

**INOV Contacto Program – 2017/2018 Edition**

**International Internship Protocol**

**between**

**Agência para o Investimento e Comércio Externo de Portugal, E.P.E. (AICEP)**

**and**

**(NAME OF THE HOST ENTITY)**

The present protocol is established between **AICEP – Agência para o Investimento e Comércio Externo de Portugal, E.P.E.**, taxpayer identification number 506320120, headquarters at Rua Júlio Dinis nº 748 8º Dto., 4050-012 Porto, Portugal and office at Avª 5 de Outubro nº 101, 1050-051 Lisboa, Portugal, represented in this act by ....., as executive member of the Board of Directors, empowered to act, pursuant to paragraph b) of paragraph 2 of article 14 of the Statutes approved by Decree-Law no. 229/2012, of October 26, hereinafter referred to as **AICEP**

and

....., taxpayer identification number ....., address..... represented in this act by ....., as ....., hereinafter referred to as the **Host Entity**

with the purpose of setting the conditions under which the intern (name), (address), ID number ....., tax payer identification number....., will undertake a internship experience with the **Host Entity**, as part of the 2017/2018 edition of INOV Contacto – International Internship Program, and the terms and conditions that both PARTIES reciprocally accept:

and together referred as **PARTIES**

**Clause 1**

Both PARTIES agree to comply with the internship program provided by the **Host Entity**, and in accordance to the training previously submitted by the **Host Entity** and agreed.



## Clause 2

The above mentioned internship program is ruled by the Internship Regulations which has been signed by the intern and AICEP, as by the present protocol, and excludes any kind of juridical-employment obligation between the **Host Entity** and the intern.

## Clause 3

The internship program shall last for a maximum period of 7 months and consists of two phases:

Internship in Portugal (optional) – shall last for a maximum period of 1 month;

Internship abroad – (country) – shall last for a maximum period of 6 months.

## Clause 4

The intern agrees to:

- a) Attend the internship program for its duration;
- b) Be diligent, punctual and abide by the agreed time schedule;
- c) Act in a proper and cordial way, respect his/hers superiors, colleagues and others with whom he/she relates to during the internship period;
- d) Comply diligently to the tasks assigned during the internship program;
- e) Respect the rules of procedure of the **Host Entity**;
- f) Ensuring the conservation and proper use of assets related to the internship or entrusted to him/her, for their use, during the internship period;
- g) Not use information, contacts, professional networks, works and studies, without express permission from AICEP.

## Clause 5

In accordance with the terms of the regulations mentioned in clause 2, AICEP agrees to support the following costs:

- a) A monthly internship grant throughout the entire internship period;
- b) A monthly allowance only during the internship period abroad;
- c) A workman's compensation insurance in Portugal and abroad;
- d) A worldwide personal accident insurance during the internship period abroad;
- e) A health insurance during the internship period abroad;
- f) Round trip back to the internship camp abroad by air and / or other public transportation in economic class.

## Clause 6

1. The **Host Entity** agrees to provide the intern with professional training at the company's facilities, as does for its own employees and shall provide:

- a) Working conditions;

- b) Training;
- c) The necessary support to achieve the goals set by the INOV Contacto Program and the defined internship plan.

2. The **Host Entity** shall, therefore:

- a) Allocate a job station with all the necessary equipment, namely a computer for intern's working activities;
- b) Allow the intern to have access to his/her email account and INOV Contacto's online platform NetworkContacto since it is his/her main line of communication with the INOV Contacto coordinating team, as well as to prepare and deliver any reports that may be requested by AICEP;
- c) Ensure that the internship will take place in the company's facilities, either in Portugal or abroad, or in other places previously checked by AICEP;
- d) Ensure/support an housing solution whenever the intern is moved from his/her area of residence for more than 50km, if the option to host an internship in Portugal, during the first phase, is activated;
- e) Support all costs related to business travel during the internship abroad. If the business travel implies entering a different country, then it shall be previously agreed with the coordinating team of INOV Contacto so that the insurance policies can be activated in due time. In the latter case, the **Host Entity** shall provide all visa and other necessary and related arrangements;
- f) Follow the objectives and work plan in accordance with the description and tasks included in the internship plan;

3. Where the monthly allowance received during the internship period abroad is not considered sufficient for the proper accommodation of the intern in the defined location, the **Host Entity** shall provide the necessary support to address this situation.

### Clause 7

1. Since the internship will be subject to a regular and continuous evaluation, the **Host Entity** agrees to provide AICEP with all the necessary information regarding the intern's performance, progress and attendance.

2. The **Host Entity** shall:

- a) Appoint an internship supervisor, both in Portugal and abroad, who can effectively monitor the intern throughout the internship period and provide a serious and regular assessment of the execution of the proposed internship plan;
- b) Approve the internship timesheet submitted by the intern each month, after confirming it corresponds to reality;
- c) Provide AICEP with the progress reports (mid-term and final reports) regarding the intern's performance and level of accomplishment of the internship plan;
- d) Contact AICEP whenever there is a change in the proposed internship plan and/or it becomes impossible to carry on the internship itself.

### Clause 8

1. The internship will be continuous and uninterrupted with the necessary adjustments to the **Host Entity** rules and policies as well as the region's own characteristics.
2. The trainee is not allowed to have holidays but if the **Host Entity** closes for a holiday period, then the coordinating team of INOV Contacto should be informed with a 60 days' notice.

### Clause 9

AICEP can suspend (temporarily or permanently) the training at the **Host Entity** in case of a clear and systematic break-down under the conditions mentioned in clauses 6 to 8.

### Clause 10

The present protocol shall last throughout the entire training period at the **Host Entity**.

### Clause 11

This protocol can be terminated by agreement between both PARTIES.

### Clause 12

1. Grounds for early termination occurs when the purposes of the present protocol have been fulfilled or when it is impossible to complete the internship period;
2. Termination of the present protocol may also occur when the intern gives up or is excluded from the internship program.
3. The **Host Entity** may immediately terminate this Protocol at any time if the intern is not performing to **Host Entity's** expectations, is disruptive to **Host Entity's** business or operations, or breaches any non-disclosure or confidentiality agreement that the **Host Entity** obligates intern to sign.

January 2018

For AICEP

THE HOST ENTITY