

## INTERNSHIP AGREEMENT

### INOV CONTACTO PROGRAMME - INTERNATIONAL INTERNSHIPS

#### By and between:

Agência para o Investimento e Comércio Externo de Portugal, E.P.E., legal entity No. 506320120, having its registered office at Rua Júlio Dinis, No. 748, 8<sup>th</sup> Right, 4050-012 Oporto and premises at Rua de Entrecampos, No. 28, Block B, 12<sup>th</sup> Floor, 1700-158 Lisbon, represented by \_\_\_\_\_, in the capacity of \_\_\_\_\_, empowered to act, pursuant to article 14(2)(c) of the Regulations approved by Decree-Law No. 229/2012, of 26 October, hereinafter referred to as AICEP,

#### and

\_\_\_\_\_, holder of the tax identification number \_\_\_\_\_ and identification document No. \_\_\_\_\_, expiring on \_\_\_\_/\_\_\_\_/\_\_\_\_, tax address at \_\_\_\_\_, hereinafter referred to as Intern.

#### Whereas Inov Contacto:

- A.** It is a programme promoted, managed and implemented by AICEP and co-financed by the European Union through Portugal2030.
- B.** Its purpose is to carry out international internships of a professionalising nature aimed at:
- i. Strengthening the skills of young graduates in the internationalisation area, by integrating them for a limited period of time into host entities in foreign markets;
  - ii. Increasing the qualified and sustainable employment of young Interns abroad and/or in Portugal;
  - iii. Boosting the competitiveness of the Portuguese economy, with the contribution of human resources capable of developing innovative projects, specifically in the areas of exports, foreign investment and the internationalisation of Portuguese companies;
  - iv. Encouraging the transmission of information and relationships between programme participants through the informal network of knowledge, a growing network of international contacts, NetworkContacto;
  - v. Developing the Inov Contacto *Alumni* Network (NetworkContacto) in order to optimise,

through Interns, Portugal's and national companies' relations with the most diverse economic players on a global scale, in order to promote permanent cooperation that consolidates Portugal's competitiveness;

- vi. Promoting Portuguese talent in the world and in Portugal.

- C. Pursuant to the Inov Contacto - International Internships Programme Regulations, it is only possible to take part in the Inov Contacto programme once, so accepting the invitation to take part in the programme means that the Intern will not be eligible to take part in new editions of Inov Contacto.

This Internship Agreement is entered into freely and in good faith, and shall be governed by the Recitals, the Inov Contacto Programme Regulations - International Internships and the following Clauses:

#### Clause 1

1. The purpose of this Internship Agreement is to attend the 27<sup>th</sup> edition of the Inov Contacto programme, hereinafter referred to as the Internship.
2. By signing this Internship Agreement, the Intern takes cognisance of and accepts the conditions of the Internship set out therein and in the applicable legislation and regulations.
3. The Internship excludes any kind of legal employment relationship between AICEP and the Intern.

#### Clause 2

1. The Internship shall take place in Portugal and abroad, with an overall duration of up to 12 months, without holiday entitlement, and with the following structure made up of sequential phases and compulsory attendance, pursuant to the Inov Contacto Programme Regulations - International Internships:
  - a) 1<sup>st</sup> phase: **Training period in Portugal**  
It begins with the intensive International Practices Course (Campus), followed by a possible period of training in a real work context. The Campus takes place at a time, place and date to be specified by AICEP;
  - b) 2<sup>nd</sup> phase: Internship at the host entity abroad  
It begins after the end of the 1<sup>st</sup> phase, takes place in a host entity in a foreign country,

specified and communicated to the Intern by AICEP at the end of the Campus and ends with the submission of the Final Report.

2. The closing ceremony of the Inov Contacto programme shall take place after the end of the 2<sup>nd</sup> phase and the Interns' return to Portugal. It shall consist of a seminar aimed at handing out the Internship certificates, taking stock of the programme, sharing the Interns' experiences and joining the NetworkContacto network.
3. AICEP reserves the right, freely and at its convenience, to change the city and/or country of destination, as well as to replace the host entity.

