

## **BEST Inside View Local BEST Group Lisbon**

### **Regulations**

#### **NAME AND HEADQUARTERS**

The *Board of European Students of Technology* (BEST) is a non-governmental and non-profit students association. BEST's main goals are to develop activities that promote continuous and transversal training of students of technology and to provide opportunities for personal and cultural development in an international context. BEST helps European students assert themselves internationally, giving them the opportunity to acquire knowledge on European cultures and develop work capacities on an international basis. Being one of the 13 founding members and with headquarters at Instituto Superior Técnico - Universidade de Lisboa (IST-ULisboa), the BEST Lisbon Local Group is, since its creation, one of the most active Local groups both in National and International levels. The address is Instituto Superior Técnico (IST), Avenida Rovisco Pais, 1, 1049-001 Lisboa.

#### **Article 1º [BEST Inside View]**

The Local Group BEST Lisbon, hereinafter referred to as the Organisation or as BEST Lisbon, organizes a job shadowing event under the designation BIV - BEST Inside View. For the year 2020/2021, BIV counts with its 10th Edition.

- BEST Inside View is a pioneering initiative organized by BEST Lisbon, in partnership with Instituto Superior Técnico. The project, inspired by the concept of job shadowing, allows students to accompany a professional in their area of study during a work day, namely, an Inside Day, closely observing their daily routine. This project allows students to get a better understanding of what will be expected of them once they enter the job market.
- BEST Inside View will start with the Opening Week on the 16th-19th November, 2020 and end on 30th March, 2021 (this date may be extended if needed).
- The Opening Week is composed by a Opening Session followed by a Networking Session on the 16th November, a Round Tables session on the 17th November and two hard skills workshops on the 18th and 19th November. The vision of this Opening Week is for students to get to know more about the companies where they can go during their Inside Day's and better prepare what they will be doing in the company on those days.
- The event encapsulates the above mentioned Opening Week, followed by an Inside Day to be later scheduled between the participating students and the participating companies.
- The organisation of the event is considered to be the responsibility of a Core Team of members of BEST Lisbon, that cooperate with faculty members linked to the event, media partners and company representatives.

- The participation in the event implies acceptance of all clauses presented in this document.

### ***Article 2º [Recipients]***

All of the students of Instituto Superior Técnico enrolled in the 2020/2021 school year can participate in BEST Inside View.

- a) Participants are fully responsible for their behaviour and any physical or psychological consequences of their actions during BEST Inside View and therefore will be held accountable should any issue arise from them

### ***Article 3º [Location, Date and Registration]***

- a) The *BEST Inside View* Opening Ceremony will be held online at a Zoom Meeting. The workshops platform will be chosen by the companies that will provide them;
- b) The selection of participants for the Inside Days will be determined by the fulfilment of the following selection criteria imposed by the Organisation:
  - i) Curricular Year;
  - ii) Participation in a BEST Event (participation in previous editions of BIV will have a negative weight for the selection while the participation in the remainder events will have a positive impact);
    - 1) BIV
    - 2) Season Courses or Symposia on Education
    - 3) EBEC
    - 4) BESTOn
    - 5) LBEC
    - 6) BEST Training Days
    - 7) Local Event on Education and Workshops
    - 8) Others
  - iii) Attendance at the Opening Week;
  - iv) The student profile defined by the respective company;
  - v) Direct indication of students by a company if done by partners with that type of ability.
- c) The Organisation reserves the right to request any other necessary documents from the participating students, which must be delivered within the stipulated period, under penalty of disqualification.

### ***Article 4º [Security Deposits]***

- a) All participants of the Opening Week of the 10th Edition of BEST Inside View will be required to pay a € 2 (two euro) deposit.
- b) All participants of the Inside Day's of the 10th Edition of BEST Inside View, without any exception, will be required to pay a € 5 (five euro) deposit.;
- c) The payment of the deposit will be made via MBWay or via bank transfer.

- i) Via MBWay it should be sent to 916362047 with the description of BIV OW-FirstName Last Name StudentNumber.
- ii) Via bank transfer it should be sent to BEST Lisbon's IBAN, which will be communicated to participants via the registration platform.
- d) After payment, the participants must send the proof of the transfer to [insideview@BEST.tecnico.ulisboa.pt](mailto:insideview@BEST.tecnico.ulisboa.pt). After the payment of the deposit, participants will receive another confirmation email from BEST Lisbon;
- e) Students that wish to participate in BEST Inside View Opening Week must pay that deposit and send the proof of transfer until the deadline of November 15th, 2020 in order to finalize their registration for the event. If that deadline is not respected, the students' enrolment will be cancelled;
- f) Students that wish to participate in BEST Inside View Inside Day must pay that deposit and send the proof of transfer until the deadline of December 8th, 2020 in order to finalize their registration for the event. If that deadline is not respected, the students' enrolment will be cancelled;
- g) The return of collateral of the Opening Week will only be made to the participants who actually participated in the event, that is, they went to the sessions that they apply for and filled the evaluation form mentioned below;
- h) The return of collateral of the Inside Day will only be made to the participants who actually participated in the event, that is, they went to the respective Inside Day and filled the evaluation form mentioned below;
- i) In case of cancellation of the Inside Day by the participating student, justified by reasons of force majeure accepted by the Organisation, and in a timely manner (minimum of five working days before the Inside Day), the collateral will be returned;
- j) In case of cancellation of the Inside Day by the participating student, justified by reasons of force majeure with less than five working days before the Inside Day, the choice to return the deposit will depend on the deliberation of BEST Lisbon regarding that particular case.
- k) In case of cancellation of the Inside Day by a participating company, the deposit will be returned to the students that were assigned to an Inside Day with that company.
- l) In case of cancellation of BEST Inside View by BEST Lisbon, the deposits will be returned to every participant.
- m) After the Opening Week and/or their Inside Day, participants must fill out an evaluation form, provided by BEST Lisbon, for the event, where each participant must introduce their IBAN or phone number so that BEST Lisbon can return the paid deposit ;
- n) In case a participant does not fill out the evaluation and feedback form with their valid IBAN within 45 days after the evaluation form has been sent to them, that participant loses the right to the return of their deposit;
- o) In case of any type of communication error, either by BEST Lisbon or by the participant, the period of 45 days may be extended up to another 15 days. After this extension is over, the participant loses their right to the return of their deposit.

### **Article 5º [Irregularities]**

- a) In case of non-compliance with any of the rules of the regulations presented in this document, the participant will be disqualified and will lose the right to the return of the deposit.
- b) In the event of detection of information falsification, either by comparison with the information of the Fenix System or by other means not currently described, the participant is considered ineligible for the assignment of an Inside Day and consequently disqualified of the event, losing their right to the return of the deposit.
  - i) Depending on the severity of the falsification of the data, the occurrence may be reported to the University of Lisbon or even to the Authorities.

**Article 6º [Final Considerations]**

- a) The participation in *BEST Inside View* implies full acceptance of these regulations;
- b) All cases not covered by this document,, will be assessed and decided by the Organisation of the event, that will take into consideration the inherent circumstances;
- c) BEST Lisbon reserves the right, for reasons of force majeure, to amend these Regulations;
- d) The Organisation reserves the right to change the schedule of the event;
- e) Questions or suggestions:
  - i) In order to clarify any issues or doubts, participants should first consult the information available on the website or on the Facebook page of BEST Lisbon;
  - ii) For further information or suggestions, please contact [lisbon@best.eu.org](mailto:lisbon@best.eu.org).

Lisbon, 1<sup>th</sup> of November of 2020

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