



Partner's Guide: How to publicize and formalize PIPP/PIIC internship agreements in CareerOS

Practical tips on how to create, manage and sign PIPP/PIIC internship agreements.

1. Click in the following link: <https://employer.thecareeros.com/>
2. Click in “Create new account”
3. Choose the email which you like to use to register, create a password and click in “Continue”

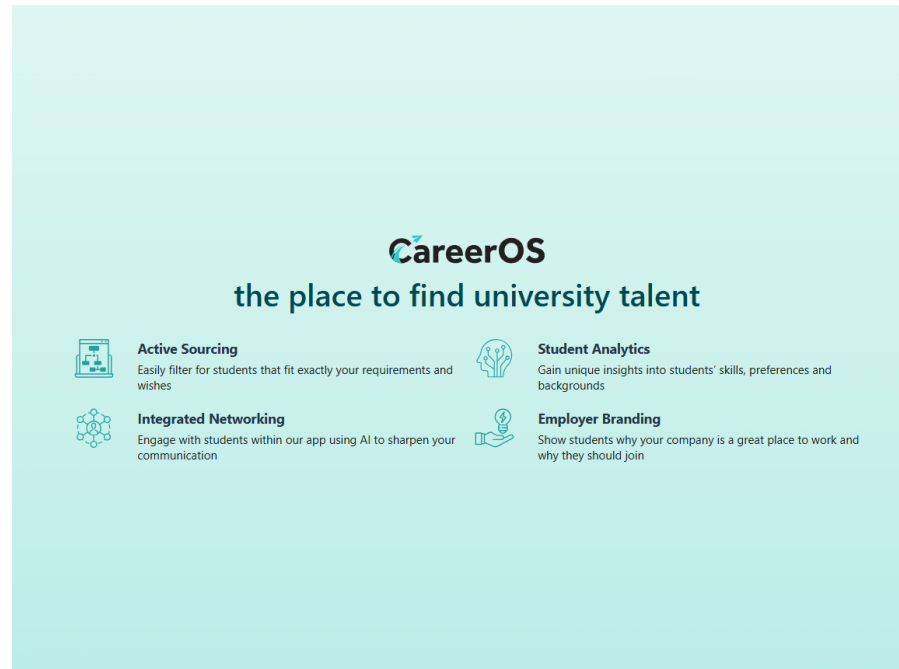
CareerOS for Employers


 Continue with Azure

 Continue with Google

Or continue with email:

Are you a student or career advisor? [Come this way](#)






Create Your Account


Sign Up to CareerOS with your professional e-mail

Email address*

Already have an account? [Log in](#)

OR

 Continue with Google

 Continue with your Microsoft account

4. Search for your Institution* and click in “Continue”

Select Your Company

Company*

[I can't find the company I'm looking for →](#)

5. Fill in all details, choose the option “Yes I am an university partner” and click in “Next”

employer.thecareeros.com/onboarding

Engage with top university talent

First name *

Last name *

What is your job title *

Which regions do you represent? *

Have you been instructed by a university to create an account on CareerOS? *

☐ No, I am not a university partner

☒ Yes, I am a university partner

6. Choose NOVA FCT, respond “Yes” to the question “I want to manage internship agreements with students from NOVA FCT” and click in “Create account”

