

## **REGULATIONS**

### **INOV CONTACTO PROGRAMME - INTERNATIONAL INTERNSHIPS**

**27<sup>th</sup> Edition**

**2024/2025**



**Applicable legislation:**

Ordinance No. 183/2015, of June 22

Declaration of Rectification No. 33/2015, of July 13

Ordinance No. 196/2017, of June 23 - Amendment to the framework applicable to the INOV Contacto measure

Ordinance No. 398/2023 of November 30 - Amends Ordinance No. 183/2015 of June 22, which establishes the framework applicable to the Inov Contacto measure.

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## CHAPTER I - GENERAL PROVISIONS

### Article 1 – Subject matter

1. The Inov Contacto - International Internships programme, hereinafter referred to as Inov Contacto, is promoted, managed and implemented by Agência para o Investimento e Comércio Externo de Portugal, E.P.E., hereinafter referred to as AICEP, within the scope of its powers.
2. These regulations define the system of access to support granted by AICEP, the managing body, in conjunction with the various Operational Programs:
  - a) Between 75 and 80 internships for young people with tax residence in the NUTS II North, Centre and Alentejo - co-financed by the European Social Fund+ (ESF+), through COMPETE2030 - Thematic Programme Innovation and Digital Transition - Promotion of Qualified Employment;
  - b) 8 internships for young people with tax residence in the NUTS II - Algarve;
  - c) Between 15 and 20 internships for young people with a tax residence in NUTS II - Lisbon;
  - d) 2 internships for young people with tax residence in the NUTS II - Madeira and the Azores.
3. These Regulations establishes the rules applicable to applications for and implementation of the Inov Contacto Programme, which is aimed at international internships of a professional nature:
  - a) To strengthen the skills of young graduates in the area of internationalization, by integrating them for a limited period of time into Host Entities in foreign markets;
  - b) To increase the qualified and sustainable employment of young interns abroad and/or in Portugal;
  - c) To boost the competitiveness of the Portuguese economy, with the contribution of human resources capable of developing innovative projects, namely in the areas of exports, foreign investment and the internationalization of Portuguese companies;
  - d) To encourage the transmission of information and relationships between programme participants through the informal network of knowledge, a growing network of international contacts, NetworkContacto;
  - e) To develop the Network of former Inov Contacto interns (NetworkContacto) in order to optimize Portugal's and national companies' relations with the most diverse economic players on a global scale, so as to promote permanent cooperation that consolidates Portugal's competitiveness;
  - f) To promote Portuguese talent in the world and in Portugal.

## Article 2 - Scope

These regulations shall apply to participants in the Inov Contacto internship programme: young people and organizations.

## Article 3 - Definitions

For the purposes of these Regulations, the following definitions shall apply:

- a) **Management and coordination of Inov Contacto** - the set of powers attributed to AICEP, developed and made operational by the department responsible for promoting, managing, developing and implementing the internship programme;
- b) **Host Entity** - the organization or company offering to host the intern;
- c) **Internship manager at the Host Entity** - the focal point within the Host Entity who monitors the entire internship process, particularly with regard to compliance with the established timetable and the intern's assessment;
- d) **AICEP internship coordinator** - a member of AICEP's Board of Directors, responsible for implementing the programme, who monitors the internship both on the side of the Host Entity and on the side of the intern and intervenes, whenever necessary, in order to ensure that the objectives of the internship are met and achieved;
- e) **AICEP Delegate** - AICEP's focal point, appointed as an interlocutor between the intern and the Host Entity, to mediate situations that justify their intervention, acting in conjunction with and at the request of the AICEP internship coordinator;
- f) **Matching** - the process of assigning suitable candidates with the right profile to the requirements specified by the organization or company applying to become a host entity;
- g) **Global internship programme** - the period between the first day on campus and the last day of the actual internship at the Host Entity abroad.

## CHAPTER II - OBJECTIVES

### Article 4 - Objectives

The objectives of the Inov Contacto internships are the following:

- a) Make young people more capable and employable - whether through upskilling or reskilling - by equipping them with international skills suited to future challenges, providing them with an

immersive experience that motivates them to develop and implement innovative solutions suited to the demands of an increasingly multicultural and digital society;

- b) Contribute to greater inclusion in qualified and international employment;
- c) Promote integration into the labour market and new international work models;
- d) Find innovative tools and partnerships to operate synergies between qualification and the sustainability of employment with an international dimension and increase the competitiveness of the Portuguese economy.

