

### Curricular Internship/Project Regulation

After hearing the competent academic bodies, and with the approval of the Technical-Scientific Council of November 12, 2015, the "Curricular Internship/Project Regulation" is approved and will be published in the 2<sup>nd</sup> series of the *Diário da República*, as an appendix to the present one.

December 1, 2015. – The Director General, *José Manuel Mendes Quaresma*.

#### 1 – Object

1.1. – This regulation establishes the guiding principles and procedures regarding the internship/project for obtaining a degree in the courses offered at ISAL - Instituto Superior de Administração e Línguas.

##### 2 – Nature and objectives

2.1.– In the organization of the new plans of study, it was established the Curricular Internship / Project, which finalizes the set of course units and conditions the issuance of the Course Charter.

2.2.– The internship/project is a pedagogical component of the course, intending to establish an effective link with the socio-professional environment and with society in general by articulating theory with practice to:

a) Confront students with the exercise of a specific professional activity, and consequent acquisition of practical knowledge;

b) Contribute to the school–community integration, allowing ISAL to evaluate and adjust its study plans and fill training and information deficiencies that this confrontation may reveal;

c) Make the students face real situations characteristic of the exercise of the chosen activity;

d) Raise awareness for continuous self-training in the various fields of professional activity;

e) Enable students to become aware, understand, analyze and integrate the reality of their professional training.

2.3.– Students who are not assigned an internship must undertake a project.

2.4.– Students will be given the possibility of doing an internship in an organization proposed by them, provided that the ISAL Pedagogical Council grants a favorable opinion to the respective request, which must be duly substantiated.

#### 3 – Admission

3.1.– The enrolment in the internship/project is conditional upon enrolment in the 3<sup>rd</sup> curricular year of any of the higher education courses offered at ISAL.

3.2.– Depending on the type of internship/project, the Internship/Projects General Coordination Committee will decide if other requirements are necessary.

#### 4 – Application

4.1.– It is the student's responsibility to make the respective application and ensure time availability for the internship/project.

4.2.– The annual application will take place in a period to be set at the beginning of the academic year and up to 10 working days after the date of publication of the internship list.

4.3.– The internship application must indicate

a) Order of preference, up to a maximum of 2 different options;

b) Proof of registration in the 3<sup>rd</sup> curricular year of the course, or other required requirements;

c) Indication of the average grades obtained so far.

4.4.– The student has the right to request any clarification from any of the Course Directors in order to make the appropriate choice.

4.5.– The internship coordination will make public the results of the application until 15 working days after the application date.

#### 5 – General coordination of internships/projects

5.1.– For each course, ISAL Pedagogical Council will appoint a committee for the general coordination of internships/projects, which is the entity responsible for analyzing the supply of internships, coordination and supervision of the whole process of internships/projects.

These are competencies of the general coordination of internships/projects:

a) Guide and coordinate the entire process of internships/projects;

b) Preparing the internship/projects calendar;

c) Organizing the internship offer map;

d) Approving the students' proposals;

e) Appointing for each internship a teacher responsible for coordination and monitoring;

f) Publishing the list with all the teachers who hold the position of coordinator, approved by the Pedagogical Council;

g) Publishing the map of the supervisors appointed by the organizations proposing the internships to monitor the student in his/her work;

h) Publishing the final map of internship/project distribution and the respective supervisors;

i) Regularly informing the Pedagogical and Directive Councils of the progress of the internships/projects' process;

j) Analyzing the internship/project reports;

k) Deciding on the interruption, withdrawal and exclusion from the internship/project.

#### 6 — Supervisor

6.1.— This is the professional in the organization providing the internship who is responsible for the student's technical orientation.