employer.thecareeros.com/onboarding

Engage with top university talent

Please select the university that referred you *

NOVA FCT

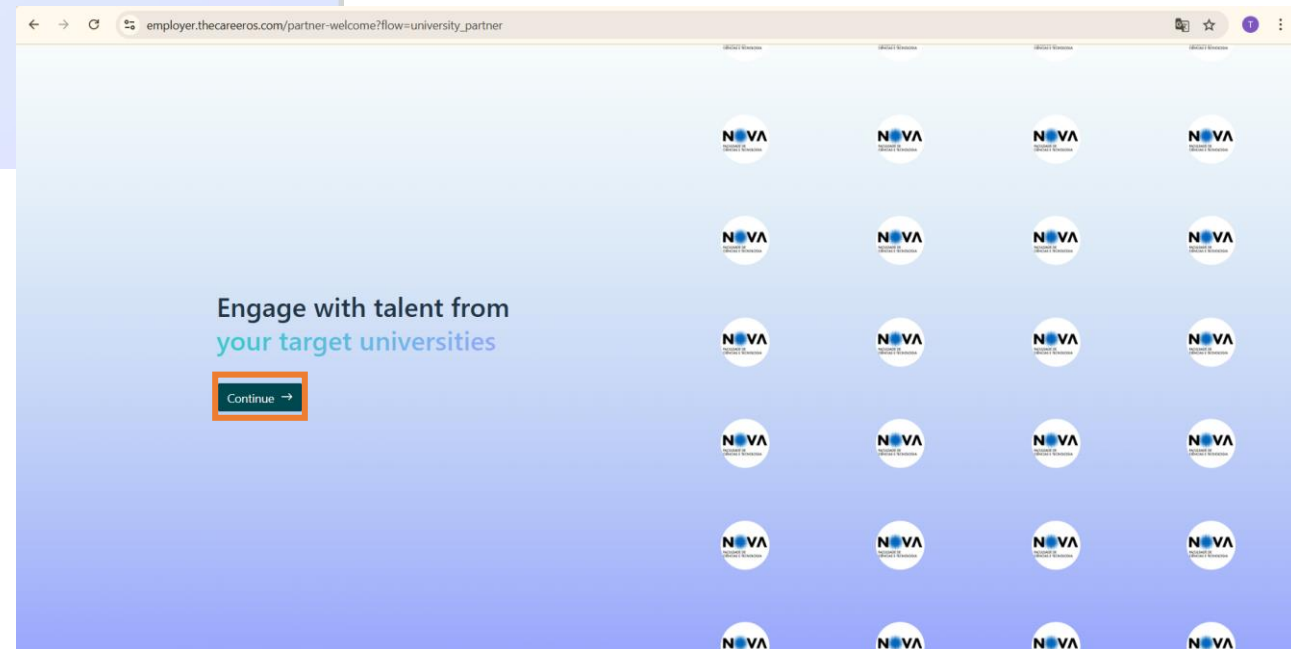
I want to manage internship agreements with students from NOVA FCT *

☒ Yes ☐ No

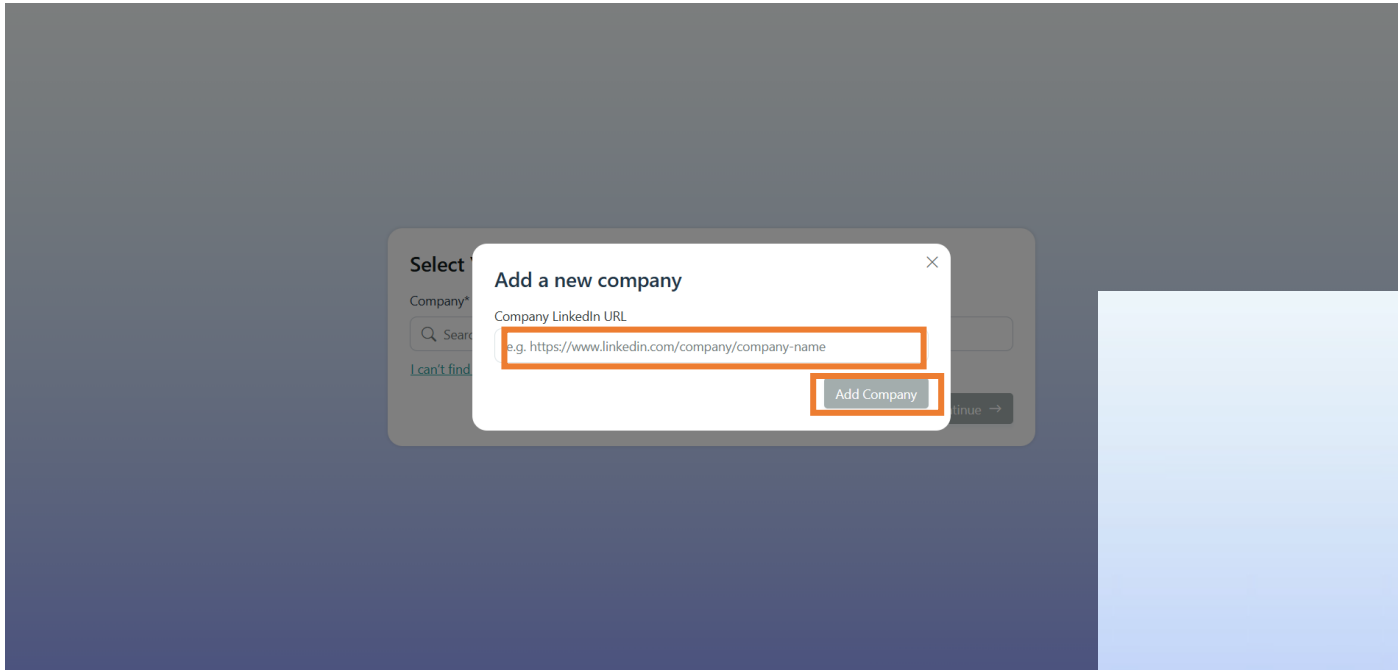
By proceeding, you agree to our [Terms of Use](#) and our [Privacy Policy](#).

