



**COMMITMENT AGREEMENT FOR INTERNSHIP AT UFU
FOR FOREIGN STUDENTS**
TERMO DE COMPROMISSO DE ESTÁGIO NA UFU
PARA ESTUDANTES ESTRANGEIROS

All fields below must be filled digitally.

This document **will not be accepted if illegible, distorted, or adulterated.**

(Todos os campos devem ser preenchidos de forma digital.

Este documento não será aceito ilegível, desconfigurado e adulterado).

1. EDUCATIONAL INSTITUTION

Name : Federal University of Uberlândia (Universidade Federal de Uberlândia – UFU)		
Legal representative: Prof. Kárem Cristina de Sousa Ribeiro	Position: Undergraduate Pro-rector	
Legal nature: Public foundation raised by the Decree-Law n. 762, 14th May 1969, altered by the Law n. 6.592, 24th May 1978, inscribed at EIN under the number 25.648.387/0001-18		
Address: Av. João Naves de Ávila, 2121 – Campus Santa Mônica – Bairro Santa Mônica – CEP: 38400-902 – Uberlândia-MG		
Phone: +55(34) 3291-8984	E-mail: estagio@prograd.ufu.br	Website: http://www.prograd.ufu.br/estagio
Existing legislation supporting this document:		
<ul style="list-style-type: none">• Law Nº 11.788/2008 – Federal Law of Internship• Resolution Nº 93/2023, of the Graduate Council – General Rules for Undergraduate Internships at UFU Law nº 13.709/2018 – Data Protection General Law or “LGPD”• Normative Instruction Nº 213/2019, of Ministério da Economia - acceptance of interns within the scope of the Federal Public Administration and other relevant legislation		

1. EDUCATIONAL INSTITUTION OF ORIGIN (Instituição de Ensino de Origem do(a) Estagiário(a))

Name: (Razão social)	
Legal representative: (Representante Legal)	NIN: (CPF)
Phone : (Telefone)	
Address: (Endereço)	
City: (Cidade)	
Web page: (Página web da Instituição)	

2. INTERN (Estudante)

Full Name: (Nome Completo)	NIN: (CPF)
Original Course: (Curso na Instituição de Ensino de Origem)	Matrícula nº:
Address: (Endereço)	
City: (Cidade)	
Phone : (Telefone)	E-mail:

3. INTERNSHIP DATA (Dados do Estágio)

Start date: (Data de início)	End date: (Data de término)	Weekly working hours: (Carga horária semanal)
Personal Accidents Insurance under responsibility of (Seguro contra acidentes pessoais, sob responsabilidade da Instituição de Origem do Estudante):		
() Institution of origin, by means of the policy N° (Instituição de Origem, por meio da apólice n°		of insurer , da seguradora)



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MINISTÉRIO DA EDUCAÇÃO
UNIVERSIDADE FEDERAL DE UBERLÂNDIA
Pró-Reitoria de Graduação
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Divisão de Formação Discente - Setor de Estágio



4. INTERNSHIP ACTIVITIES PLAN (Plano de Atividades de Estágio)

Place of Internship

Local da realização do estágio na UFU:

Internship supervisor's name:

Nome do(a) Supervisor(a) na UFU:

SIAPE:

E-mail:

Advisor:

(Nome do(a) Professor(a) Orientador(a) da Instituição de Origem)

E-mail:

Activities to be developed during the internship:

(Descrição das atividades a serem desenvolvidas durante o período do estágio)

The parties identified above celebrate the present Commitment Agreement under the following conditions:

1st - During the period of completion of the internship, the intern will be subject to the provisions of current legislation, and must also comply with the disciplinary rules within the scope of the Internship Grantor, faithfully comply with the Internship Activities Plan prepared by itself and keep confidential the information to which it has access;)

Single Paragraph - The Educational Institution and the Internship Grantor shall process all personal data in compliance with the applicable privacy legislation, including, but not limited to, the Data Protection General Law (LGPD);

2nd - The mandatory internship is a curricular component of the course, being a requirement for its completion and obtaining a diploma;

