

PARTICIPANTS TERMS AND CONDITIONS

1. PARTICIPANT RESPONSIBILITIES & OBLIGATIONS

- a. Safety:** The Participant is responsible for his/her own safety at all times.
- b. Independence:** The Participant warrants that he/she is an independent and self-motivated individual who is looking to take part in an impactful international cultural exchange programme and will act as a responsible Participant in all aspects of their engagement with Partnership International.

The Participant warrants that they commit to do personal research into the programme, destination country and requirements of undertaking a career training and travel exchange programme.

Whilst Partnership International are happy to discuss any aspect of the programme with parents, guardians and/or sponsors, it is required that the Participant be the principal party to this agreement and is the responsible person for all liaison and co-ordination with Partnership International. This aspect of the process is considered vital as it assists Partnership International in assessing the Participant's level of understanding and independence and is the first step for the Participant in this learning experience.

c. Rules of Engagement: The Participant agrees to act responsibly throughout the process and abide by and honour all programme rules and conditions as outlined in this agreement.

d. Full Participation: The Participant warrants that this is his/her experience and whilst Partnership International facilitate this process, the direct participation, engagement and responsibility of the Participant is key to ensuring a full and successful experience. The Participant warrants and understands that a career training and travel cultural exchange experience is one that presents various demands and challenges.

Participants are required to keep an open mind to new experiences, environments, cultures and challenges and that these are perceived as opportunities for personal growth, development and learning, rather than obstacles.

e. Information Sharing Responsibility: Each Participant is allocated a dedicated Partnership International Project Manager and/or is referred through to a respective Cooperating agent. The Participant is required to provide Partnership International with an email address that is checked a minimum of twice a week for important updates and direction. Partnership International will keep in touch with Participants via email, and cannot be held responsible for any problems or delays as a result of these not being checked on a regular basis. Any important updates relating to the programme must be communicated by the Participant to Partnership International immediately. We require all e-mails to be replied to within 48 hours.

f. Parental Involvement: The Participant themselves remain the principle party to this agreement and all correspondence will be addressed directly to the Participant. We ask however that Participants notify and keep sponsors and/or parents updated on programme information, status and progress. Parents and sponsors are welcome and encouraged to attend group information sessions for their own understanding and peace of mind. Partnership International is under no obligation to organise or attend such meetings.

g. Contact Information & Change of Details: Partnership International require specific and detailed personal information in order to process any Career Training & Study programme application. The Participant and/or their legal guardian, parent and/or sponsor warrants that this information is both accurate and provided in a timely manner, in accordance with the deadlines laid out by Partnership International. Participants must inform Partnership International of any changes in contact information, availability, health, criminal background, student status, or any other changes pertinent to an application or ability to participate on the selected Career Training & Study programme. If any changes made after acceptance result in ineligibility or acceptance becoming difficult, Partnership International reserves the right to withdraw the Participant from the programme. Any refund will be at the sole discretion of Partnership International.

h. False Declaration of Information: Any false, deceptive, or withheld information on the Participants programme application, visa application or supporting documentation, or any behaviour deemed inappropriate after the Participants acceptance on to a Partnership International Career Training & Study programme may be grounds for

immediate cancellation of the programme with or without refund at the discretion of Partnership International.

i. Documentation: By accepting these terms and conditions and signing up to any Work training & Study programme with Partnership International the Participant undertakes to complete and submit all required documentation, including payments, in a complete, accurate and timely manner. Partnership International reserves the right to cancel participation on a specific programme due to the non-timely or late delivery of documentation relevant to the Participant's selected programme.

2. PROCESS

a. Career Training & Study Programme – this may be a full placement experience offered by Partnership International or in conjunction with an overseas partner agent, which may include placement, training and orientation information. It may be a referral to a cooperating agent for services, courses, or placements.

b. Eligibility, Interview & Acceptance: Acceptance onto a Partnership International Career training & Study programme or Cooperating Agent programme, is based on programme eligibility factors such as language level, educational requirements, previous experience, interview etc. Certain requirements will need to be met to ensure eligibility.

Following acceptance, a Participant's continuation on the programme is based upon their ability to abide by the responsibilities as outlined in these Terms & Conditions, as well as submission of all required paperwork and full payment.

c. Placement (if applicable)

- i. Where training placement services are offered, Partnership International and Cooperating Partners do their best to secure a range of positions, employers, and locations, however these cannot be guaranteed. It is important that Participants understand that Partnership International and Cooperating Partners are not Recruitment Partners but seek to source Internship opportunities as part of an overall Career Training & Study experience. The Career Training & Study programme is less about a "job" and more about the experience of living and working overseas.
- ii. All employer requirements must be met in order for a Participant to be put forward for a particular position. Acceptance decisions are the responsibility of the employer and as such cannot be guaranteed by Partnership International.
- iii. If a training placement is offered, the Participant agrees to abide by all rules and company policies as outlined, and behave honestly and responsibly at all times. Placements cannot be confirmed until full Programme Fees have been received.

3. PARTICIPATION COSTS & PAYMENT

a. Programme Fees (if applicable): Programme fees must be paid following invoice payment terms (**may not apply to the individual**).

b. Additional Costs: Programme Fees exclude the cost of International travel, visa processing, housing deposits, medical and travel insurance and all other possible costs associated with an international travel experience.