[← Back](#) [Create account](#)

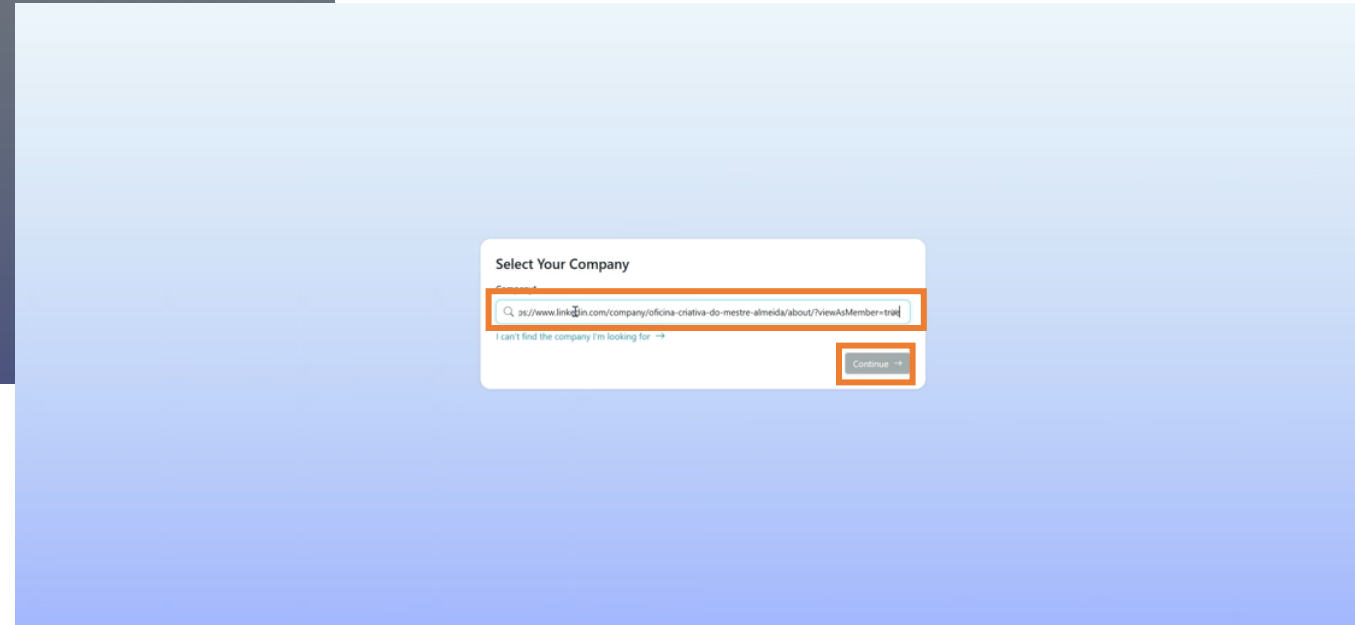
7. Start your onboarding by clicking in “Continue”



*If you cannot find your institution, please click in “I can’t find the company I am looking for” and copy your institution’s LinkedIn URL and click in “Add company”



After, select again your company (writing down its name in the blank field) and click in “Continue”



In case your company does not have a LinkedIn URL, please email us at careers@fct.unl.pt

8. Click in “Let’s Go” and start navigating through the onboarding by clicking on the greenish circles. Then click in “Get Started With CareerOS”.