### **Clause 3**

1. Attendance at the Internship entitles the Intern to a monthly stipend to cover expenses incurred during the Internship, corresponding to level 12 of the single remuneration table, remuneration position 1 - Senior Technician of the legal regime for General Public Administration Careers, a meal allowance equal to that set for Public Administration workers, from the first effective day on campus, as part of the 1<sup>st</sup> phase referred to in paragraph 1 a) of Clause 2.
2. From the day of the Intern's departure for the country of destination until the last effective day of the Internship abroad, the Intern shall be entitled to an accommodation allowance, pursuant to Article 12(2)(b) of the Inov Contacto - International Internships Programme Regulations.
3. The Intern is entitled to an advance payment, to be settled in the last full month of the Internship, under the terms of article 12.2 a) of the Inov Contacto Programme Regulations - International Internships.

### **Clause 4**

1. Payment of the Internship grant and/or meal and accommodation allowances shall be suspended whenever the Internship is interrupted.
2. If the Intern does not complete in full, due to withdrawal or termination by the Intern or exclusion due to termination by AICEP, the Internship period defined in Clause 2 of this Internship Agreement, the Intern shall return to AICEP all the amounts paid by way of: advance, stipend, meal and accommodation allowances as well as the value of visas and travel to the country of destination and back to Portugal, among others.

### **Clause 5**

AICEP undertakes to pay exclusively the internship stipend, meal allowance and accommodation

allowance, as provided for in Clause 3 of this Internship Agreement.

#### **Clause 6**

1. During the 1<sup>st</sup> and 2<sup>nd</sup> phases of the Internship, the Intern shall be covered by occupational accident insurance, paid for by AICEP, which shall be governed by the provisions laid down in the legal regime for repairing damage arising from occupational accidents - Law 98/2009, of 4 September and other complementary legislation.
2. During the 2<sup>nd</sup> phase of the internship abroad, the Intern shall also benefit from 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.

#### **Clause 7**

1. Within the scope of the 2<sup>nd</sup> phase of the internship, AICEP shall cover the Intern's return travel between Portugal and the internship destination, by air and/or other public transport in economy class, without prejudice to the provisions of Article 20.5 of the Inov Contacto - International Internships Programme Regulations.
2. If the Intern wishes to change their return journey to a later date, they may do so at their own risk, subject to prior written authorisation from AICEP.

#### **Clause 8**

1. The Intern shall be responsible for complying with the Internship programme to be carried out at the host entity.
2. At the same time, for the duration of the internship, the Intern shall be responsible to AICEP for carrying out the work, reports and tasks communicated to him/her by the Inov Contacto coordinators and/or by other persons or entities duly accredited by AICEP, namely its coordinators and/or AICEP Delegates in the country where they are located, within the deadlines set.

#### **Clause 9**

1. The Intern authorises AICEP to collect and process the personal data provided by him/her, as provided for in Articles 22 and 23 of the Inov Contacto - International Internships Programme Regulations.
2. There may be a need to transfer data to countries outside the European Economic Area, where the

high level of data protection available in the European Union may not be guaranteed in that country. AICEP will take measures within its reach to minimize the associated risk, but the data subject should be informed that in these transfers, there is a risk that their data may not be deleted or that there may be disproportionate access by the authorities of that country. It may also not be possible to effectively exercise their rights in that territory.

3. At the end of the three-year period referred to in Clause 10 of this Internship Agreement and without prejudice to the provisions of Article 23(4) of the Inov Contacto - International Internships Programme Regulations, the Intern gives his/her consent to AICEP to process his/her personal data for the purposes of operating the programme and maintaining the NetworkContacto network.
4. The Intern undertakes not to make use of the information, contacts, relationships, work and studies carried out within the framework of the Internship provided for in this Internship Agreement, as well as to fulfil the other obligations provided for in the Regulations.

#### **Clause 10**

1. At the end of the Internship, the Intern undertakes to inform AICEP or the organisation appointed by it of the Internship and their professional development, as well as relevant economic information within the NetworkContacto knowledge network, for a minimum period of three years from the date of completion.
2. The ability demonstrated in the full fulfilment of the set of obligations resulting from this Internship Agreement shall be a fundamental element in determining not only the outcome of the assessment to which the Intern is subject, but above all in maintaining their involvement in the NetworkContacto knowledge network.

#### **Clause 11**

The Intern undertakes to comply with the duty of confidentiality pursuant to Article 24 of the Inov Contacto International Internship Programme.

#### **Clause 12**

This Internship Agreement shall bind AICEP and the Intern from XX XXX 202X (the date of the start of the 1<sup>st</sup> phase of the Internship).

### Clause 13

Any dispute regarding the validity, nature, interpretation and execution of this Internship Agreement shall be settled in the Lisbon district court.

**AICEP**

**THE INTERN**