## CHAPTER III - RECIPIENTS

### Article 5 - Recipients

Inov Contacto internships are aimed at:

1. Young people who meet the following mandatory requirements:
  - a) Stay legally in Portugal;
  - b) Have a completed higher education qualification, bachelor's degree (level 6 NQF - 180 to 240 ECTS), or integrated master's degree (level 7 NQF - 180 to 360 ECTS), proven by the qualification certificate, or equivalent, on the date of application to the programme, and in the case of an academic degree obtained abroad, the certificate of equivalence/academic recognition issued by the competent national entity shall be presented;
  - c) Are fluent in Portuguese and English, in the latter case duly attested by a certificate assessing their knowledge, and preferably in another language, such as French, German, Spanish or Mandarin;
  - d) Computer literate;
  - e) Have the availability to live abroad and the capacity to guarantee the normal compliance with the obligations arising from these Regulations in complete autonomy;
  - f) Are considered NEETs (young people not in employment, education or training) aged up to 29 at the start of the internship;
  - g) Have the physical strength and psychological profile required to perform professional duties, whether public or private, in any country in the world;
  - h) Take individual responsibility for complying with all health protection, hygiene and safety standards determined by government policies and country entry requirements, particularly in pandemic scenarios;
  - i) Have their tax and social security situation in order;
  - j) Are not subject to the impediments and conditions set out in article 16 of Decree-Law No. 20-A/2023, of March 22;

- k) Have an unblemished criminal record;
  - l) Have never attended Inov Contacto, or have accepted to join the programme and then dropped out;
  - m) Have the electronic means to keep in permanent contact, in Portugal and abroad, with the Inov Contacto coordinators and the internship managers of the Host Entity and AICEP Delegates.
2. Entities of the following type:
- a) Portuguese companies with their own structures or with partners installed in foreign markets and/or with ongoing internationalization processes;
  - b) Multinational companies with a significant presence in Portugal and with a high strategic value for the country's economy, or which are established in high-potential markets for Portugal;
  - c) International organizations working in the field of internationalization;
  - d) Other public or private entities, whose main mission is to promote the internationalization of Portuguese companies and their export activity, which are a reference at national level and which represent a strong contribution to the international insertion of Portuguese companies, namely the external peripheral services of the Ministry of Foreign Affairs (MNE, in its Portuguese acronyms), the services of Agência para o Investimento e Comércio Externo de Portugal, E.P.E. (AICEP), and the external teams of Instituto do Turismo de Portugal, I.P. (TdP);
  - e) Other organizations whose mission is relevant to the development of a fairer and more balanced global society, with an emphasis on social economy.

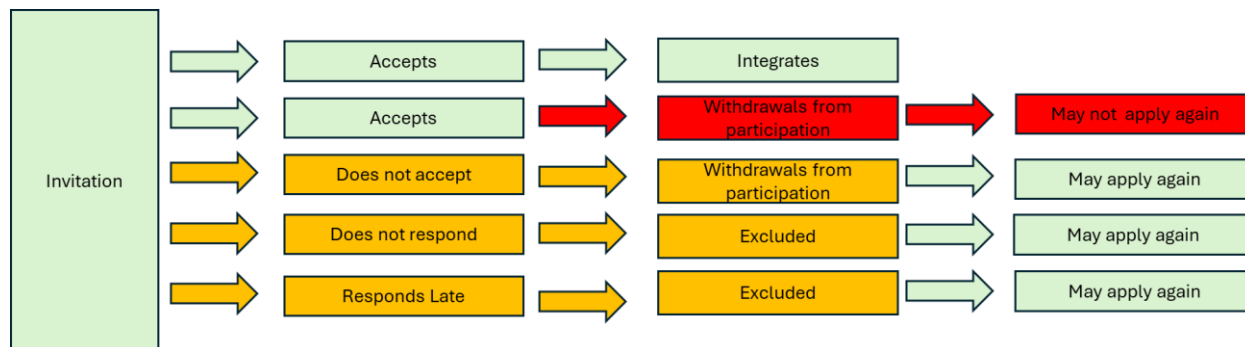
## CHAPTER IV - INTERNSHIP

### Article 6 - Application and Selection Process

1. The opening and closing dates of the application periods for interns and Host Entities shall be defined annually by decision of AICEP's Board of Directors and published on the website [www.inovcontacto.pt](http://www.inovcontacto.pt).
2. Applications shall be formalized by filling in the online form available on the website [www.inovcontacto.pt](http://www.inovcontacto.pt). Once the application has been submitted, it shall be confirmed and given an identification number.
3. Intern candidates shall be selected as follows:
  - a) pre-selection - carried out by analysing the applications and documentation submitted, taking into account:



