

**BEST Inside View  
BEST Lisbon Local Group****BEST Inside View Regulation****NAME AND HEADQUARTERS**

The *Board of European Students of Technology* (BEST) is a non-governmental 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 BEST Lisbon, promotes a shadowing job event under the designation BIV - BEST Inside View.

- a) BEST Inside View is a pioneering initiative organized by BEST Lisboa, in partnership with Instituto Superior Técnico. The project, inspired by the concept of job shadowing, allows a college student to accompany a professional in their area of study during a work day, closely observing their daily routine. This project allows students to know what they will do once they enter the job market;
- b) BEST Inside View will start on November 23, 2017 and end on April 31;
- c) The Organization is considered to be composed of the Main Organizer (MO), members of the duly identified BEST Lisboa, faculty members linked to the competition, media partners and companies representatives;
- d) Participation in the event implies acceptance of all clauses in this regulation.

**Article 2º [Recipients]**

All students of the University of Lisbon (ULisboa) enrolled in the 2017/2018 academic year that are part of BEST's the Target Group are eligible. That is, all students of ULisboa, will be able to take part in the BEST Inside View, if their area of study belongs to one of the categories listed below, defined by UNESCO in ISCED Fields of Education and Training 2013 (ISCED-F 2013)

- i) *05 Natural Sciences, Mathematics and Statistics*
- ii) *06 Information and Communication Technologies*
- iii) *07 Engineering, Manufacturing and Construction*

- b) Participants are fully responsible for their behavior and any physical or psychological consequences of their actions during BEST Inside View.

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

- a) *BEST Inside View* entries are made via the online platform created for this purpose on the BEST Inside View website (<http://best.tecnico.ulisboa.pt/insideview/>) until January 26, 2018. To participate in the BEST Inside View, participants will be required to provide the required information on the sign-up platform on the BEST Inside View site;
- b) The selection of participants will be determined by the fulfillment of the following selection criteria imposed by the Organization:
  - i) Curricular Year;
  - ii) Participation in BEST Event (negative BIV and the remaining positive ones);
    - 1) BIV (negative)
    - 2) Season Courses or Symposia on Education
    - 3) EBEC
    - 4) LBEC
    - 5) BEST Training Days
    - 6) Local Event on Education and Workshops
    - 7) Others
  - iii) ECTS extracurricular or other extracurricular activities without ECTS;
  - iv) Open Response Issues;
  - v) Course Average;
  - vi) CV (non-submission voids the application).
- c) The Organization reserves the right to request other necessary documents, which must be delivered within the stipulated period, under penalty of disqualification.

**Article 4º [Security Deposits]**

- a) All participants of the 7th Edition of BEST Inside View, without any exception, will be required to pay a € 5 (five euro) deposit.
- b) The payment of the deposit will be made via bank transfer to BEST Lisboa's IBAN, which will be communicated to participants in the registration platform, by the deadline of January 27, 2017;
- c) After payment, the participants must send the proof of the transfer in a to [insideview@BEST.ulisboa.pt](mailto:insideview@BEST.ulisboa.pt). After payment of the deposit, participants will receive another confirmation email from BEST Lisboa;
- d) The return of collateral will be made to the participants who actually participated in the event, that is, they went to the respective Inside Day and that they fulfilled the items described in the Responsibility Statement set out in the present regulation;
- e) In case of cancellation of the Inside Day by the participating student, justified by reasons of force majeure and in a timely manner (minimum of five working days), the collateral is expected to be returned;
- f) It will be necessary to fill out an evaluation and feedback form for the event, to be sent after the event, where each participant must introduce their IBAN so that BEST Lisboa can return the amount of collateral paid;

- g) In case the participant does not fill out the evaluation and feedback form, where he must indicate his IBAN so that BEST Lisboa can return his deposit, within 45 days after the sending of the same by BEST Lisboa, the participant loses the right to return the security;
- h) In case of any type of error of communication and sending of data, either by BEST Lisboa or by the participant, the period of 45 days may be extended up to another 15 days;
- i) After the deadlines indicated, there will be no refund of the deposit.

**Article 5º [Withdrawals]**

- a) In the event of withdrawal less than five days before the start of Inside Day, the participant will lose the deposit;
- b) There may be exceptions to the previous paragraph for unusual and/or serious unpredictable situations that will be evaluated by the Organization, in order to return the security.

**Article 6º [Irregularities]**

- a) In case of non-compliance with any of the rules of the regulation, 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.
  - 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 7º [Final Considerations]**

- a) Participation in *BEST Inside View* implies full acceptance of this regulation;
- b) All cases not covered by this Regulation, or which are not expressly or clearly defined in this regulation, will be assessed and decided by the Organization of the event, under the inherent circumstances;
- c) BEST Lisboa reserves the right, for reasons of force majeure, to amend this Regulation;
- d) The Organization reserves the right to change the schedule of the event;
- e) Questions or suggestions:
  - i) In order to get any other issues or doubts clarified, participants should first consult the information available on the website or on the Facebook page of BEST Lisboa;
  - ii) For further information or suggestions, please contact [lisbon@best.eu.org](mailto:lisbon@best.eu.org).

Lisbon, 20<sup>th</sup> of November of 2017

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