

CEI-Iscte Internship Regulations

CEI-Iscte is dedicated to producing top-tier knowledge and conducting research of excellence, addressing global challenges. The approach is based on local and sectorial analyses that can be adapted and applied globally, contributing to tackling these challenges effectively.

This document updates the previous "CEI-IUL Research Internship Regulations," approved on February 9, 2018, and provides a new, common regulatory framework for the different internship opportunities the centre offers within its research lines and projects.

Article 1

(Object)

This regulation establishes the terms for unpaid curricular and research internships by undergraduate and master's students or graduates in research groups and research projects at CEI-Iscte. CEI-Iscte internships may be carried out within the scope of cooperation with other entities, under terms to be defined in a separate document.

Article 2

(Type)

Internships at CEI-Iscte may take two forms:

- a) Curricular internships, within the scope of undergraduate and master's degree courses at the Schools of Iscte-University Institute of Lisbon.
- b) Research internships, within the scope of CEI-Iscte's regional lines, research groups, and research projects.

Article 3

(Duration)

The duration of internships will be determined based on each application, depending on the operational needs of CEI-Iscte, the research groups, the research projects, and the

intern's convenience. The minimum duration of internships is one month, and the maximum duration is six months. Internships may be renewed once, for the same period as the contracted period.

Article 4

(Prior Contact)

1. Those interested in curricular and research internships should consult the CEI-Iscte website in advance, which lists opportunities within research groups and projects that may be offered for internship purposes. Contacts for individual activities beyond those listed will not be followed up.
2. CEI-Iscte undertakes to update the list referred to in the previous item once per semester.
3. Contacts with the aim of carrying out curricular and research internships must be made through a specific electronic form available on the CEI-Iscte website, and include a letter of motivation and a brief CV.

Article 5

(Supervision)

1. Interns may be supervised by a PhD member of CEI-Iscte.
2. Each PhD member of CEI-Iscte may only supervise a maximum of two interns per semester in each academic year, except in cases duly justified and authorized by the CEI-Iscte Board.

Article 6

(Formalization)

1. Curricular internships are formalized in a specific document of the Schools of Iscte-University Institute of Lisbon, signed by the intern and the respective School Boards.
2. Research internships are formalized in a written document that sets out the terms of their implementation, including the internship's duration and supervision, the intern's benefits and work plan, the weekly time allocated to the research group or research

project in which they will be involved, and any other relevant information. This document is signed by the intern, the internship supervisor, and the CEI-Iscte Board.

Article 7

(Conditions and Resources Available to the Intern)

The intern will benefit from the following conditions and resources:

1. Integration into CEI-Iscte research teams during the internship.
2. Access to empirical data produced by the research groups or research projects in which they are involved, under terms to be agreed upon with their supervisor. The intern may use this data for undergraduate work or a master's dissertation.

Article 8

(Intern Responsibilities)

The intern will have the following obligations:

1. Contribute to the development of CEI-Iscte's activity plan and the work plan of the research group or research project in which they are involved, performing the tasks agreed upon with the supervisor.
2. Reference CEI-Iscte or the research project as the source of data used for undergraduate work, master's dissertations, or any other form of scientific publication and dissemination. The data produced by the research project in which the internship takes place may only be used by the intern with the authorization of the supervisor and under the terms to be agreed upon with him/her. Under no circumstances may the data to which the intern has access be shared with third parties.
3. Undertake a work schedule under terms to be agreed upon with the supervisor. This period must be at least four hours per week and must not exceed 30 hours per week.

Article 9

(Internship Report)

1. At the end of the internship, the intern must submit the Internship Curricular Unit report to the supervisor and the CEI-Iscte Board, in coordination with the respective School of Iscte-University Institute of Lisbon.
2. At the end of the research internship, the intern must prepare a report detailing the activities performed, acquired skills, and their assessment of the placement conditions offered. This report must be submitted to the supervisor and the CEI-Iscte Board.

Article 10

(Termination of Internship)

1. The intern may terminate the internship provided he/she notifies the supervisor and the CEI-Iscte Board in writing 15 days in advance, stating the reasons for the termination.
2. The supervisor may terminate the internship provided he/she notifies the intern and the CEI-Iscte Board in writing 15 days in advance, stating the reasons for the termination.
3. The CEI-Iscte Board may terminate the internship in cases of non-compliance with the provisions of Articles 4 and 5 of these regulations and must communicate its decision in writing 15 days in advance to the intern and the internship supervisor.

Approved by the CEI-Iscte Scientific Commission on July 17, 2025.

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