

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

### **Regulations**

#### **NAME AND HEADQUARTERS**

The *Board of European Students of Technology* (BEST) is a non-governmental and nonprofit 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 Local BEST Group Lisbon 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 Organization or as BEST Lisbon, organizes a job shadowing event under the designation BIV - BEST Inside View. For the year 2022/2023, BIV counts with its 12th 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 Ceremony on the 9th March, 2023 and end on 16th June, 2023, when the last Inside Day will take place.
- The event encapsulates the above mentioned Opening Ceremony, followed by a Roundtables Session and a Coffee Break, and an Inside Day to be later scheduled between the participating students and the participating companies. Each company has a specific week for the Inside Days, in March.
- The organization of the event is considered to be the responsibility of a Core Team of members from 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 2022/2023 school year can participate in BEST Inside View.

- a) Participants are fully responsible for their behavior 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 in the Central Pavillion, on the Alameda campus of Instituto Superior Técnico;
- b) After the Opening Ceremony there will be a Roundtables session in the Atrium of the Central Pavilion, on Alameda campus of Instituto Superior Técnico;
- c) The selection of participants for the Inside Days will be determined by the fulfillment of the following selection criteria imposed by the Organization:
- Curricular Year;
  - The student profile defined by the respective company;
  - The students' preferences for the companies;
  - There will be two phases for the Inside Days' application;
    - 1) The students who attend the Opening Ceremony will have the advantage of being the first ones to answer the forms for the Inside Days' application, where they will be able to select the companies they would prefer to visit. These forms will be available from the end of the Opening Ceremony until 48h later. Four days after the end of the Opening Ceremony they will receive the results.
    - 2) The second phase of the applications will be available after those 48 hours. The students who applied in the second phase will receive the results a week after the end of the applications' deadline, March 19th.
- d) The Organization 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 Ceremony of the 11th Edition of BEST Inside View will be required to pay a 2€ (two euros) deposit.
- b) All participants of the 12th Edition of BEST Inside View, without any exception, will be required to pay a 5€ (five euros) deposit for the Inside Days participation.
- c) The payment of the deposit will be made via bank transfer to BEST Lisbon's IBAN, which will be communicated to participants via the registration platform.
- i) Via bank transfer it should be sent to BEST Lisbon's IBAN, PT50 0010 0000 38695740001 14, which will also be communicated to participants via the registration platform.
  - ii) Via MBWay, which will respectively be provided in your welcome mail, sent up to one day after your registration via form.
- d) After payment, the participants must send the proof of the transfer to [laura.manso@best-eu.org](mailto:laura.manso@best-eu.org), with [henrique.cavaco@best-eu.org](mailto:henrique.cavaco@best-eu.org) in CC. 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 Ceremony must pay that deposit and send the proof of transfer by March 8th, 2023 in order to finalize their registration for the event. If that deadline is not respected, the students' enrolment will be canceled;
- f) Students that wish to participate in BEST Inside View Inside Day must pay that deposit and send the proof of transfer by 19th March, 2023 in order to finalize their registration for the event. If that deadline is not respected, the students' enrolment will be canceled;
- g) The return of the collateral of the Opening Ceremony will only be made to the participants who actually participated in the event, that is, they went to the Opening Ceremony and filled the evaluation form mentioned below;
- h) The return of the 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 attendance at the Opening Ceremony by the participating student, justified by reasons of force majeure with more than two working days after the Opening Ceremony, the choice to return the deposit will depend on the deliberation of BEST Lisbon regarding that particular case.
- j) In case of cancellation of the Inside Day by the participating student, justified by reasons of force majeure accepted by the Organization, and in a timely manner (minimum of five working days before the Inside Day), the collateral will be returned;
- 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 Ceremony 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 from 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 [Prize Draw]**

- a) Prizes will be randomly drawn throughout the event for the ones who attend the Opening Ceremony or/and to the Inside Days. The winners will be contacted via email.
  - i) For the Opening Ceremony prizes, the contact will be made a week after the event took place;
  - ii) For the Inside Day prize, the contact will be made a week after the last Inside Day took place.

**Article 7º [Safety Guidelines]**

- a) If a positive case of Covid-19 arises after the event, BEST Lisbon must be informed, so that all the attendees become aware of this information.

**Article 8º [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 Organization 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 Organization 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 or Instagram page of BEST Lisbon;
  - ii) For further information or suggestions, please contact [lisbon@best-eu.org](mailto:lisbon@best-eu.org).

Lisbon, 13<sup>th</sup> of February of 2023

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