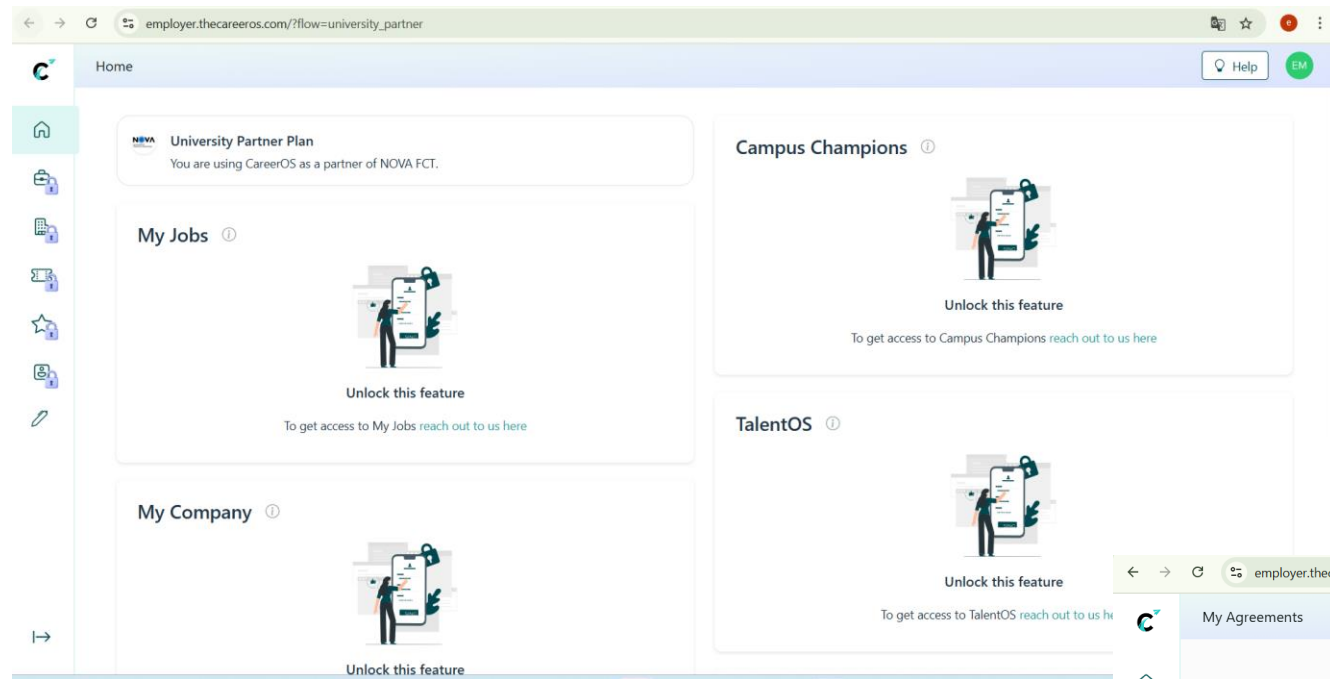
The image displays three screenshots of the CareerOS interface, illustrating the onboarding process for a university partner.

First Screenshot (Home Dashboard): The user is logged in as a University Partner. A modal titled "Engage With Top Talent at Your Partner University" is displayed, featuring a "Let's Go" button. The dashboard includes sections for "My Jobs" (listing a "Product Management Intern" role), "My Company" (CareerOS), and "Campus Champions" (showing 1 nominated champion and 1 university covered).

