

## 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, and is governed by the provisions of Decree-Law No. 66/2011, as currently amended, 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 accident coverage during the internship provided by the COMPANY with Policy number XXXX issued by the insurance company XXXX.

## **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 [FILL-IN WEEK DAYS] 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 and its duration is less than three months.

## **Clause Three**

### **(Internship scholarship)**

1. [The COMPANY] shall provide the INTERN with an [Internship scholarship in the amount of FILL IN - AMOUNT euros, meal subsidy in the amount of FILL IN - AMOUNT euros for each working day and transport subsidy in the amount of FILL IN – AMOUNT euros].
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. To take out civil liability insurance, in addition to work accident insurance, if the activities carried out by the Intern involve risk. For this purpose, risk activities are considered to be those carried out in industrial, laboratory, or similar environments, without prejudice to others that may also fall within this category.
  - f. Issue, free of charge, a certificate of conclusion of the internship by the INTERN;
  - g. Comply with Article 10 of Decree-Law No. 66/2011 of 1 June, as currently amended.

**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**  
**(Privacy and Data Protection Policy)**

1. THE INTERN must comply with the conditions included in the Privacy, Integrity, Transparency and Confidentiality Policy, committing to take the necessary steps to protect and safeguard information.
2. The Parties must comply with GDPR (General Data Protection Regulation).

**Clause Seven**  
**(Intellectual Property)**

1. All the knowledge that may be protected as intellectual property right (industrial property right, copyright or trade secret) shall remain the property of the party that holds it before the beginning of the internship, namely on the part of the COMPANY where the work is developed in a business environment.
2. Should there be any intellectual property rights (notably industrial property rights, computer programmes and trade secrets), which directly and exclusively result from the activities developed in the scope of internship, except otherwise provided and agreed for between the parties, the internal rules and regulations of the COMPANY shall apply.

**Clause Eight**  
**(Notifications)**

Information, communications or notices within the scope of this contract will be sent in writing by email, preferably, or by registered mail, or will be delivered by hand to the following contacts:

COMPANY:

Email address: xxxx@xxxxx.xxx

Address: xxxxxx

INTERN:

Email address: xxxx@xxxxx.xxx

Address: xxxxxx

INSTITUTO SUPERIOR TÉCNICO:

Email address: talents@tecnico.ulisboa.pt

Morada: Avenida Rovisco Pais 1, 1049-001 Lisboa

**Clause Nine**

**(Term and Termination of the Agreement)**

1. This Agreement enters into force on the starting date of the internship, in accordance with Clause Two, and without prejudice to Clause Six, 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 post with receipt acknowledgement, with 15 days prior notice, with the communication of its intention not to maintain the Internship Agreement in force.

**Clause Ten**

**(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:**

[