

Short-Term Internship Agreement

By and between:

[**COMPANY NAME**], having its headquarters at [ADDRESS], Legal Person No. [TAX IDENTIFICATION NUMBER], represented by [REPRESENTATIVE NAME], as [REPRESENTATIVE ROLE], with legal powers of representation, as **First Party**, hereinafter referred to as **COMPANY**

And

[INTERN NAME], holder of the citizen card No. [CITIZEN CARD NUMBER], valid until [CITIZEN CARD EXPIRATION DATE], resident at [ADDRESS], as **Second Party**, hereinafter referred to as **INTERN**

And

INSTITUTO SUPERIOR TÉCNICO, having its headquarters at Avenida Rovisco Pais, 1049-001, in Lisbon, Legal Person no. 501 507 930, represented by Rogério Anacleto Cordeiro Colaço, as President of the Institute, with legal and statutory powers of representation, as **Third Party**, hereinafter referred to as **IST**

Collectively referred to as "Parties".

Whereas:

- a) The **COMPANY** is a legal entity operating in the field of [FILL IN – AREA OF ACTIVITY];
- b) The **INTERN** is enrolled in the [FILL IN YEAR] year of the course [FILL IN- COURSE];
- c) **IST** is a Higher Education Institution dedicated to the fields of Engineering, Architecture, Science and Technology.

This Internship Agreement is entered into in good faith and mutually accepted, governed by Decree-Law N.º 66/2011, and subject to the following clauses:

Clause One (Object)

1. Under this Agreement, the **COMPANY** undertakes to provide the **INTERN** with a learning internship in a real work environment ("INTERNSHIP").
2. The Annex I hereto provides the work plan of the **INTERNSHIP** to be carried out by **INTERN**,

which is an integral part thereof.

3. This Agreement does not generate or title any legal relationship of subordinate employment.

4. The **INTERN** shall be covered by work accident insurance during the **INTERNSHIP**, under the policy taken out by the **COMPANY**, with insurance policy number [INSERT POLICY NUMBER], issued by [INSERT INSURANCE COMPANY].

Clause Two (Duration)

1. The **INTERNSHIP** shall last for [NUMBER OF WEEKS/MONTHS], commencing on [START DATE] and ending on [END DATE], and shall take place at the premises of the **COMPANY**, located at [COMPANY ADDRESS].

2. The **INTERNSHIP** activities shall be carried out from Monday to Friday between [START TIME] and [END TIME].

3. The **INTERNSHIP** is considered of very short duration, as it will be carried out during the **INTERN's** summer school holidays and will not exceed three months.

Clause Three (Internship Allowance)

1. The **COMPANY** shall grant the **INTERN** a monthly Internship Allowance of [AMOUNT] euros, a Meal Allowance of [AMOUNT] euros per working day, and a transportation allowance of [AMOUNT] euros.

2. The amount of the Internship Allowance and the Meal Allowance must be paid monthly, during the period of validity of the **INTERNSHIP**, and must be suspended, immediately, on the date of termination of this Agreement.

Clause Four (Duties of the Company)

1. In addition to other duties specifically provided for in this Agreement, the **COMPANY** undertakes to:

a. Appoint an Internship Supervisor for the **INTERN**;

b. Monitor and guide the execution of the Internship Plan, as per Annex I, through the appointed Supervisor;

c. Provide the **INTERN** with the necessary conditions for the proper execution of the **INTERNSHIP**, including access to documentation and equipment;

- d. Not assign tasks to the **INTERN** that are not included in the Internship Plan;
- e. Contract civil liability insurance for the activities carried out by the **INTERN** during the **INTERNSHIP**, in addition to work accident insurance;
- f. Issue, within 30 days, a final report on the activities carried out during the **INTERNSHIP**, including learning outcomes and performance and the final results obtained by the **INTERN**;
- g. Issue, free of charge, within 5 (five) days, a certificate of completion of the **INTERNSHIP**, completed by the **INTERN**;
- h. Comply with Article 10 of Decree-Law N.º 66/2011, of 1 June, as currently amended.