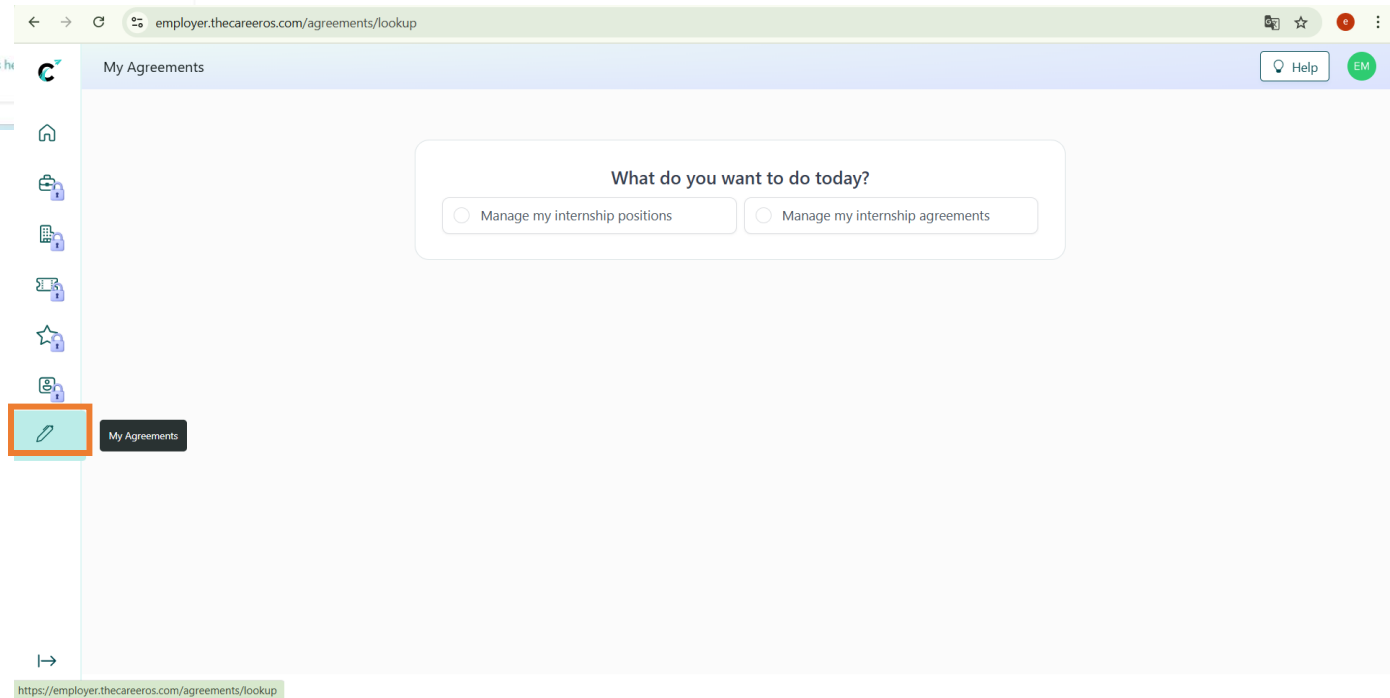
Second Screenshot (Home Dashboard): The user is logged in as a University Partner. A modal titled "From your dashboard you can access all features like job posts, company profile, active sourcing and event management" is displayed, featuring a green circle highlighting the "Let's Go" button. The dashboard includes sections for "My Jobs", "My Company", and "Campus Champions".

Third Screenshot (EngageOS Interface): The user is logged in as a University Partner. A modal titled "Collaborate With Your Partner University" is displayed, featuring a "Get Started With CareerOS" button. The interface shows a list of students (Andrea Maria Cruz Motta, Marvin Boße, Mia Ignatovich, Daniel Martinez Bruned) and a search bar for students.

