

CURRICULAR INTERNSHIP AGREEMENT

The **University of Coimbra**, legal person no. , with seat in , here represented by (name of the director of the Organic Unit), Director of the (name of the Organic Unit), exercising the powers delegated by the order Despacho no. , of the (date).

(name of the host entity), legal person no. , with seat in , here represented by the (position), (name),

and

(name of the student), residing at (address), hereinafter referred to as the intern,

Enter into this Curricular Internship Agreement, freely and in good faith, in accordance with the provision stated in no. x of clause x of the Collaboration Protocol established between the and , on dd/mm/year, which abides by the following clauses:

1st Clause

Aim

This agreement regulates and defines the rights and obligations of the involved parties in what concerns the curricular internship to be undertaken in the scope of the preparation of a Master's thesis, and, therefore, subject to the existing legal obligations, by (name of the student), (degree), in the premises of (internship location).

2nd Clause

Duration

1. The internship has a duration of months, beginning on the .
2. In the 1st semester, the intern will work on a part-time basis, in a total of 16 hours per week at (Company/institution).
3. In the 2nd semester, the intern will work on a full-time basis, in a total of 40 hours per week at (Company/institution).

3rd Clause

Monitoring of the internship

The undertaking and monitoring of the internship are assured by: (name of the supervisor at UC and at the host entity).

4th Clause

Obligations of the University of Coimbra

The University of Coimbra is responsible for:

- a) Specifying a work plan and schedule for the internship;
- b) Ensuring the scientific and pedagogical monitoring of the activities undertaken by the intern in the scope of the internship;
- c) Promoting the assessment of the intern;
- d) Setting up school insurance for the intern, which will cover any incidents that may occur at the premises of (internship location), and also in the commute between the intern's residence and (internship location) and in the commute between the intern's residence, (internship location) and the department, as the intern will probably have to go to the Department, in order to sit for exams, and to attend meetings and classes;
- e) Letting the intern know that taking part in the internship does not mean that he/she is an official employee at (internship location), and does not imply any promises or guarantees of future employment;
- f) Letting the intern know that he/she must maintain confidentiality in what concerns information or issues that, in the course of the internship, he/she comes to be aware that must be treated as confidential; and
- g) Explaining to the intern that he/she must strive to be integrated at (internship location), must treat its employees with cordiality and respect, must follow the instructions given to him/her, and must also abide by the rules concerning discipline, hygiene, safety and other issues in place at the premises of the internship.

5th Clause

Obligations of (host entity)

(host entity) is responsible for:

- a) Participating on the definition of the work plan and schedule mentioned on paragraph a) of the previous clause;
- b) Monitoring and overseeing the activities that take place at the premises of the internship;
- c) Creating conditions, in terms of human and material resources, so that the internship can take place according to what was defined on the work plan;
- d) Contributing to the inclusion of the intern at (name of the host entity);
- e) Allowing the intern to make use of its premises, in the same conditions as those enjoyed by the employees of (internship location);
- f) Letting the intern know about the information/issues that he/she must maintain confidential.

6th Clause

Obligations of the intern

The intern is responsible for:

- a) Following the work plan that was defined;

- b) Coming to work every day and being on time, in accordance with the work days/hours specified for the internship;
- c) Treating with cordiality and respect the employees of (internship location) and other individuals that come into contact with him/her in the scope of the internship;
- d) Following the instructions given to him/her;
- e) Following the guidelines of environmental management, of work safety and of work discipline in place at (internship location); and
- f) Respecting the regulations in place at (internship location) and the legal provisions that concern professional secrecy.

7th Clause

Ownership rights

1. If, in the course of this Agreement, innovative products or systems come to be developed, which will have to be protected under legislation connected with industrial property and/or copyright, the ownership rights will be attributed jointly to the University of Coimbra and to (host entity).
2. The rights attributed to the University of Coimbra and to (host entity), in connection with the previous paragraph, do not encroach on the right of the intern to be named as such on the request for protection of the invention or creation.
3. Any financial benefits obtained with the exploitation of the rights mentioned in the previous paragraphs will be shared between the University of Coimbra, (host entity) and the intern, in the percentages to be agreed on in due course.
4. For the purposes of this Agreement, financial benefits are defined as the amounts that are generated by the exploitation of the creation or invention, after the deduction of the costs connected with the research that has to take place, with making the creation or invention profitable and marketing it, and also with the taxes or fees due.

8th Clause

Validity

This Agreement is valid for a period of _____ months, beginning on the _____.

Coimbra, _____ of _____ 2017

University of Coimbra

Host Entity

Director (Organic Unit)

President (host entity)

The intern

(name)