- (i) The areas of training, final averages and complementary studies that can be upgraded;
  - (ii) Language skills, which can be increased.
- b) recruitment and selection - Assessment tests, to be held at a place and date to be specified by AICEP, the results of which determine suitability/unsuitability to attend the programme. This phase shall be carried out by a company specializing in Human Resources and hired for this purpose.
- 4. Hosts shall be selected on the basis of the applications they submit online, taking into account the following:
  - a) the proposed internship programme;
  - b) its strategy for integrating into foreign markets;
  - c) the company's level of innovation and industry;
  - d) the prospect of employing young people after the internship;
  - e) history of participation in previous editions.
- 5. **Matching**, combining the profile of suitable candidates with the profiles desired by the host institutions applying for the programme, which could result in one of the following scenarios:
  - a) The Host Entity validates the profile of the proposed candidate and the programme coordinator formalizes the invitation to the candidate, who accepts the invitation and the vacancy is considered filled;
  - b) The Host Entity validates the profile of the proposed candidate, the programme coordination formalizes the invitation to the candidate and the candidate declines the invitation, considering the vacancy available again;
  - c) The Host Entity does not validate the profile of the proposed candidate and the programme coordinator, if there is another candidate for the same type of internship, sends them the candidate's profile for validation;
  - d) The Host Entity does not validate the profile of the proposed candidate and the programme coordinator can submit another profile for validation as long as it fits the profile requested by the Host Entity;
  - e) Candidates who are rejected consecutively by two or more entities may be excluded from the matching process;
  - f) An entity that consecutively rejects two or more profiles may be excluded from the matching process.
- 6. The candidate validated by a host entity shall be invited in writing by the Inov Contacto coordinator to join the programme, and one of the following scenarios may occur:



7. Candidates shall respond in writing to the invitation sent to them.
8. The formal **acceptance** of the invitation by the intern shall be irrevocable and shall imply the acceptance of the Host Entity and the destination country specified for the internship, on the last day of the International Practices Course (Campus), insofar as Inov Contacto, according to the number of vacancies in the edition and, taking into account the ranking of the candidates considered suitable in the selection process, allows a single internship opportunity for each intern.

## Article 7 - Structure and Duration

1. The Inov Contacto Programme, which takes place in Portugal and abroad, shall have an overall duration of up to 12 months (with no vacation entitlement) and shall consist of the following sequential phases, which shall be attended:

**1<sup>st</sup> phase** - training period in Portugal which shall include:

- i) International practices course (Campus), of an intensive nature, which dictates the effective start of the training/internship, takes place on a date and at a location to be indicated by Inov Contacto's management and coordination;
- ii) A period of training in a real work context at the Host Entity, the duration of which shall be defined according to the Host Entity's interest and availability. In cases where this option is not taken up by the Host Entity, the management and coordination of Inov Contacto may assign tasks to be carried out up until the date of departure for the internship abroad.

**2<sup>nd</sup> phase** - internship at the Host Entity - training in a real work context, which takes place abroad. The work model can be face-to-face or hybrid, always in a context of international experience and respects the model recommended by the Host Entity.

2. The Inov Contacto edition is formally closed with a seminar - the closing session - an event for handing in internship certificates, taking stock of the edition, sharing interns' experiences and joining the NetworkContacto network.

### **Article 8 - Internship Programme**

1. The overall internship plan shall be defined by AICEP, taking into account the internship programs previously proposed by the Host Entity in the application form, submitted on the Inov Contacto website;
2. Between AICEP and the intern, an agreement shall be signed under which the intern shall undertake to comply with the overall internship programme defined, in Portugal and abroad, the draft of which shall be included as Schedule I to these Regulations;
3. Any changes to the internship plan shall be communicated to AICEP, either by the intern or by the internship manager of the Host Entity;
4. A Protocol shall be signed between AICEP and the Host Entity, defining the conditions and responsibilities between the two and towards the intern, the draft of which is included in these Regulations as Schedule II.