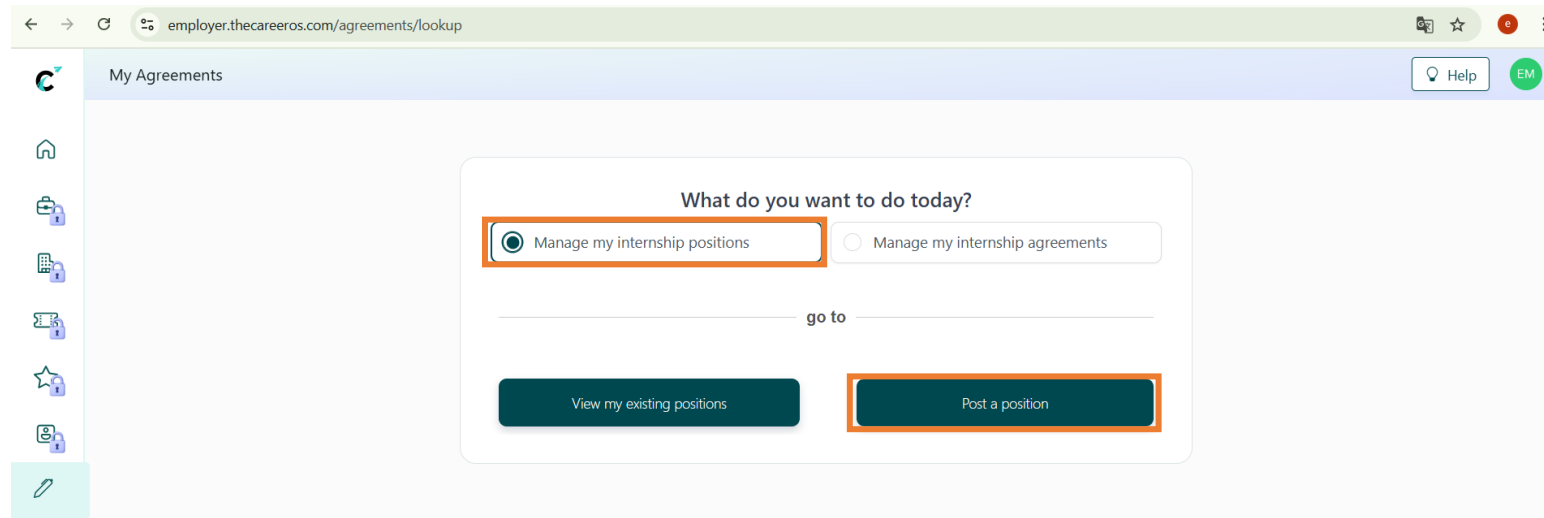
Welcome to your Partner's Dashboard.



To start with, click on the Agreements icon to start posting PIPP/PIIC internship offers/positions.

