

## EUROYOUTH Portugal



### Information & Fees 2016



#### ◆ LOCATION

Most companies are in Lisbon.

#### ◆ TYPE OF PLACEMENT

EUROYOUTH Portugal works with over 300 companies which have already accepted international internships. Participants are placed according to their CV and skills.

#### ◆ TIMETABLE

Normal working hours are between 35 and 40 hours per week, and 5 days per week. However, specific timetable depend on the company and professional sectors.

#### ◆ DURATION

The internships last usually from 8 to 12 weeks. Additionally there can be Language Course for 1 week or more. Only participants with a grant from European or public funds can make internships over 12 weeks.

## WE CAN ORGANISE YOUR NON PAID INTERNSHIP EXPERIENCE

EUROYOUTH Portugal offers professional internships in many areas for participants from all over the world to increase their experiences in the Portuguese labour market.

Our aim is to internationalize education by creating a Pan-European Network of Training and Learning without borders.

### PROFILE REQUIREMENTS

You need to be over 18 years old.

No previous professional experience is necessary. However, if you have work experiences, it is a plus to help us finding the most appropriate hosting institutions for you. Your internship tasks and responsibilities will correspond to your studies/training, as well as your skills and knowledge.

You are expected to be motivated, independent, flexible and open-minded.

### AGREEMENT & CERTIFICATION

Participants sign a tri-partite professional internship collaboration agreement - company, participant and EUROYOUTH Portugal - which sets out the responsibilities and conditions of the internship.

At the end of the internship you will receive:

- A certificate from the company (including task details);
- An evaluation form from your tutor concerning professional and social/personal aspects.

In case you have a grant from Erasmus+ or any other programme and need specific 'paperwork' we will take care of it.

### OUR DAILY SUPPORT

EUROYOUTH Portugal will accompany you through the programme.

A programme coordinator will be assigned and she/he will give you all the support you may need:

- during application (by email);
- after arrival (presentation meeting);
- during and until the end of the programme

An emergency mobile number is available 24/7.

### WHAT'S INCLUDED

- Organisation and coordination of the professional internship;
- Presentation meeting;
- Presentation meeting in the the hosting institution;
- Follow-up;
- Informal meetings (once per month we gather all participants in a bar to mingle);
- Certification (inc. ECVET);
- Evaluation meetings;
- Emergency contact 24/7.

### PROFESSIONAL SECTORS

ACCOUNTANCY, ADMINISTRATION  
ARCHITECTURE  
ARTS / PHOTOGRAPHY  
BAKERY/PASTRY, RESTAURANTS  
BIOLOGY / LABORATORY  
COMMERCIAL/SALES  
EDUCATION  
ENVIRONMENT  
FOOD INDUSTRY

GERIATRICS  
HEALTH AND SAFETY  
HEALTH CARE  
HUMAN RESOURCES  
HAIRDRESSER  
ICT  
LAW  
MARINE SCIENCES  
MARKETING/COMMUNICATION

PHARMACY  
PSYCHOLOGY / SOCIAL WORK  
SPECIAL EDUCATION  
SPORTS  
TOURISM & HOSPITALITY  
VETERINARY  
...AND OTHERS!

See our [complete list](#) and [ask us](#) in case your sector is not there!

*"This experience in Lisbon was the most beautiful thing I've done, really rewarding at the personal point and professional too."*

*Flakron - France*



## FEES 2016

Professional Internship Management.....	450€
Intensive Portuguese Language Course	
Private Class (1 hour).....	22,50€
Group Courses (20h – 1 week) (starting date to be agreed ).....	from 150€
Accommodation	
Individual bedroom (per day).....	17,14€
Double bedroom (per day).....	12,86€
Civil Liability Insurance (for 90 days).....	45€

NOTE: When making the invoice, 23% VAT is applicable if fiscal number is not VALID on [VIES](#)

## HOW TO APPLY?

1. Fill the [application form](#) and send it to EUROYOUTH ([incoming@euroyouth.org](mailto:incoming@euroyouth.org)) along with a [EUROPASS CV](#);
2. It is also important to send a **motivation letter** in Portuguese or English describing your studies/training, what you hope to achieve, desired tasks, previous work experience;
3. We will analyse the documents and contact you in case of any doubts. In maximum 5 days, we will confirm if we can arrange your programme;
4. As soon as we find a possible internship we will send you the proposed working plan, so you can accept it and come to Portugal;
5. If you need detailed information on the internship before your arrival (e.g., to apply to grant) you will have to make a deposit of 200€;
6. Additionally, we can provide logistic support, like accommodation. After confirmation of what you need, we will agree on the budget.
7. Before your arrival, the invoice will be issued and the remaining amount has to be paid.

## LANGUAGE REQUIREMENT

Portuguese knowledge is not mandatory but if you have it, it is a plus!

You need to have at least English knowledge and depending on the sector others are welcome!

## CIVIL LIABILITY INSURANCE

It is mandatory for you to have an insurance that covers:

- personal accident
- illness
- civil liability

If you don't have one, we can provide it.

It is also obligatory that you bring with you a EUROPEAN HEALTH INSURANCE CARD.

## LOGISTICS

If you want, we can welcome you at Lisbon airport upon your arrival and deliver a folder with all the information on the programme and map of Lisbon.

## ACCOMMODATION

If you need us to find accommodation, you should fill and send us an [accommodation form](#). With that information, we will find a suitable accommodation according to your preferences.

All apartments (family, independent and students residences) are located in the city center and well served by public transports.

Details of the accommodation will be sent before your arrival.

## CONTACT

[incoming@euroyouth.org](mailto:incoming@euroyouth.org)  
[www.euroyouth.org](http://www.euroyouth.org)

Tel: (+351) 21 8870030

Gsm: (+351) 93 3960872

## APPLICATION DEADLINE

The deadline recommended to send the application is 2 months before the arrival.

*"During my internship programme EUROYOUTH staff was always present, giving me support from the arrival until the departure, from finding a room to live, workplacement and in everything else that was essential for my stay and beginning of my new life in Lisboa!"*

*Paz - Spain*

*"The proposals for internships are valid and exciting, perhaps even exceeding expectations."*

*Eric - Italy*