

## MASTERS TRAINEESHIP PROTOCOL

The Polytechnic Institute of Coimbra – Superior Institute of Accounting and Administration of Coimbra, hereinafter referred to as Coimbra Business School | ISCAC, placed at Quinta Agrícola, 3040-316, tax payer number 600027350, represented in this act by its President, Alexandre Miguel Gomes da Silva, PhD, in accordance with Article 18, section 1 c) of ISCAC's statutes and in use of its own competence

and

\_\_\_\_\_ hereinafter referred to as \_\_\_\_\_, placed at \_\_\_\_\_, tax payer number \_\_\_\_\_, represented in this act by \_\_\_\_\_ in the quality of \_\_\_\_\_, makes up the present protocol aiming the regulation of the traineeship undertaken under the Master's non-academic curricular unit, taught at Coimbra Business School | ISCAC

and

\_\_\_\_\_, student number \_\_\_\_\_ of the Masters in \_\_\_\_\_ holder of the identification card number \_\_\_\_\_.

### Object

Through the present protocol, the entity agrees with the terms in which it will provide curricular traineeships to second cycle students, in order to optimise/complement their academic training.

### Nature and duration of the traineeship

1- The traineeship makes part of the curricular requirements that the students have to fulfil in order to obtain a Master's Degree in \_\_\_\_\_ at Coimbra Business School | ISCAC;

2- This traineeship should focus on the profile, technical skills and professional qualifications defined for a Master in \_\_\_\_\_, being adequate to the complexity degree defined for the Master's non-academic curricular unit.

3- The traineeship foreseen in the present protocol will take place from \_\_\_\_\_ until \_\_\_\_\_, with a total duration of \_\_\_\_\_ hours.

4- The traineeship will be cancelled whenever there is an annulation of the student's registration.

### Traineeship Regulation

According to the Master Degrees Regulation, the norms and procedures that make part of this protocol and that have to be adopted are the following:

- a) Traineeship's aims;
- b) Coordination and supervision;
- c) Competencies and responsibilities of the Coimbra Business School | ISCAC's supervisor;
- d) Competencies and responsibilities of the organization's supervisor;
- e) Traineeship's duration;
- f) Trainee's rights and duties;
- g) Trainee's assessment.

### Obligations of the Entity

1- The entity must:

- a) Indicate, for each case, the responsible person for the welcoming and technical supervision of the trainees (supervisor);
- b) Collaborate with the traineeship's supervisors from Coimbra Business School | ISCAC;
- c) Create with each trainee a Traineeship Plan;
- d) Fill in the necessary documents for the formalisation of the trainee's application;
- e) Provide trainees with a traineeship plan which can be an added value for their training and which can also allow them to access the necessary means in order to effectively fulfil their training programs;
- e) Keep Coimbra Business School | ISCAC informed about the trainees' performance;

f) Issue a certificate, at the end of the traineeship, specifying the nature and duration of the tasks performed by the student, as well as an assessment document.

2- The entity does not have to:

a) Establish a professional link with the trainees;

b) Pay any remuneration related to the traineeships undertaken under the scope of the present protocol.

### **Obligations of Coimbra Business School | ISCAC**

Coimbra Business School | ISCAC must:

a) Give the entity the identification of the students that have been selected to do the traineeships at the latest 10 working days before the traineeship;

b) Approve the traineeship's plan presented by the trainee after the Institution's validation;

c) Designate the traineeship's supervisor(s), who have to scientifically and pedagogically supervise the trainees and also meet with the Institution's supervisor;

d) Assess, both pedagogically and scientifically, the traineeships' results, bearing in mind that the traineeship has an assessment process associated with it, in the form of public defence with a jury (as it is a curricular unit of the corresponding Master). The jury's composition has to follow the Article 22, Decree-Law 74/2006 of 24<sup>th</sup> March, as well as to the rules foreseen in the Master Degrees Regulation of Coimbra Business School | ISCAC.

e) Keep the students' insurance during the period of time in which the traineeship takes place. The entity is neither responsible for or has the duty to pay for any accident taking place during that period of time.

Coimbra Business School | ISCAC must keep confidentiality regarding the Institution's elements indicated by it.

### **Obligations of the trainees**

The trainee must:

a) Follow the entity's rules of procedure, namely as far as scheduling, good use of equipment and other materials that may be at their responsibility are concerned;

b) Follow the Coimbra Business School | ISCAC's Master Degrees Regulation.

c) The trainees must keep confidentiality regarding the entity's processes that they may have access to during the traineeship.

### Term

1 – The present protocol comes into force at the beginning of the traineeship and ends when the student submits their Traineeship's Report.

2 – The parties can unilaterally end this protocol at any time, at least 8 days in advance, as long as the traineeship development comes out to be harmful for the host entity's normal functioning or if the present protocol's obligations are not respected.

### Final provisions

1 – The present protocol's omissions shall be settled by a parties' mutual decision, following the Master Degrees Regulation of Coimbra Business School | ISCAC and other applicable legislation.

Coimbra, \_\_\_\_\_

The parties:

Coimbra Business School | ISCAC \_\_\_\_\_

Entity \_\_\_\_\_

Student \_\_\_\_\_