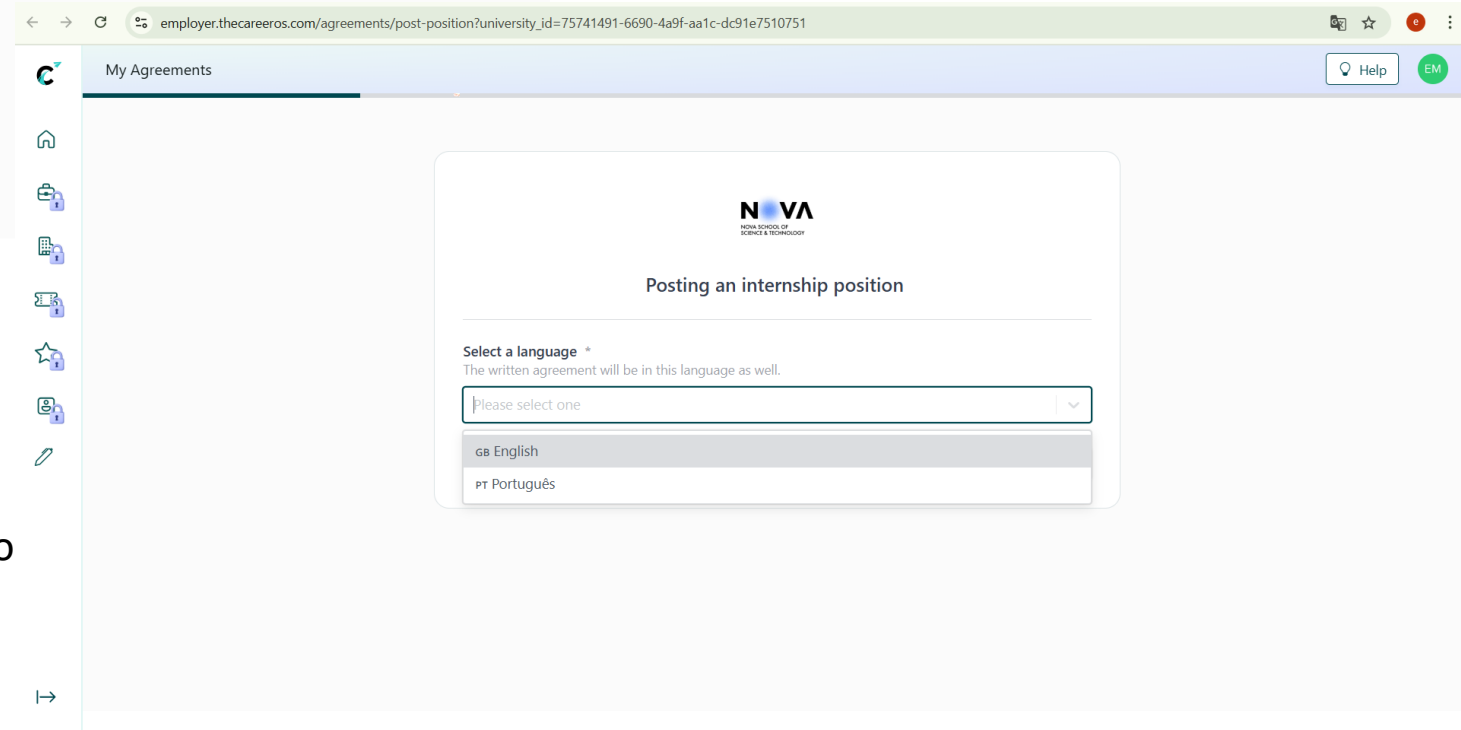


To submit a PIPP/PIIC internship position/offer, select “Manage my internship positions” and then click in “Post a Position”.



https://employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

Select the language in which you want to submit your internship position.



employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

Help EM

NOVA
NOVA SCHOOL OF
SCIENCE & TECHNOLOGY

Posting an internship position

Select a language *
The written agreement will be in this language as well.

en English

Do you want to use a previous position as template? *

☐ Yes, use position as template

☒ No, start from scratch

Page 1 of 3

The main objective of the Professional Practice Introduction Program (hereinafter referred to as the "Program") is to provide students with their first contact with a business environment related to their field of study. This is achieved through a short-term curricular internship, typically lasting a minimum of 80 hours, conducted over approximately five weeks during the Intercalary Period. During this internship, students will learn about the functioning of work in a business environment in their field of study, adhering to basic rules such as company schedules and task completion according to received orders. They will also get acquainted with the professional activities of graduates in their field and develop transversal skills, particularly in written and oral communication, and autonomous learning.

At the same time, the Program allows companies to play an active role in the university education of

If is the first time you are posting na internship offer/position, select “No, start from scratch”.

If you have already posted na internship position, select “Yes, use position as a template” to use a previous submitted position as a template.

Please read the Terms & Conditions, tick the checkbox and click on “Next”.

employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

Help EM

Do you want to use a previous position as template? *

☐ Yes, use position as template

☒ No, start from scratch

Page 1 of 3

a) Providing the Student with access to its facilities during the internship period, as well as supplying the necessary technical and administrative knowledge, assistance, and advice essential for the completion of the training;

b) Appointing a business internship supervisor;

c) Accepting and facilitating the student's absence from the internship site on days and at times strictly necessary for the continuation of their studies. This includes attending mandatory classes, preparing the internship report, or other evaluation activities at NOVA FCT or another designated location. The student is entitled to the day off and the day before these activities, upon presenting proof of their attendance.

3. Provisions on Intellectual Property Generated During the Short-Term Internship

By participating in the Program, the Host Entity acknowledges and commits to respecting the Intellectual Property Regulations of the Universidade NOVA de Lisboa, available at [Regulamento 1104/2020, 2020-12-22 - DRE](#), and to adhere to the intellectual property provisions outlined in these Terms and Conditions.

PPP-PJC-TC-EN-NOVAFCT 25.01

☒ I hereby accept NOVA FCT's Terms & Conditions under the PIPP *

Next →

Fill in all the internship position/offer's details.

Note: If the Department where the position you are creating is allocated to does not exist, please choose “other”.

