

## DEGREES 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, 3045-601 Coimbra, 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

\_\_\_\_\_, headquarters in \_\_\_\_\_, represented by \_\_\_\_\_, in the quality of \_\_\_\_\_, the present contract is concluded, which will comply with the following terms:

### Framework

1. This protocol generically aims to foster the interaction between Coimbra Business School | ISCAC and employing institutions / entities, in order to allow a wider articulation between the students' professional profile and the labour market demands.
2. Specifically, this protocol aims to provide a traineeship to the student named \_\_\_\_\_, with the student number \_\_\_\_\_, final-year student of the Degree \_\_\_\_\_ of Coimbra Business School | ISCAC.
3. By signing this protocol, the company / institution accepts to make part of the Training Companies / Institutions potentially hosting curricular traineeships of final-year students, as well as agrees that this information can be spread by Coimbra Business School | ISCAC through the platforms considered most suitable.

### Characteristics and duration of the traineeships

1. The "Traineeship" curricular unit implies the existence of a traineeship with a minimum duration of \_\_\_\_\_, taking place in the company / institution's normal functioning period of time.
2. The curricular traineeship will obey to a perfectly defined and outlined work plan, articulated between the company / institution, ISCAC and the trainee.

### Responsibilities of the parties

1. Coimbra Business School | ISCAC is responsible for:
  - a) Following and supervising the execution of the traineeship work program, through a lecturer designated for this end, offering the trainee the necessary pedagogical and scientific support;
  - b) Assessing the traineeship when it is concluded, together with the host company / institution, recording the necessary incidents;
2. Assuring that the trainee is covered by an accidents and civil responsibility insurance, being mandatory to keep this insurance into force throughout the traineeship.
3. The company / institution is responsible for:
  - a) Following and supervising the execution of the traineeship program, through a supervisor designated for the effect, providing the trainee the necessary conditions to accomplish the traineeship;
  - b) Assessing the traineeship when it is concluded, together with the lecturer, recording the necessary incidents, and issuing their opinion about the traineeship.
4. The trainee is responsible for:
  - a) Following the company / institution's rules of procedure, namely as far as professional secrecy is concerned, as well as regarding the proper use of equipment and other materials that may be entrusted to them;
  - b) Keeping professional secrecy, during and after the traineeship, regarding all the tasks undertaken by them, as well as concerning any other information that they may be in possession of due to their presence in the host entity. The trainee cannot unveil or use for their own or for other singular or collective person's benefit any information related to data or information in regard to business, products, projects, clients, strategies, and procedures;
  - c) As far as mediation acts are concerned, the principle of confidentiality must be utterly respected. Therefore, any assistance will always depend on clear and previous agreement by the mediator and the interested parties, preserving the right to privacy;
  - d) Self-evaluating their own traineeship, recording the necessary incidents.

### Entry into force and duration of the protocol

1. The present protocol enters into force on the day it is signed, being valid throughout the curricular traineeship duration.
2. The parties can unilaterally end this protocol, as long as the traineeship development comes out to be harmful for the company / institution's normal functioning, or if Coimbra Business School | ISCAC considers it as pedagogically inadvisable.

Both entities have agreed with the conditions provided by the present protocol.

Coimbra, \_\_\_\_

The parties:

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

Entity \_\_\_\_\_