

# INTERNATIONAL INTERNSHIP PROGRAMME FAMALICÃO INTERNSHIP SCHEME



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## What is the Famalicão Internship Scheme?

It is an **international internship programme** coordinated by the City Council of Famalicão. It aims to promote the talent attraction and the creativity and innovation in an industrial environment, and it offers:

- To young foreign students the possibility to acquire a **professional experience in a company in Famalicão** and, consequently, in the ecosystem of one of the most industrial and exporting cities of Portugal;
- To companies based in Famalicão, by hosting young people from other countries with **higher education level in European/foreign universities**, the opportunity to diversify the skills framework of their human resources and enhance creativity and innovation.

## Who can apply?

- Young students living outside Portugal, attending a **higher education institution abroad**, namely **European Universities** with which the City council of Famalicão has established a Cooperation Agreement;
- Companies based in Famalicão, especially the industrial ones.

## Which foreign Universities does the City Council of Famalicão have a Cooperation Agreement with?

- In Liverpool (United Kingdom):
  - Hope University
  - LJMU – Liverpool John Moores University
- In Lille (France):
  - ENSAIT-École Nationale Supérieure des Arts et Industries Textiles

## What are the requirements/ obligations that the applicant companies must meet?

- To guide the work developed by the Intern according to the Internship Plan, in articulation with the Supervising Professor of the Teaching Institution;
- To provide the trainee with the appropriate conditions for achieving the traineeship objectives;
- To grant the trainee a meal allowance and a transport allowance, during the traineeship period, in accordance with the legislation in force governing internships in companies, namely that which regulates professional internships in Portugal;
- To issue, at the end of the internship, a Certificate stating the function and tasks performed by the trainee, as well as the duration and workload of the internship.

## What are the trainee's rights?

- To receive from his/her tutor and mentor, either from the **Teaching Institution** or the **Host Company**, all the necessary support during the internship;
- To develop a work in a business context that follows a previously validated internship plan;
- To benefit from an insurance, under the responsibility of the Educational Institution, which guarantees the coverage of travel risks due to the obligation of the internship, as well as the activities to be developed during this period;
- To benefit from a meal allowance and a transport allowance, during the internship period, in accordance with the legislation in force

governing **internships in companies**, namely that which governs professional internships in Portugal;

- To be absent from the place of internship, in order to go to the teaching institution, to take part in classes or follow-up meetings with the advisor.

## What are the duties of the trainee?

- To carry out the internship with commitment, interest, assiduity and punctuality;
- To ensure the good conservation of the equipment and other assets made available by the Host Company;
- To keep confidential all information and knowledge related to the activity of the Host Company, which the latter deems to be confidential;
- To elaborate reports on the activities carried out whenever requested by the respective coordinators.

## What is the role of the partner universities?

- To ensure, during the internship, all the school benefits that the student is entitled to;
- To have a personal accident and civil liability insurance policy that covers any damage suffered or caused by the trainee, as a result of travelling and his/her activity in the **Host Company**, attaching the proof of the insurance policy at the time of signing the protocol;
- To guarantee the connection to the Host Company, namely through the **Guidance Professor**, to monitor the **trainee's progress**, execution of the Internship Plan, technical guidance

and clarification of any doubts or omissions;

- To ensure that the trainee knows all the rights and duties arising from the protocol signed between all the parties involved.

## How to apply?

Companies based in Famalicão and students applying for internships in companies can submit online application, simply fill in the form available at:

[https://www.famalicaomadein.pt/\\_programa\\_de\\_estagios\\_internacionais](https://www.famalicaomadein.pt/_programa_de_estagios_internacionais)