Single Paragraph - The mandatory internship will comply with what is determined by the Pedagogical Project of the Course (PPC) and the Complementary Norms for the Course Internship, and its end will not necessarily coincide with the end of the academic period;

3rd - It is mandatory to fill in the INTERNSHIP ACTIVITIES PLAN belonging to this Commitment Agreement for External Internship;

4th - The internship may last for a maximum of 02 (two) years, adding all the Internship Commitment Terms entered into with the same grantor, except in the case of students with disabilities, who may undertake all internship at the same grantor;

5th - When there is an extension of the internship period, the Grantor must send to the Internship Sector an Addition to this Term of Commitment. Otherwise, the internship will be automatically closed on the end date indicated in this Agreement.

6th - The intern will fulfill the weekly hour load indicated in this Term of Commitment, the internship schedule being established by mutual agreement, safeguarding the schedule of classes, tests and other academic activities of the student and also considering the limitations related to means of transportation. If it is impossible to comply with the agreed schedule, due to force majeure, the Internship Grantor must be informed in advance by the intern;

7th - The payment of the Personal Accidents Insurance, an indispensable requirement for the fulfillment of the activities of the internship, will be the responsibility of the Grantor of the Internship or, alternatively, may be assumed by the Educational Institution in case of mandatory internship;

8th - In case the internship lasts 01 (one) year or more, the intern will be assured a recess period of 30 (thirty) days to be enjoyed, preferably, during their school vacation. The recess will be proportional in case the internship lasts less than 01 (one) year;

9th - The intern will not have an employment relationship of any nature with the Internship Grantor, due to this Term of Commitment, provided that what it establishes is fully complied with;

10th - The intern must inform the Internship Grantor and the Internship Sector immediately and in writing of any fact that interrupts, suspends or cancels his/her enrollment at the Educational Institution, being responsible for any expenses caused by the absence of this information;

11th - The intern must present, to the Internship Coordination of the Course, half-yearly and final reports, with mandatory view of the Internship Supervisor and the Advising Professor;

12th - The student will be dismissed from the internship in the following situations:

I. Verified evidence of lack of engagement, after a third of the duration of the internship;

At any time, at the request of the intern, the Grantor of the Internship or the Educational Institution, manifested in writing;

II. As a result of non-compliance with any clause of the agreement or of this Commitment Term;

III. Because of enrollment suspension, completion, dropout or irregular frequency in the course;

Single Paragraph - If the internship is interrupted before the end date in this Commitment Term, the intern must send to the Internship Sector of UFU an Agreement Termination, completed and signed, indicating the duration of the internship.

13th - The Internship Grantor must keep the UFU Internship Sector informed regarding the extension and dismissal, as well as other relevant information regarding the internship;

14th - The Internship Advising Professor must monitor and evaluate the intern's activities;

Single Paragraph - By signing this document, the Advising Professor approves the Internship Activities Plan, certifies the student's enrollment, attendance and bond with the institution, as well as their willingness to comply with the hourly load for carrying the internship;

15th - The city of Uberlândia shall resolve any legal issue that arises from this Agreement Commitment and that cannot be resolved amicably.

In full agreement with the provisions of this document and with the current legislation, the identified parties sign it.



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de

de 20

Internship Grantor (Concedente de Estágio)
Legal Representative UFU (Representante Legal)
CONCEDENTE DO ESTÁGIO (UFU)
Responsável legal do local da realização
do estágio (Setor UFU)

Internship's Supervisor
(Supervisor/a na UFU)

Intern
(Estudante)

Educational Institution Of Origin
Advisor Professor and/or Internship Coordinator
educational institution of origin
INSTITUIÇÃO DE ORIGEM DO ESTUDANTE
Professor(a) Orientador(a) e/ou
Coordenador(a) de Estágio

Federal University of Uberlândia (Universidade Federal de Uberlândia)
Internship Sector/DIFDI/DIREN/PROGRAD (Setor de Estágio/DIFDI/DIREN/PROGRAD)
Legal Representative (Representante Legal)