



UNIVERSIDADE DE COIMBRA

INTERNSHIP AGREEMENT

(name of the Organic Unit) of the **University of Coimbra (insert acronym)**, with seat in _____, here represented by (position of the Representative), (name of the Representative),

(name of the hosting 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 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 _____ and _____, on xx/xx/xxxx, 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 suggested by (Organic Unit) and by (name of the student) to the (entity), in the scope of the (degree), to be undertaken by the student (name of the student).

2nd Clause

Duration

1. The internship has a duration of _____ months, beginning on _____.
2. The internship will take place on all of the working days of the week, between _____ h and _____ h.
- 3.

3rd Clause

Monitoring of the internship

The monitoring of the internship is assured by (name of the supervisor of the home unit), and the technical supervision by (name of the supervisor of the host entity).

4th Clause

Obligations of the (acronym of the teaching and research organic unit of the UC)

The (acronym of the teaching and research organic unit of the UC) is responsible for:

- a) Specifying a work plan and schedule for the internship;



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- 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 (location of the internship), and also in the commute between the intern's residence and the premises where the internship takes place;
- e) Letting the intern know that taking part in the internship does not mean that he/she is an official employee at (location of the internship), 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 (location of the internship), 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 the (acronym of the hosting unit or service)

The (acronym of the hosting unit or service) 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 (acronym of the hosting unit or service);
- e) Allowing the intern to make use of its premises, in the same conditions as those enjoyed by the employees of the (location of the internship);
- 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 hours specified for the internship;
- c) Treating with cordiality and respect the employees of (location of the internship) and other individuals that come into contact with him/her in the scope of the internship;



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- 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 (location of the internship); and
- f) Respecting the regulations in place at (location of the internship) and the legal provisions that concern professional secrecy; and
- g)

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 (Hosting Entity).
2. The rights attributed to the University of Coimbra and to (Hosting 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, (Hosting 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, with marketing it, and of the fees or taxes due.

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 to the University of Coimbra.
2. The rights attributed to the University of Coimbra, 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 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 with marketing it.

8th Clause

School insurance



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During the internship, the intern is covered by school insurance, as a student, with an active status, of the University of Coimbra.

9th Clause

Validity

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

Coimbra, _____ of _____ ,

(acronym of the teaching and research
organic unit of the UC)

(Acronym of the hosting unit or service)

(position of the Representative)
(Name of the Representative)

(position of the Representative)
(Name of the Representative)

The intern

(name)