- i. **Travel Insurance:** It is the responsibility of the Participant or their legal guardian to ensure they possess adequate insurance cover for the full duration of the work and Study experience. It is the responsibility of the Participant to ensure that coverage is adequate given pre-existing conditions and other factors, and to purchase additional insurance where it is not. Where travel insurance is not covered in the programme package, it is the responsibility of the Participant to purchase this coverage for the full duration of the trip.
- ii. **Consulate / Embassy Visa Fees:** Fees levied by the various consulates/embassies are the responsibility of the Participant.
- iii. **Travel Arrangements:** Flights and other travel costs to, from and within your destination country as well as your own home country are your responsibility.

- iv. **Housing (if applicable)** is allocated on an availability basis and is of a student standard. Housing deposits of €100 - €200 must be paid to Partnership International or Co-operating Partners following pre-arrival instructions.

4. PARTNERSHIP INTERNATIONAL

- a. **Third Party Indemnity:** While Partnership International attempts to cooperate with and/or secure the services of third party partners to provide complimentary career training & Study products, services and programmes, we are not responsible or liable for any services offered by these partners. Participants enter into independent business activities in this regard and are responsible for reading and understanding all terms and conditions relevant to that agent or product. Partnership International is not liable or responsible for any loss or damage caused as a result of services not offered by us directly.
- b. **Limited Liability:** To the full extent permitted by law, our liability for breach of an implied warranty or condition is limited to the supply of the services again or payment of the costs of having those services supplied again. We accept no liability for any loss whatsoever including consequential loss suffered arising from services we have supplied.
- c. **Privacy:** Partnership International undertakes to exercise all due care to preserve any information provided in a secure manner. We cannot however always ensure the security of information provided. Therefore, information transmitted to Partnership International is entirely at your own risk. Company compliance with privacy legislation is set out in our separate Privacy Policy which may be accessed from our website – www.partnershipinternational.ie
- d. **Feedback/Issues:** We value all feedback. All comments - positive or negative, should be submitted in writing to info@partnershipinternational.ie and must be accompanied by a name and contact number of the participant. Partnership International will do our utmost to address concerns within 3 days but does not guarantee resolution of such complaints within the same time period.

5. INTERNSHIP

- i. You will respect your host company, its employees and property.
- ii. Partnership International will not under any circumstances, accept responsibility for damage caused to the host company by you as an intern.
- iii. You are obliged to be on time for work every day. If you are late, you must contact your host company and let them know.
- iv. If you are absent from work due to illness (even for one day) you must contact your host company. If you are going to miss more than one day of work, you need to go to a doctor and get a medical certificate for your illness.
- v. You must always dress professionally, or as required, when presenting yourself at the host company. Ripped jeans, sportswear, hoodies or sports shoes are *not generally* allowed but it depends.
- vi. You must abide by all company rules and regulations. If you break these rules you will be subject to disciplinary action which in extreme circumstances could lead to your dismissal from your internship. If this happens your place in the programme could be in jeopardy and may lead to your return to your home country.
- vii. If in doubt ask questions, never assume to know something.
- viii. You must be flexible and work as part of a team. Offer to help where possible and be willing to do tasks as requested by your colleagues and/or supervisor.
- ix. It is your responsibility to complete the placement to the best of your ability within your Host Company.
- x. If you wish to cancel your program prematurely, you must give the host company and Partnership International at least two weeks' notice and a valid reason. Partnership International or its cooperating partners are under no obligation to change your company if it finds the reason to be less than valid, and depending on your mobility project, you may need to refund part of full of the Programme Fees associated with a placement. The amount will



be at the discretion of the Cooperating Agent responsible for the placement and not Partnership International.

- xi. Upon successful completion of your internship, you will receive a certificate of completion from Partnership International or its cooperating partners.
- xii. Partnership International or its cooperating partners will contact your company regularly to ensure that you are performing well at all times.
- xiii. Any failure in respect of the above policy will result in a partial or total loss of the deposit (if applicable), or programme fee. It might also incur in the cancellation of the programme with or without refund at the discretion of Partnership International.
- xiv. Partnership International staff are entitled to verify at any time that the rules are respected and are allowed to enforce them.

6. GDPR - Data Protection

Information, including your email address, date of birth and work and education history which we have been sent by you or your organisation/company/school will be kept confidential in password protected folders and will be deleted from our system one year after your project is completed. Only staff with direct involvement in your project will have access to it and it will never be used for anything other than to benefit your experience in your chosen destination.

Use of email: We use your email to contact you regarding your time in your destination city or to inform you or request information regarding the success organisation of your project or for informing you of extracurricular activities organised by Partnership International to assist in your overall experience.

Use of your image in photos or videos: From time to time we take group or individual photos upon your arrival and departure, in the office, at organised weekly entertainment events or in the host company. Primarily, this is for our records and also for project dissemination which may be a requirement of the grant or funding for your project.

However, we will from time to time, publish social media (Facebook, Twitter, Instagram) and advertising/marketing content which may include your image in a video or amongst other images but never will your full name of any other identifying information be made public except perhaps for your country of origin. If you do not wish for us to use your image as described in this last paragraph, please tick the appropriate box:

Yes, no problem No thanks

ACCEPTANCE OF TERMS & CONDITIONS: As a Participant of Partnership International I hereby state that I have read, understood, and agree to abide by the Terms & Conditions as set out in this Agreement.

I further state any false, misleading or withheld information, or misconduct on my part during my participation on a Career Training & Study programme, can result in the cancellation of my application or termination of further participation without refund. I understand that I will be held personally liable for payment of damages/costs. I have understood, printed and kept a copy of these terms and conditions for future reference.

PARTICIPANT NAME: Ooáie Gaspar Moral Marques

SIGNATURE: Ooáie Gaspar Moral Marques

DATE: 07/10/2023