completing the specific actions that have taken place up until the date of termination.
6. Celebrating this protocol carries no employment obligations between the Intern and the Host Institution.

**Article 7**

**Confidential information**

Both the Intern and the Internship Advisor are bound to confidentiality regarding all information of a private or confidential nature that they may learn about as a result of Internship activities.

Executed in triplicate, with a signed copy given to each party, on xx/xx/xxxx.

On behalf of the School of Economics and Management, University of Porto

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Director of FEP Diretor do Mestrado

Óscar João Atanázio Afonso Master Director´s name

On behalf of the Host Institution (Signature and Stamp) The Intern

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Function of Acting Manager Full name

Name of the acting manager