### **Article 9 - Timetable, hours and location of the Internship**

1. The timing and location of the internship shall be defined by AICEP, based on what is proposed by the Host Entities, the objectives and the internship programs;
2. During the period of the internship and whenever the proper development of the internship so warrants, AICEP reserves the right to change the intern's Host Entity and/or city/country of destination;
3. Once the intern has joined the Host Entity, the intern shall comply with the organization's working hours, complete and submit the intern's monthly attendance sheet, made available online by Inov Contacto, for validation by the Host Entity's intern manager;
4. During the internship period abroad, the intern may not leave the country of destination without prior written authorization from AICEP and the Host Entity;
5. Absence on working days during the internship period, in Portugal or abroad, can only be authorized and justified by AICEP, after hearing the Host Entity, and under the following terms:

- a) Absence, whenever foreseeable, shall require a written request for permission from the internship manager of the Host Entity and AICEP, at least two days in advance (48 hours);
- b) Absence for unforeseeable reasons shall require a written request for authorization from the internship manager of the Host Entity and AICEP, within 24 hours of the start of the need;
- c) Notwithstanding the authorization referred to in the preceding paragraphs, AICEP reserves the right, upon analysis of the situation in question, to deduct or not deduct the value of the scholarship, meal allowance and/or accommodation allowance, for the amount equivalent to the period of absence.

### **Article 10 - Absences**

1. An intern shall be deemed absent during the normal period of the internship to which the intern is obliged;
2. Absences can be justified or unjustified;
3. When foreseeable, the intern shall notify the AICEP internship coordinator in writing as soon as the intern becomes aware of them;
4. When the reasons for the absence are not foreseeable, they shall be communicated in writing by the intern to the AICEP internship coordinator within 24 hours of the start of the absence;
5. It is up to AICEP to decide, on a case-by-case basis, whether or not it considers the reasons invoked for the purpose of justifying absences to be acceptable, and to require the intern to provide proof of the facts invoked;
6. In order to comply with the provisions of the previous paragraph, the mandatory procedure set out in Article 9 of these Regulations shall be taken into account;
7. Failure to comply with the obligations imposed in the preceding paragraphs shall render unjustified absences punishable pursuant to Article 21 of these Regulations.

## **CHAPTER V - INTERNSHIP MANAGEMENT AND COORDINATION**

### **Article 11 - Internship Management and Coordination**

1. The management and coordination of Inov Contacto internships shall be the responsibility of

AICEP, which shall liaise, if necessary, with other entities.

2. AICEP is managed by:
  - a) The Board of Directors, which is responsible for coordinating with the co-financing entities of this public measure;
  - b) The AICEP department responsible for implementing Inov Contacto;
  - c) Local internship managers, appointed by the Host Entities.
3. The management and coordination of internships Inov Contacto is responsible for:
  - a) Defining the objectives of the internship programme;
  - b) Monitoring the execution of the internship;
  - c) Defining the training programme to complement the in-company training;
  - d) Evaluating the intern's performance, after collecting the opinions of the Host Entities;
  - e) Analysing the final report;
  - f) Evaluating the internship plans and monitoring carried out by the Host Entities;
  - g) Matching;
  - h) Proposing and increasing improvements to internships;
  - i) Boosting and promoting the Inov Contacto programme.
4. Each intern shall have an internship coordinator at AICEP who shall be introduced to the intern in an online meeting that shall take place right after the Campus.
5. Throughout the internship period, the intern shall report to the AICEP internship coordinator.
6. During the Inov Contacto internship abroad, an internship tutor (AICEP Delegate) may be appointed to accompany the intern in the preparation of the work/studies requested of them, in line with the objectives and needs defined for them.
7. AICEP reserves the right, whenever necessary, to change the destination country, to make the programme phases more flexible in time and, ultimately, to cancel the programme if it is definitively impossible to carry it out due to delays, difficulties or any other reasons not attributable to AICEP, such as:
  - a) The organization is unable or unwilling to continue the internship;
  - b) The impossibility of issuing visas or complying with other formalities necessary for entry or stay in the country where the internship shall take place, in good time;
  - c) The occurrence of any kind of unforeseen calamity, such as epidemics, pandemics, conflicts or disturbances of public order in the country of destination and/or in the world in general,

which prevent the internship from taking place.

8. The Inov Contacto Directorate shall promote a mentoring programme - the mentoring network - to which all interns have access, subject to registration. This mentoring programme is not compulsory, but it is recommended.
9. AICEP assumes no responsibility for any mismatch between the expectations of the interns and the tasks defined by the Host Entity or the assigned country of destination.

## CHAPTER VI - OBLIGATIONS

### Article 12 - AICEP's obligations

Within the scope of the Inov Contacto Programme, AICEP shall pay the following costs for each intern:

1. During the internship period in Portugal:
  - a) **Monthly stipend** - in the amount corresponding to level 12 of the Single Remuneration Table (remuneration position 1 - Senior Technician) of the General Public Administration Career System;
  - b) **Meal allowance** - under the terms established for public administration workers;
  - c) **Occupational accident insurance** - governed by the provisions of the legal framework for compensation for damage arising from accidents at work - Law No. 98/2009, of September 4, and other complementary legislation.
2. During the internship period abroad, in addition to the costs provided for in the previous paragraph, AICEP shall also bear:
  - a) **Down payment** - in the amount of €1,200 (one thousand two hundred euros), made available at the start of the 2nd phase and to be settled in the last (full) month of the internship.
  - b) **Accommodation allowance** - payable from the day of departure abroad until the last day of the internship in the country of destination, according to the table published on the Inov Contacto website.