Clause Five (Duties of the INTERN)

- 1. The **INTERN** undertakes to:
 - a. Comply with the Internship Plan as defined in Annex I;
 - b. Attend with assiduity and punctuality in the **INTERNSHIP**;
 - c. Comply with the guidelines issued by the Supervisor;
 - d. Treat colleagues and staff with respect and courtesy during the **INTERNSHIP**;
 - e. Use and ensure the conservation of equipment and other goods entrusted to them for the purpose of carrying out the **INTERNSHIP**;
 - f. To maintain the confidentiality of any information accessed in the context of the **INTERNSHIP**, which has been expressly identified as confidential by the **COMPANY** or **IST**, for a period of 5 (five) years from the date of execution of this Agreement.

Clause Six (Privacy and Data Protection Policy)

- 1. The **INTERN** shall comply with the Privacy, Integrity, Transparency, and Confidentiality Policy and shall take necessary measures to protect and safeguard information.
- 2. The Parties shall comply with the GDPR (General Data Protection Regulation).

Clause Seven (Intellectual Property)

- 1. All knowledge that can be protected as an intellectual property right (industrial property right, copyright or *trade secret*) remains the property of the party that holds it before the beginning

of the **INTERN**'s Internship, namely by the **COMPANY** in the case of work developed in a business environment.

2. To any intellectual property rights (namely industrial property, computer programs and *trade secrets*), which result directly and exclusively from the activities developed within the scope of the **INTERN's** Internship Program, unless otherwise stipulated by the Parties, the provisions of the internal rules of the **COMPANY** shall apply, if the work has taken place in the company.

Clause Eight (Notifications)

All information, communications, or notices under this Agreement shall be sent in writing by email, preferably, or by registered mail, or delivered by hand to the following contacts:

COMPANY:

Email: [FILL IN EMAIL]

Address: [FILL IN ADDRESS]

INTERN:

Email: [FILL IN EMAIL]

Address: [FILL IN ADDRESS]

INSTITUTO SUPERIOR TÉCNICO:

Email: talents@tecnico.ulisboa.pt

Address: Avenida Rovisco Pais 1, 1049-001 Lisboa.

Clause Nine (Term and Termination of the Agreement)

1. This Agreement enters into force on the date of commencement of the **INTERNSHIP**, as provided in Clause Two and ceases for any of the following clauses:

- a) The expiry of the period corresponding to its duration.
- b) Agreement between the Parties, if this is their will, clearly expressed in a document signed by all Parties.
- c) Termination, by either party, by sending a registered letter with acknowledgement of receipt to the other Parties, 15 days in advance, with the communication of its intention not to maintain the Internship Agreement.

Clause Ten
(Resolução de litígios)

1. Should there be any disputes arising out of the interpretation, execution, compliance or any other issue in connection with this Agreement, the Parties should endeavour to resolve those disputes amicably.

2. In case of conflict arising out of the interpretation or execution of this Agreement, which cannot be resolved amicably, shall be submitted to the Tribunal Judicial da Comarca de Lisboa (Lisbon's District Court), the Parties expressly waiving any other.

The Parties expressly accept the use of electronic signatures or digitized handwritten signatures, and confer upon this Agreement in digital format the appropriate evidentiary effects.

(COMPANY)

(INTERN)

(PROF. ROGÉRIO COLAÇO)

Anex I – Work Plan

[COMPANY NAME]

1. Intern Identification

Name: Click here to enter text.

Course: Click here to enter text.

2. Internship Period

Start Date: Click here to enter text.

End Date: Click here to enter text.

Supervisor Identification: Click here to enter text.

3. Internship Details

Internship Area: Click here to enter text.

Position: Click here to enter text.

4. Internship Objectives and Activities

Click here to enter text.