



**RULES AND REGULATIONS FOR OPTIONAL INTERNSHIPS**

Through its internship programme, as a complement to their academic education, students at ISEG, Lisbon School of Economics and Management are provided with real-life work experiences, as well as an opportunity to acquire professional skills, which is a key element of the academic and human education of ISEG's students.

Considered to be a unique and enriching experience for students, these internships are also an opportunity for the host organisation to confirm the quality of education of ISEG students.

This programme enables any student enrolled in a Bachelor's, Master's, PhD, or non-degree course to complete an internship that puts them in direct and practical contact with the challenges of working life. It also seeks to encourage students to broaden their skills and to add value to their Curriculum Vitae. This experience can also be important for validating students' interests for a certain professional course, and may even lead to the eventual re-appraisal of their choice of career.

### **Article 1 Object**

Optional internships are a complement to students' academic education; designed to provide students with real-life work experiences, and an opportunity to acquire professional skills, which is a key element of their academic and human education.

### **Article 2 Potential candidates**

Optional internships are made available for all those students who are enrolled in a study cycle at ISEG.

### **Article 3 Optional internships**

Optional internships are divided into two types:

- a) Course internships;
- b) Summer internships.

... which can be carried out either in Portugal, or abroad.

Course internships are those that are carried out in the following circumstances:

- a) As Final Master's Work (TFM) for 2<sup>nd</sup> Cycle students. Credits are awarded for Final Master's Work internships, in accordance with specific Rules and Regulations.
- b) As a complementary activity within the scope of the Personal Development course unit for 1<sup>st</sup> Cycle students. Credits will be awarded for placements carried out within this curricular unit, according to the specific Rules and Regulations.

- c) As a complementary activity to the academic curriculum, being registered as a Diploma Supplement. These internships are not entitled to the award of credits.
- d) As summer internships, which are short-term internships held between June and September, that objective being to provide contact and direct knowledge of the reality of an organisation, stimulating the development of skills, and adding value to the academic career.

#### **Article 4** **The duration of optional internships**

The duration of optional internships is defined by each host organisation, according to their requirements and availability, although the following time limits must be respected:

- a) Course internships in Portugal have a minimum duration of 6 weeks, and a maximum of 6 months, and can take place at any time;
- b) Course internships abroad under the ERASMUS + programme have a minimum duration of 8 weeks, and a maximum duration of 12 months;
- c) Summer internships have a minimum duration of 4 weeks, and a maximum of 3 months, and must take place between the months of June and September.

#### **Article 5** **Accreditation**

1<sup>st</sup> Cycle students should consult the Personal Development Rules and Regulations, which can be found on the website of the Undergraduate Office.

2<sup>nd</sup> Cycle students should request the inclusion of the internship in the Diploma Supplement at the Postgraduate Office.

Students who wish to carry out an optional internship abroad must apply for the Erasmus + programme. To do so, they should consult the Universidade de Lisboa website at:

[http://www.ulisboa.pt/home-page/mobilidade/mobilidade-internacional/erasmus\\_mais\\_2014-2020/](http://www.ulisboa.pt/home-page/mobilidade/mobilidade-internacional/erasmus_mais_2014-2020/)

Optional internships are not remunerated; although some host organisations provide financial support to students during the internship period.

#### **Article 6** **Applications**

Internship offers will be made after the publishing or notification by E-mail of offers by the Career Management Office, in accordance with the requests of the host organisations, or through contacts made directly between the student and the organisation.

The ISEG Career Management Office will publish summer internship offers on its website, by means of an Internship Scholarship, which is published annually.

The ranking of candidates will be made by the host organisation by using curricular evaluation and/or current average grades, or by the Career Management Office, at the former's request.

The formal submission of applications is made via: [estagios@iseg.ulisboa.pt](mailto:estagios@iseg.ulisboa.pt), or another specified E-mail address.

#### **Article 5 Internship Agreement**

An Internship Agreement will be drawn up for each optional internship, which will formalise all the details of the internship, namely – the location of the internship and its duration, orientation, internship plan, as well as the rights and duties of the parties involved.

Students carrying out optional internships are covered by the School's Personal Accident Insurance.

#### **Article 6 Final Dispositions**

These Rules and Regulations enter into force during the 2015/16 Academic Year.

Lisbon, 30<sup>th</sup> of June, 2016