- c) **Travel - (round trip)** between Portugal and the country of internship, by air and/or other public transport in economy class;
  - d) **Personal Accident Insurance**, which guarantees compensation for accidents arising from professional and extra-professional risks, and **International Health Insurance**, pursuant to the policies took out by AICEP.
3. The interns shall be paid a monthly stipend, meal allowance and accommodation allowance.
  4. The amount earned as an internship grant shall be subject to Personal Income Tax (IRS, in its Portuguese acronyms) and Social Security contributions (SS, in its Portuguese acronyms), in accordance with the legislation in force.

### Article 13 – Intern’s Obligations

1. The intern shall submit the following items together with the application:
  - a) Proof of the intern’s academic degree, and the relevant final average, issued by the educational establishment attended: bachelor's degree (180 to 240 ECTS) or integrated master's degree (180 to 360 ECTS);
  - b) Certificate of equivalence (if the degree, bachelor's or integrated master's, was obtained abroad), issued by one of the following institutions:
    - i) Portuguese public university;
    - ii) Portuguese public polytechnic institute;
    - iii) Directorate-General for Higher Education.
  - c) Proof of English language qualification, issued between 2020 and 2024, by an institution certified by Direção Geral do Emprego e das Relações do Trabalho (DGERT) or by the Ministry of Education, Science and Innovation, which assesses the parameters of reading, writing, listening and speaking, using the scale defined by the Common European Framework of Reference for Languages, or proof of English language qualification issued by Cambridge Assessment English (Business, LinguaSkill, IELTS and Cambridge English Qualifications - general English and higher education) or the Duolingo certificate;

Candidates who submit proof of language qualification with a final classification of C1 or C2, according to the Common European Framework of Reference for Languages (CEFR), shall be given a higher score in the pre-selection;

- d) Curriculum Vitae in Portuguese and English (in Europass format), including a motivation letter;
  - e) Other certificates (of knowledge of other languages, advanced training or professional training, where applicable).
2. The intern Candidate shall present during the recruitment and selection process:
- a) Original and copy of the English language certificate or test;
  - b) Original and copy of the degree certificate and/or other qualifications (i.e. advanced academic training or other languages);
  - c) Copy of identification card;
  - d) Copy of tax identification card and social security card, for candidates who do not have a citizen card;
  - e) Residence card for non-national interns.
3. The intern candidate who accepts the invitation to join Inov Contacto shall submit:
- a) Proof of absence of debts to the tax office;
  - b) Proof of absence of debts to social security;
  - c) Proof of tax residence in Portugal;
  - d) Clean criminal record certificate;
  - e) Internship Agreement attached to these Regulations, duly signed and initialled ;
  - f) A sworn statement that the inter has the physical strength and psychological profile required to perform professional, public or private duties in any country in the world;
  - g) When required, the EU Digital COVID Certificate, in accordance with Regulations (EU) 2021/953, in order to guarantee, without any constraints, namely, obtaining visas and movement/stay in the destination country, as well as access to the facilities of the host entities;
  - h) A sworn statement that the intern is fully responsible for all expenses not expressly mentioned in these Internship Regulations, as well as those that exceed the amounts covered by occupational accident and/or personal insurance;
  - i) Proof of unemployment issued by the IEFP;
  - j) Certificate of the “NEET” status;
  - k) “ESF participant” form;
  - l) Passport;
  - m) Coloured photography.
4. The intern shall also:



- a) Guarantee the veracity of the information and documentation provided throughout the Inov Contacto process, on pain of exclusion;
- b) Present themselves at the AICEP office at the start of the 2<sup>nd</sup> phase, whenever the internship takes place in the same residency area or, when this is not the case, establish contact by email with the diplomatic network point of the internship location;
- c) Reside in the country or geographical area designated by AICEP for the 2<sup>nd</sup> phase - internship abroad;
- d) Accept any change of Host Entity and/or country/city of destination that AICEP may decide to make in order to guarantee the proper development of the internship;
- e) Immediately inform the AICEP internship coordinator of any difficulties inherent to the internship or related to the conditions at the internship site, as well as any anomalous situation they may encounter during the internship;
- f) Provide their AICEP internship coordinator with a telephone number within one week of the start of the 2<sup>nd</sup> phase, which can be used whenever necessary or in the event of an emergency;
- g) Comply with the internship in full, including attendance at all complementary actions within the scope of the internship for which they are called, on pain of losing all pre-established benefits and incurring the penalties provided for in these Regulations;
- h) Respond by e-mail, within a maximum of 48 hours, to requests addressed to them by the AICEP internship coordinator and/or Inov Contacto coordination, providing, for this purpose, and from the beginning of the internship, an e-mail address that allows them to maintain this contact permanently, in Portugal and abroad;
- i) Attend the internship with assiduity and punctuality and carry out, within the established deadlines, the tasks and work assigned by the Inov Contacto coordinator, the AICEP internship coordinator, or other AICEP employees assigned to Inov Contacto internships, the AICEP Delegate and/or the Internship Host Entity;
- j) Notify their AICEP internship coordinator of any interruption in the Host Entity's activity and, during this period, carry out the tasks assigned to them by AICEP;
- k) Behave in a cordial and respectful manner, in particular towards the AICEP internship coordinator and all AICEP employees, in Portugal and abroad, as well as towards the internship Host Entity;
- l) Do not use the information, contacts, relationships, work and studies carried out outside the scope of the internship;
- m) Do not use the AICEP and/or Inov Contacto brand, during and/or after the internship, without prior authorization, which will be requested from the relevant AICEP internship coordinator or, failing that, from the Inov Contacto management and coordination;
- n) Assume the ability and financial availability to bear all expenses that are their sole responsibility, namely those described in clause 6.2 of the Internship Agreement;
- o) Ensure the conservation and proper use of any property entrusted to them, either by AICEP or

- the Host Entity, from the first to the last day of the internship;
- p) Provide AICEP, whenever requested, with information about their participation in the Inov Contacto internship, their professional development and relevant economic information within the scope of the NetworkContacto knowledge network, for a minimum period of three years from the date of completion of the internship;
  - q) Commit to fully complying with the internship agreement, signed when accepting the invitation to join Inov Contacto, and the tasks entrusted to them as part of the overall internship programme;
  - r) Comply with the obligations arising from these Regulations and all other legal provisions applicable to Inov Contacto.

#### **Article 14 - Obligations of the Host Entity**

Pursuant to the Protocol signed with AICEP, the Host Entity undertakes to integrate the intern into its organization, as if the intern were an employee, by providing the intern with:

- a) Training/development of complementary skills, in international markets, which make it possible to meet the objectives defined by the Inov Contacto Programme and the defined internship plan;
- b) A workstation with all the necessary equipment, namely a computer for use by the intern in the activities associated with the internship;
- c) Access to an internet service and email, in order to allow the intern to communicate with the Inov Contacto Programme coordination team, as well as to send any work requested by AICEP;
- d) That the internship will take place on their premises, in Portugal and/or abroad, or in other locations to be appointed by the Host Entity, with the prior agreement of AICEP;
- e) If training is to be carried out in a real work context in Portugal and the intern has to travel more than 50 km from their home area, it is the responsibility of the Host Entity to arrange and financially support an accommodation and/or travel solution, as the case may be;
- f) During the internship period abroad, fully bear the cost of business travel, both within and outside the city/country receiving the internship, as well as ensuring that visas and/or other necessary procedures are obtained. If the trip takes place to another country, it shall be agreed in advance with the Inov Contacto Coordination Office, so that insurance can be duly activated;
- g) Comply with the objectives and work plan according to the duties and details given in the

internship plan;

Submit the mid-term and final evaluations to the Inov Contacto Coordination Office by the specified deadline.

## **CHAPTER VII - INTERNSHIP ASSESSMENT**

### **Article 15 - Final internship report**

1. Completion of the internship shall be formalized when the intern submits the Final Internship Report, which shall take place no later than the last day of the 2<sup>nd</sup> phase, without prejudice to their presence at the closing session.