6.2.— Internship supervisors are chosen by the competent legal body of the organization providing the internship, which undertakes to appoint, from among its managers, a supervisor who will be responsible for guiding and evaluating the student-intern, after obtaining the student's prior consent and the agreement of ISAL's general internship coordination.

a) Supervisors must meet, cumulatively, the following requirements:

Skills appropriate to the functions to be performed;

Professional practice in the internship areas, never inferior to two years.

b) When choosing the supervisor, it is given preference to professionals who have supervising professional experience.

6.3.— These are competencies of the supervisor:

a) Supporting the student in the preparation of the internship program;

b) Guiding the student from the technical point of view;

c) Collaborating with the internship coordinator;

d) Preparing a written opinion on the internship performed and attaching it to the final internship report;

e) Evaluating the effective performance of the functions assigned to the student during the internship, indicating a grade on a numerical scale from 0 to 20.

#### 7 — Coordinator

7.1.— The coordinator is the faculty member of the

institution responsible for coordinating and monitoring the internship/project.

7.2.— The coordinator is the link between the student and the supervisor.

7.3.— The internship coordinator is appointed by the Pedagogical Council.

7.4.— The choice of the project coordinator is the student's responsibility.

7.5.— These are the coordinator's competencies:

a) Supporting the student in the preparation of the internship/project program to be developed;

b) Acting as the interlocutor between the student and the supervisor in case of any difficulties during the internship;

c) Guiding the student in scientific matters;

d) Discussing the interim report with the student;

e) Preparing a written opinion on the final internship/project report.

f) Assessing the accuracy of the internship/project report and its presentation forms. Assign a mark on a full numerical scale from 0 to 20 points.

8.— Student

8.1.— The student must develop his/her internship/project with a critical sense based on theoretical-practical concepts proper to the corresponding area.

— It is the student's responsibility to:

a) Comply with the internship/project regulation in force;

b) Choose his/her internship area among those accredited by the general coordination of internships/projects;

c) The student to whom an internship is not assigned, within 30 days after the publication of the internship maps, must submit his/her proposal for a project to the General Coordination of Internships/Projects, with the following elements:

Project plan

Indication of the respective ISAL Coordinator Declaration of acceptance by the chosen Coordinator.

d) Sign the term of commitment, along with the internship Coordinator and Supervisor, or whoever represents them; and with the project Coordinator or whoever represents them;

e) Comply with the internship/project plan;

f) Comply with the clauses in the term of commitment;

g) Inform the coordinator monthly of the relevant events during the internship/project;

h) Draw up and submit interim reports in accordance with the terms agreed;

i) Draw up a final report on the internship/project.

9 — Period of the internship/project

9.1 — The internship/project will last from 2 to 6 months, and should preferably take place during non-teaching periods, with a weekly schedule of not less than 10 hours and not more than 40 hours.

9.2 — The internship may take place consecutively or in interspersed periods.

10 — Internship program

10.1. — It consists of the exercise of a professional activity or the application of a program previously defined by mutual agreement between the student and the respective coordinators and supervisors.

10.2.— The internship consists of the following components:

a) Practical Part;

b) Report.

11— Project Program

11.1.— It consists of solving a real problem in an organization/region, defined by the teacher responsible for the project ISAL.

11.2.— The project plan and its Coordinator must be approved by ISAL's Scientific Council, under the proposal

of the General Coordination Committee of internships/projects.

12.— Absence Regime

12.1.— It refers to the absence of the trainee during the normal period of internship to which he/she is bound.

12.2.— The absence must be justified on the following day, in writing, to the host entity, with the internship supervisor and coordinator's knowledge.

12.3.— All absences must be compensated.

12.4.— Unjustified absences must not exceed 5% of the total scheduled hours.

13.— Deadline for submission of the final report

13.1.— The deadline for submission of the report is 30 days after completion of the internship/project or until June 15 of the respective year if the 30 days exceed this day.

13.2.— Failure to complete the internship/project or to submit the report within the previously established deadlines will result in a new internship/project application.

