# PRACTICUM TERM OF COMMITMENT

UFG student doing practicum abroad at Companies/Institutions/Self-employed Professionals

**1. Types of practicum**:

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| --- | --- |
| [ ] Mandatory  | [ ] Non-Mandatory  |
| Insurance policy number: | Name of the insurance company: |

**2. Student’s information:**

|  |  |
| --- | --- |
| Name: |  |
| Academic Program: | Level: ( ) Undergraduate ( ) Graduate |
| Duration: | Registration number: |
| Marital status: | Date of birth: \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |
| CPF: | Identity Number: Issuing institution: \_\_\_\_/\_\_\_ |
| Address: |  |
| City/country: | Zip code: |

**3. Home institution’s information:**

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| --- | --- |
| Name of the institution: |  |
| School, college, institute or faculty:  |  |
| Coordinator of the Course’s Practicum Program: |  |
| Designation Document: |  |
| SIAPE number: |  |

**4. Information about the Company/Institution/Professional offering the practicum:**

|  |  |
| --- | --- |
| Name of the company/institution/professional: |  |
| Address: |  |
| Telephone: ( )  | Email: |
| City/country: | Zip code: |
| Name of the Practicum Supervisor: |  |
| Telephone: ( )  | Email: |

We sign the present **Practicum Commitment Term**, which will be governed by the following clauses and conditions:

**CLAUSE ONE**

The student who is registered in the Undergraduate Program in name of the Academic Program of the **UFG** and attends the classes shall be accepted as an **INTERN**, and the activities to be undertaken by the **INTERN**, above identified, in the name of the company/institution/professional should be in conformity with his/her field of studies, that is name of the Academic Program.

**CLAUSE TWO**

 The practicum is a component of theoretical and practical nature that, developed in the workplace, has as its main goal the preparation of students for productive work, looking to teach the competences pertaining to professional activities and to curricular contextualization, in order to develop them for citizenship and work.

**SUBCLAUSE ONE**. Practicums must be planned, carried out, monitored and evaluated by educational institutions, in accordance to the political-pedagogical project of each academic program.

**SUBCLAUSE TWO**. The practicum shall take place in the fields of interest of the name of the company/institution/professional, in activities closely related to the student’s field of study.

**SUBCLAUSE THREE**. The practicum will be supervised by a professor designated by the Academic Program’s Practicum Coordination offered by the **UFG**.

**CLAUSE THREE**

 This Practicum will last for \_\_\_\_\_\_\_\_\_\_\_\_ months, beginning in month/year and ending in month/year, and will comprise a work day of \_\_\_\_\_\_\_\_\_hours, achieving a workload of \_\_\_\_\_\_\_\_\_ hours per week.

**CLAUSE FOUR**

 The student shall be dismissed from the practicum for one of the reasons listed below or when there is a demand for activities unrelated to the Clause One of this document:

a) automatically, at the end of the practicum period;

b) abandonment, characterized by unjustified absence for three consecutive days or five days interspersed within one month;

c) completion or interruption of the studies at the **UFG**;

d) due to the intern’s request;

e) functional or social behavior incompatible with the ethical and administrative rules of the place where the activities are being carried out (name of the company/institution/professional);

f) ex-officio, in the interests of name of the company/institution/professional, if properly motivated;

g) when proved a lack of practicum performance, after one third of the established time has passed;

h) when the intern fails to comply with the provisions of this Term;

i) in response to any provision of legal or regulatory nature.

**SUBCLAUSE ONE**. In the occurrence of any of the hypotheses provided in lines “b”, “d”, “e”, “f”, “g” and “h”, name of the company/institution/professional will communicate the fact to the **UFG** in no more than fifteen days.

**SUBCLAUSE TWO**. The **UFG** must notify, in writing, the withdrawal of the intern from its student body, whatever the reason, including the completion or interruption of their studies, within in no more than fifteen days after verifying the fact.

 **CLAUSE FIVE**.

 The intern shall pay for their travel, accommodation and other living expenses, and also for a health insurance (one that includes repatriation) that is valid in the foreign country for the duration of the practicum period. The UFG shall be responsible for the insurance against personal accidents, in the case of mandatory practicum.

 **CLAUSE SIX**.

 The intern shall not have, for any purpose, an employment relationship of any kind to any of the parties.

 **CLAUSE SEVEN**.

 During the development of the practicum hereby committed, the intern must:

a) accomplish, with all their effort and interest, all the planned activities set for the completion of the practicum;

b) observe and obey the internal regulations of name of the company/institution/professional;

c) elaborate and deliver, to the **UFG**, a plan of activities and a practicum report, observing the established form, deadline and criteria;

d) accomplish, efficiently, other obligations resulting from their condition as intern when applicable.

 **CLAUSE EIGHT**

 The **UFG** supervisor, the INTERN and the name of the company/institution/professional practicum supervisor shall elaborate a Plan of Activities (observing the attached form).

 **CLAUSE NINE**.

 Any of the parties may cancel the present Practicum Commitment Term, provided a previous communication, is sent, in writing, at least 20 (twenty) days in advance.

# Thus, for being in complete accord, the parties sign this Term of Commitment in 3 copies, of equal content and form, so that this document can produce legal effects.

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| **INTERN** |  | **PRACTICUM SUPERVISOR**name of the supervisor and the company/institution/professional  |

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| At the **UFG**: |  |  |
| **Name of the Academic Program Practicum’s Coordinator** |  |  |

**PLAN OF ACTIVITIES**

**STUDENT** : name of the student

**SUPERVISOR/UFG**: name of the supervisor at the UFG

**SUPERVISOR**/name of thecompany/institution/professional: name of the supervisor abroad

**DURATION:** approximately \_\_\_\_\_\_\_\_\_\_\_\_\_\_ months, beginning in month/year and ending in month/year, and will comprise a workday of \_\_\_\_\_\_\_\_\_\_\_\_\_ hours.

**PLACE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACTIVITIES:** Specify the activities that will be carried out, including the specific academic field of studies.

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| Name of the intern**intern**Date: ................................................ |  | Name of the supervisor**SUPERVISOR**name of thecompany/institution/professional Date: ................................................ |

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| --- | --- | --- |
|  |  |  |
| Name of the supervisor at the UFG**SUPERVISOR/UFG**Date: ................................................ |  |  |