### **Article 16 - Evaluation**

1. Participants in Inov Contacto - interns and Host Entities - are subject to a mid-term evaluation (AIE, in its Portuguese acronym) and a final evaluation (AFE, in its Portuguese acronym);
2. At the request of the AICEP internship coordinator, the intern and the Host Entity shall carry out the internship progress evaluations within the stipulated timeframe;
3. The performance of the Host Entity shall be evaluated by the intern on a form provided by the Inov Contacto management and coordination team;
4. The intern's performance shall be assessed by the management and coordination of Inov Contacto internships and by the internship manager of the Host Entity, or whoever they delegate;
5. In addition to complying with all the issues mentioned in the previous Article, the assessment of interns shall focus on:
  - a) Professionalism in the performance of tasks and attitude towards the internship;
  - b) Attendance and punctuality in meeting pre-established deadlines;
  - c) Initiative, ability to integrate into the work team and autonomy in solving problems and unexpected situations;
  - d) The quality of the individual and group work in which the intern is involved shall be assessed according to the following criteria:
    - (i) Degree of compliance with the proposed objective;
    - (ii) Scientific rigor;
    - (iii) Originality, and any studies or works that contain total or partial copies shall not be considered, without prejudice to civil and criminal liability arising from any situations of usurpation or counterfeiting legally provided for, in which the author may incur;
    - (iv) Clarity and quality of presentation.

### **Article 17 - Final Grade**

1. The final grade of the internship shall be decided by the management and coordination of Inov Contacto, based on the following opinions:
  - a) The AICEP department responsible for Inov Contacto internships;
  - b) Internship manager at the Host Entity;
2. The evaluation elements shall be classified into six levels: Bad, Insufficient, Sufficient, Good, Very Good and Excellent.
3. If the intern disagrees with the final grade of the internship, the intern can submit a duly substantiated appeal to the Inov Contacto coordinator within 10 (ten) days of the Closing Session. AICEP shall assess the appeal, according to legal criteria, and respond, with reasons, within no more than 30 days.

### **Article 18 - Access to the NetworkContacto platform**

Access to the NetworkContacto private platform shall be granted from the first day of the internship and remain active in the post-internship period, exclusively when:

1. The internship duration is terminated on completion of the internship, once the rules of these regulations have been complied with;
2. The final grade obtained is equal to or higher than Sufficient;
3. The intern's final overall assessment of the Inov Contacto programme justifies maintaining access to all the features and benefits that this platform provides as a complementary tool to the internship;
4. The intern maintains a personal and professional conduct in line with Inov Contacto's objectives and assumptions;
5. There is no irregular situation on the part of the intern as a result of their participation in Inov Contacto.

## **CHAPTER VIII - END OF INTERNSHIP AND NON-COMPLIANCE**

### **Article 19 - Ways of Ending the Internship**

The internship shall be terminated in the following events:

1. Completion of the internship, under the terms set out in these Regulations, namely by:
  - a) Full compliance with the internship schedule defined by AICEP, or
  - b) Completion of at least three and a half months of the internship abroad (2<sup>nd</sup> phase) and, cumulatively, the hiring of the intern by the Host Entity.
2. Termination of the internship by the intern, AICEP or the Host Entity;

## **Article 20 - Termination**

1. The intern may terminate the Internship Agreement at any phase by informing AICEP of the intern's decision and the reasons for it in writing, at least ten days before the day on which the intern intends to terminate it, except in circumstances of force majeure;
2. The Host Entity may terminate the internship protocol at any stage, informing AICEP of the decision and the reasons for it in writing, at least ten days before the day on which it intends to terminate it, except in circumstances of force majeure;
3. AICEP may terminate the internship agreement and/or protocol at any phase of the internship by informing the intern and the Host Entity of its decision and the reasons for it in writing, at least ten days before the day on which it intends to terminate the agreement, except in circumstances of force majeure;
4. Force majeure is considered to be any abnormal and unforeseeable circumstances which, not depending on the will of the parties involved, make it impossible to comply with the obligations arising from these Regulations, namely natural disasters, epidemics, fires, general strikes, disturbances, wars, embargoes or acts of sabotage, serious illness of the intern, impossibility of issuing visas or complying with other formalities necessary for entry or stay in the country where the internship is to be carried out in good time;
5. In the event of termination, pursuant to the following Article, the intern shall, at any phase, reimburse AICEP in full for all the costs it has incurred in relation to the internship, namely, advance stipends, accommodation and meal allowances, visas, travel, among others;
6. If AICEP considers the reason given by the intern for termination to be valid, the payments and reimbursements provided for in the previous paragraph may not apply or may be reduced;
7. If the host entity requests the termination of the internship protocol for a reason attributable to the intern and AICEP considers the reason to be acceptable, this shall consequently entail the termination of the internship agreement signed between AICEP and the intern and the application of the provisions of paragraph 5 of this article;
8. For other situations of termination of the Protocol or Internship Agreement, inconclusive or omitted, AICEP reserves the right to terminate or not terminate the Internship Agreement.

