

COLLABORATION PROTOCOL
BETWEEN

AND

The **University of Coimbra**, legal person no. , established at , hereby represented by (Director's name) from (identification of the UO), exercising the powers delegated by the order Despacho no. , from ,

and

(name of the hosting entity), legal person no. , established at , hereby represented by ;

Establish between them this Collaboration Protocol which is ruled in accordance with the following clauses:

1st Clause

(Object)

This Collaboration Protocol aims to provide the students from the University of Coimbra (UC) with an opportunity to approach the working life by the realization of internship programs.

2nd Clause

(Internship programs)

1. (name of the hosting entity) commits itself to receive students from the University of Coimbra.
2. Each internship program is subject of an "Internship Agreement" which sets the rights and duties of the parties involved, and the associated arrangements.

3. The internship aims to develop a set of skills and familiarize the students with a real work environment, by participating in various activities carried out by the hosting entity, according to the work plan established in the Internship Agreement.
4. In case of non-compliance or inappropriate behavior by the intern, (name of the hosting entity) may, at any moment, terminate the internship, notifying the University of Coimbra.

3rd Clause
(Obligations of the University of Coimbra)

Under this Protocol, the University of Coimbra commits itself to:

- a) Present, every year, the internship applications;
- b) Select the students who are interested in undertaking the internship;
- c) Appoint responsible advisors/tutors, who shall guide scientifically and pedagogically the interns in accordance with the Internship agreement;
- d) _____

Comment [HR1]: Deverá ser colocado um "." Caso a cláusula seguinte não se aplique

Comment [HR2]: Apagar caso não aplicável.

4th Clause
(Obligations of (name of the hosting entity))

Under this Protocol, (name of the hosting entity) commits itself to:

- a) Determine the number of available internship positions and the desired profile of the intern to be selected;
- b) Appoint responsible advisors/tutors, who shall guarantee the welcoming, integration and orientation of the interns at the working place;
- c) Establish the tasks to be performed by the interns, in accordance with the work plan outlined for the internship;
- d) Provide information on the interns' performance.

5th Clause
(Student Insurance)

During the internship period, the intern is covered by the student insurance, to be assured by the University of Coimbra.

6th Clause
(Cost)

The internships arranged under this Protocol, do not presume any financial costs to the hosting entity.

6th Clause
(Duration and Termination)

The present Protocol will take effect upon signature and will be valid for a year, automatically renewable for like periods, it can be terminated by either party, by registered letter with an acknowledgement of receipt, at least 60 days before the date of termination of the period underway. The termination cannot harm any ongoing actions, unless by mutual agreement.

Coimbra, **(date)**

University of Coimbra

Hosting Entity

(Director of the UO)

(President of the Hosting Entity)