

Short Term Internship Agreement

By and between:

FILL IN - NAME OF COMPANY, located at **FILL IN - ADDRESS**, VAT number **FILL IN - NUMBER**, represented by **FILL IN - NAME OF REPRESENTATIVE**, its **FILL IN - POSITION IN THE COMPANY**, with legal powers of representation, as First Party, herewith designated **as COMPANY**,

FILL IN - NAME OF INTERN, citizenship card number **FILL IN - NUMBER**, resident at **FILL IN - ADDRESS**, as Second Party, herewith designated as **INTERN**, and

INSTITUTO SUPERIOR TÉCNICO, located at Avenida Rovisco Pais, 1049-001, Lisboa, VAT number PT 501 507 930, represented by Rogério Anacleto Cordeiro Colaço, its President, with legal and statutory powers of representation, as Third Party, herewith designated as **IST**.

Whereas:

- (i) **The COMPANY** is an entity which is dedicated to **FILL IN – CORE ACTIVITY OF THE COMPANY**;
- (ii) The **INTERN** is enrolled in the **FILL IN- YEAR** of the **FILL IN - BSc/MSc** course of **FILL IN - COURSE**;
- (iii) **IST** is a higher education institution dedicated to the fields of Engineering, Architecture, Science and Technology.

NOW, THEREFORE, in consideration of the premises and of the mutual promise and covenants herein contained, the parties hereto agree as follows:

Clause One

(Object)

1. Through this Agreement, **the COMPANY** shall provide the **INTERN** with a learning internship in a real workplace environment context.
2. The internship shall take place in accordance with the Internship Programme, which is an annex to this Agreement and forms an integral part hereof.
3. This Agreement does not create a labour relationship between the Parties nor does it entitle any of the Parties to claim such labour relationship.
4. The **INTERN** benefits from personal accident coverage during the internship according to the school insurance, which corresponds to Policy number **XXXXXXXXXX** issued by the insurance company Fidelidade – Companhia de Seguros, SA.

Clause Two
(Duration)

1. The internship shall have a duration of [FILL IN – NUMBER OF WEEKS], from [FILL IN - STARTING DATE] to [FILL IN - ENDING DATE] and shall take place at [the COMPANY's facilities], located at [FILL IN – FULL ADDRESS].
2. The internship activities shall take place from [Monday to Friday between FILL IN - STARTING TIME and FILL IN - ENDING TIME].
3. The duration of the internship is considered to be short term as the internship shall be developed during the INTERN's school summer holidays.

Clause Three
(Internship scholarship)

1. [The COMPANY] shall provide the INTERN with an [Internship scholarship in the amount of FILL IN - AMOUNT euros and a meal subsidy in the amount of FILL IN - AMOUNT euros for each working day], which constitutes the basis for contribution for Social Security according to article 10th of Act 66/2011 of 1st June. [The COMPANY] commits to reimburse the Portuguese State of such amount within legal deadlines.
2. The monthly scholarship and subsidy shall be paid each month, during the term of the internship, and shall be immediately suspended on the date of termination of the Agreement.

Clause Four
(Obligations of [the COMPANY])

1. In addition to all obligations which are especially foreseen in this Agreement, [the COMPANY] shall:
 - a. Accompany and supervise the execution of the Internship Programme by designating an internship supervisor;
 - b. Provide the INTERN with the necessary conditions for the good development of the internship by providing, namely, access to all documentation and equipment considered necessary;
 - c. Not assign tasks to the INTERN which are not foreseen in the Internship Programme;
 - d. Issue a final report regarding the internship in which the learning/performance and the final results obtained by the INTERN are described;
 - e. Issue, free of charge, a certificate of conclusion of the internship by the INTERN;
 - f. Ensure that the INTERN benefits from adequate insurance hired by [the COMPANY] appropriate to the activities carried out by the INTERN.

Clause Five
(Obligations of the INTERN)

1. The INTERN shall:
 - a. Perform the activities of the Internship Programme under the terms of this Agreement;
 - b. Assiduously and punctually attend the internship;
 - c. Abide by the orientations of the internship supervisor;
 - d. Treat well and urbanely the individuals with whom they work during the internship;
 - e. Use the equipment and other assets entrusted to them for the development of the internship with zeal for their conservation;
 - f. Keep confidentiality of all information and data to which they have access in the course of the internship and which are identified as confidential by [the COMPANY] or by IST for a period of five (5) years from the date of entry into force of this Agreement.

Clause Six
(Term and Termination of the Agreement)

1. This Agreement enters into force on the starting date of the internship, in accordance with Clause Two, with the confidentiality obligation foreseen in Clause Five remaining valid for the time period mentioned therein, and terminates for any of the following reasons:
 - a. Expiry, after the end of the period corresponding to its duration;
 - b. Agreement between the Parties, if they so decide, expressly and clearly stated in a written document signed by all the Parties;
 - c. Unilateral resolution by any of the Parties, through written notice sent by mail with receipt acknowledgement, with 15 days prior notice, with the communication of its intention not to maintain the Internship Agreement in force.

Clause Seven
(Settlement of disputes)

1. The Parties shall attempt to amicably solve any dispute, controversy or claim arising under, out of or relating to this Agreement regarding its interpretation, execution, performance, or any other related matter.
2. Any dispute, controversy or claim arising under, out of or relating to this Agreement, regarding its interpretation, execution, performance, or any other related matter, that cannot be solved amicably, shall be referred to and settled by the Courts of Lisbon, with express waiver of any other venue.

In witness whereof, the Parties have caused this Agreement to be executed in three equal counterparts, each Party keeping one.

Lisbon, [FILL IN-DATE].

[COMPANY]

([FILL IN – NAME OF REPRESENTATIVE])

INTERN

([FILL IN - NAME])

INSTITUTO SUPERIOR TÉCNICO

(Prof. Rogério Colaço)

Internship Programme

[Company Name]

1. Intern identification

Name of Intern: |

Course: |

2. Duration

Starting Date: | **Ending Date:** |

Name of Intern Mentor: |

3. Internship Identification:

Area/Department of Internship: |

Position: |

4. Objectives and activities of internship:

|