## **Article 21 - Penalties for non-compliance**

1. Situations in which the intern fails to comply with the provisions set out in the Articles of these Regulations and the Internship Agreement may be determined, taking into account their seriousness, cumulatively or otherwise:
  - a) The total or partial suspension, temporarily or permanently, of the stipend and/or accommodation and meal allowances;
  - b) Exclusion from Inov Contacto, with AICEP terminating the Internship Agreement.
2. Without prejudice to the provisions of the previous paragraph, when there are unjustified absences, the stipend, accommodation and meal allowances shall not be due;
3. Failure to comply with the provisions of Article 9(5) shall result in a penalty equivalent to an internship stipend or, in the event of a repeat offense, exclusion from the internship;
4. Failure to submit the final internship report by the deadline provided for in Article 15 shall result in the certificate of attendance not being awarded;
5. If the intern owes AICEP any debts, the certificate of attendance shall not be awarded;
6. Failure on the part of the Host Entity to comply with the provisions set out in the Articles of these Regulations and the Internship Protocol may result in the programme being barred from future editions.

## **CHAPTER IX - FINAL PROVISIONS**

### **Article 22 - Ownership of studies/work and use of image**

1. The overall internship programme may include research, thematic or geographical work and economic work, among others. These studies and work carried out by interns within the scope of Inov Contacto shall be the property of AICEP, which reserves all rights legally attributed to the authors, including the right to alter, publish in whole or in part and make available;
2. Interns authorize AICEP to use their image, name, professional position and testimony, recorded in photographs and/or videos and/or other documents, in promotional campaigns aimed at publicizing Inov Contacto, as well as in the publication of articles and works developed within the scope of their internship, without prejudice to and in addition to the provisions of Article 23 of these Regulations;
3. The authorization mentioned in the previous paragraph shall give AICEP, including the license to third parties directly or indirectly, the right to use, free of charge, the promotional material that

may be produced, as well as its dissemination throughout the national territory and abroad, namely through the following means:

(I) posters; (II) leaflets; (III) presentations; (IV) homepage; (V) magazine and newspaper and/or internet advertisements, including banners; (VI) billboards; (VII) videos; (VIII) television; (IX) cinema; (X) radio programs and (XI) social networks (Facebook, Instagram, LinkedIn, Twitter).

### **Article 23 - Right to Information and consent to the processing of personal data**

1. With the express consent of Inov Contacto candidates, AICEP collects personal data exclusively for the purpose of making Inov Contacto operational;
2. The processing of the data referred to in the previous paragraph is based on the applicable legislation and the agreements signed within the scope of Inov Contacto and may involve the transmission of data to third parties involved in the process and its maintenance for the legal period established by the co-financing entities of this public measure;
3. Candidates may be asked to consent to the processing of personal data for purposes other than those provided for in legislation or other Inov Contacto regulations;
4. Candidates are guaranteed the right to access, rectify or erase their data, as well as the right to restriction and portability, subject to the limitations provided for in the applicable legislation, by submitting a written request using the electronic form available for this purpose on the AICEP website ([www.portugalglobal.pt](http://www.portugalglobal.pt) on the privacy policy page, under the heading “Rights of data subjects”), in accordance with AICEP's privacy policy, and they also have the right to lodge a complaint with the supervisory authority.

### **Article 24 - Confidentiality**

1. During and after termination, the Intern undertakes to keep confidential and not to disclose, in any form or by any means, to any other person, in public or in private, all information to which the intern has had access, whether related to AICEP or to the Host Entity, as well as all information relating to the activities carried out within the scope of the internship;
2. Confidential information shall mean all information, documentation, trade secrets, processes, technical procedures, assumptions, elements and results obtained and, in general, everything that concerns the activity of AICEP and the Host Entity;
3. Any documents or memos that contain information, confidential or otherwise, relating to the activities of AICEP and/or the Host Entity, which may be processed, acquired or received by the

Intern, shall be the property of AICEP and/or the Host Entity and shall have to be handed over upon request or at the end of the internship;

4. Interns are particularly prohibited from:
  - a) The discussion, or contribution to the discussion in public, in the media, or in private, of confidential information;
  - b) The use, for purposes unrelated to their activity, of the e-mail address assigned by AICEP or the host entity, namely for sending or receiving messages containing confidential information.
5. The duty of confidentiality shall remain in force indefinitely, unless expressly authorized otherwise by AICEP.

### **Article 25 - Omissions**

All issues not provided for in these Regulations, the Internship Protocol, the Internship Agreement, European Union standards and other applicable regulations shall be decided on a case-by-case basis by AICEP.

### **SCHEDULES**

[Schedule I - Draft Internship Agreement](#)

[Schedule II - Draft Internship Protocol](#)