14.— Copies of the final report

14.1.— The student must deliver the final report to the coordinator of the internship/project, in paper and digital formats, and must also deliver a copy, in the format specifically requested, to:

a) Coordinating teacher;

b) Entity proponent of the internship (when applicable).

14.2.— The student may request that the internship report/project report be given a confidential character, when the information it contains is vital and confidential, upon request to the internship coordinator, who will decide within 10 days.

14.3.— If confidentiality is assigned to the internship report, the cover page must contain this information when the student submits the report.

15.— Evaluation of the internship/project

15.1.— The final grade of the internship will be expressed in whole numbers, on a scale of 0 to 20 points, and will be determined according to the following criteria:

a) The effective performance of the duties assigned to the student during the internship. This classification will be assigned by the organization where the student did his/her internship, on a scale of 0 to 20 and will count for 35% of the calculation of the final classification;

b) The accuracy of the report and its presentation forms. This classification will be assigned on a scale of 0 to 20 points by a jury composed of the Internship Coordinator, who monitored the student's internship, and the Course Director. This classification will count for 65% of the calculation of the final classification.

15.2.— The final classification of the Project will be expressed in whole numbers, on a scale of 0 to 20, by a jury composed of the Project Coordinator and the Course Director.

15.3.— If the final grade of the Internship/Project is inferior to 10 points, the student will be considered failed and will have to apply for a new internship/project in accordance with the Regulation in force.

15.4.— If the final grade of the Internship/Project is 16 or more, the student must defend this grade in a public examination, with a maximum duration of 30 minutes (10 for oral presentation and 20 for discussion), by a jury composed of:

a) Course Director, or someone appointed by him/her, who presides;

b) Teacher who coordinates the internship/project, or someone who represents him/her;

c) Supervisor from the entity that proposes the internship, or someone appointed by him/her, when applicable.

15.5.— In the event of a public exam for the defense of the grade of the Internship/Project, the final grade will be determined by the respective Jury.

15.6.— The public exam, referred to in the previous point, must be requested by the student through a request addressed to the Course Director, within 48 hours after the display of the final grade of the Internship/Project, paying the fee for that purpose.

15.7.— If the final grade of the Internship/Project is equal to or higher than 16 points and the student does not wish to take the public exam for the defense of the grade, not having for that purpose submitted the competent request within the period stipulated in the previous point and/or paid the respective fee, his/her final grade of the Internship/Project will be 15 points.

16.— Conclusion of the internship/project

16.1.— The internship/project will end when the student:

- a) Completes the internship/project;
- b) Withdraws from the internship/project;
- c) Is excluded from the internship/project.

16.2.— After a withdrawal or failure in the internship/project, a new registration can only take place in the following school year.

17.—Withdrawal from the internship/project

17.1.—In case the student gives up the internship/project, the justification of the withdrawal must be made in writing to the Course Director, the ISAL Internship Coordinator and the internship organization with the knowledge of the Internship Supervisor.

a) The student must give a maximum waiting period of 15 days to the internship organization, if the organization wishes it.

17.2.—In case the student withdraws from the project, the justification of withdrawal must be made in writing to the Course Director with the knowledge of the Project Coordinator.

18.—Exclusion from the internship/project

18.1.—Exclusion from the internship/project can occur by a joint decision of the Course Director and the ISAL Coordinator after hearing the student. In the case of the internship, the student will also be heard by the Representatives of the internship organization.

19.—Calendar

19.1.—Without prejudice to other stages to be defined, the following stages are to be considered:

- a) Publication of the internship offer maps;
- b) Publication of the list of coordinators;
- c) Submission of the applications;
- d) Distribution of the internship offers;
- e) Publication of the definitive internship map;
- f) Submission of the internship/project reports;
- g) Public exam of the report's evaluation;
- h) Publication of the final evaluations.

20.— Final provisions

20.1.—The doubts or omissions of this regulation will be solved by deliberation of the Scientific Council.

Amended by the Technical-Scientific Council

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