**Short Term Internship in a Company Protocol**

Between:

**University of Minho** with headquarters in Largo do Paço at 4704-553 Braga, collective person no. 502011378, represented by Raúl Manuel Esteves Sousa Fangueiro, Vice-President of the School of Engineering hereinafter referred to as **EEUM**.

AND

**COMPANY\_XXX** with head office at \_\_\_\_\_\_\_(full address and postcode)\_\_\_\_\_\_\_\_\_ with legal entity no. XXXXXXXXXX, represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter called the **Company**.

AND

The student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the course XXXXX, with the mechanical number XXXXXXX, holder of the citizen card number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, resident \_\_\_\_\_em (full address and postcode) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter referred to as student.

Within the scope of cooperation between EEUM and the Company, this Protocol is freely signed and in good faith, for the completion of the Master's Degree **Internship** in a Company/Institution, hereinafter referred to as **Short Term Internship**, which is governed by the following:

**Article 1**

**Objetive**

1 – This document aims to allow an Internship in a business context, to complement the student's training, **under the scope of the UC**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be held in the period from **XX - XX - XXXX to XX - XX - XXXX**, which allows the development of professional skills of the student in question; the stimulation of innovative practices in the business world and the sharing of knowledge between EEUM and the Company.

**Article 2**

**Supervisors**

1 - The student is accompanied by a supervisor EEUM\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 - The student is accompanied by a supervisor Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article 3**

**Obligations of the Company**

The Company will provide the student with the technical and administrative knowledge and assistance considered necessary for the completion of the short-term internship.

**Article 4**

**EEUM Obligations and School Insurance**

In addition to other duties specifically provided for in this Term, EEUM entrusts the Course Director to monitor and guide the implementation of the work proposal of the short-term internship, namely through the appointment of a supervisor;

The student will also be covered by school insurance, since the Short Term Internship which takes place under the UC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ - after delivery of this signed protocol - and whose policy and information can be found at: <https://alunos.uminho.pt/EN/students/registrationandenrolment/Pages/seguroescolar.aspx>

**Article 5**

**Student Obligations**

The student, during the period of the short-term internship, is obliged to

a) Respect the schedule set by the parties, attend with assiduity and punctuality;

b) Treat with respect and courtesy all the people with whom he/she interacts during the period of the short-term internship;

c) Use with due care and ensure the proper conservation of the equipment and other goods entrusted to him for the implementation of the project;

d) Respect the Company's internal rules, namely those relating to safety and hygiene

e) Keep professional secrecy concerning all work, documents produced and supplied

f) Perform with zeal and diligence the tasks assigned to him/her within the scope of this **Internship**;

g) Prepare their own document on the work carried out in the Company, if requested.

**Article 6**

**Place**

The **short-term internship** will take place at the facilities of the Company in XXXXXXXXXXXXXXXXXX

**Article 7**

**Cessation**

1- The Short Term Internship may be terminated by mutual agreement, by resolution of one of the parties or on the date of its termination.

2- The parties may, at any time, revoke the present protocol if the short-term internship becomes inappropriate for the normal functioning of both parties.

3- The other party must be notified immediately, in writing, with the respective reason(s).

4- Serious or repeated breach of the Student's obligations gives the Company the right to immediately terminate all rights arising from the same, without prejudice to any civil or criminal liability that may apply.

4- Cessation of this short-term internship under the terms stipulated in the previous numbers does not imply the payment of any compensation or indemnity whatsoever by the Company.

**Article 8**

**Final Dispositions**

1- **Short-term internships** do not create or establish employment relationships or any type of employment link between the Company and the student and shall cease upon completion of this term.

***This document can only be:***

*- Issued on paper, in triplicate, with three original copies, one for each of the parties,* ***when signed and manually initialled****.*

*Or*

*- Issued digitally, when signed with a citizen card or mobile digital key, by each of the parties*

Guimarães, \_\_\_\_de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ de 20\_\_\_\_

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*EEUM Representative* *(Raúl Manuel Esteves Sousa Fangueiro)* |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*The representative of the Company* *(insert the full name of the representative of the company)* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*The Student**(insert the student's full name)* |