My Agreements

Posting an internship position

Internship Information

Internship position *

Software Developer Internship

Team/Department *

Please select one

Trading & Investing

Legal & Compliance

People, HR & Recruiting

Management & Administration

IT Administration

Other

Please select one

Please select one

My Agreements

Posting an internship position

Internship Information

Internship position *

Software Developer Internship

Team/Department *

Software Development

Internship application deadline *

12/10/2025

Internship start date *

MM/DD/YYYY

Internship week start *

Please select one

Internship day start *

Please select one

City of internship *

Internship type *

Please select one

PIPP (Bachelor/Licenciatura)

PIIC (Bachelor/Licenciatura)

PIMSc (Master/Mestrado)

Internship week end *

Please select one

Internship day end *

Please select one

Street & number of internship *

In the “Internship type” field, please select the option PIPP.

Keep filling in all the internship position/offer's details.

Note: When posting an internship position/offer, you can only select one target degree at a time. If your position targets several degrees, you should create as many offers as your targeted degrees.

Eg: Internship A targets Electrical and Computer Engineering (2 spots) and Mechanical Engineering (2 spots), so you should create two separate offers having 2 spots each.

employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

Software Development

Internship application deadline * 12/10/2025

Internship type * PIPP (Bachelor/Licenciatura)

Select the Specializations, that should be able to apply for your position. *

Electrical and Computer Engineering

Chemical and Biological Engineering

Civil Engineering

Communication and Information Engineering

Computer Science and Engineering

Conservation and Restoration

Electrical and Computer Engineering

Please select one

Please select one

City of internship * e.g. Barcelona

Street & number of internship * e.g. Paseo de Gracia 101, 3-3

Keep filling in all the internship position/offer's details and in the end click on “Next”.

employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

3000-245 Portugal

Internship details

Number of spots *
Maximum number of students for this position

3

Internship tasks *

Tasks to be performed by the student during the internship.

Compensation/Stipend **Compensation/Stipend currency**

0 Please select one

Other benefits
optional

Please indicate any other benefits, financial or otherwise, that are provided beyond the salary.

employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

Compensation/Stipend **Compensation/Stipend currency**

0 Please select one

Other benefits
optional

Please indicate any other benefits, financial or otherwise, that are provided beyond the salary.

Other information
optional

Type other information.

← Back **Next →**

Fill in all the company information » this info is needed to feed the Internship Agreement that will be automatically generated for each student who is allocated to your internship position/offer. Then click on “Next”.

The screenshot shows a web browser window with the URL `employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751`. The page title is "My Agreements". The main heading is "Posting an internship position". Below this is the "Company information" section with the following fields:

- Trade name of your company *: XYZed
- Legal entity of your company *: XYZed
- Short description of business model *: IT company
- VAT of your company *: 456768777
- City of your company *: Lisbon
- Street & number of your company *: Rua Amadeu Pereira, 45
- Postcode of your company *: 4000-256
- Country of your company *: Portugal
- Email of GDPR (Data Privacy) officer *: employer2.careeros@gmail.com

At the bottom of the form, there are two buttons: "Back" and "Next". The "Next" button is highlighted with an orange border.

Note: the signee is the person who will sign the Internship Agreement on your side.

The screenshot shows the same web browser window, but the form is now at the "Company representative information" step. The fields are:

- Full name of signee *: António Silva
- Position in company *: Diretor
- Email signee *: antonio.silva@xyzed.com
- Phone signee: +34 612 345 678 (with a dropdown menu showing a flag icon)

Below the fields, there is a blue information box that says: "The agreement will be sent to this email address. Please ensure that it is correct." At the bottom, there are two buttons: "Back" and "Next". The "Next" button is highlighted with an orange border.

employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

Posting an internship position

Tutor information

A tutor is an employee who oversees the activities of the student during the internship.
Will it be the same as the person signing?

Full name of tutor *
Andreia Sousa

Position in company *
Software Manager

Email of tutor *
a.silva@xyzed.com

Phone of tutor
+34 612 345 678

Have you already found a student for this internship? *

☒ No, we need to find a student. ☐ Yes, we have found a student.

[Back](#) [Next](#)

Keep filling in all information.

Note: the tutor is the person from your company/host entity who will be responsible for the intern (NOVA FCT student) during their internship at your company/host entity.

Then, click on “Next”.

In the end, review all the info and click in “Submit”.

employer.thecareeros.com/agreements/post-position?university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

Phone signee

Unanswered

Edit

Full name of tutor
Andreia Sousa

Position in company
Software Manager

Email of tutor
a.silva@xyzed.com

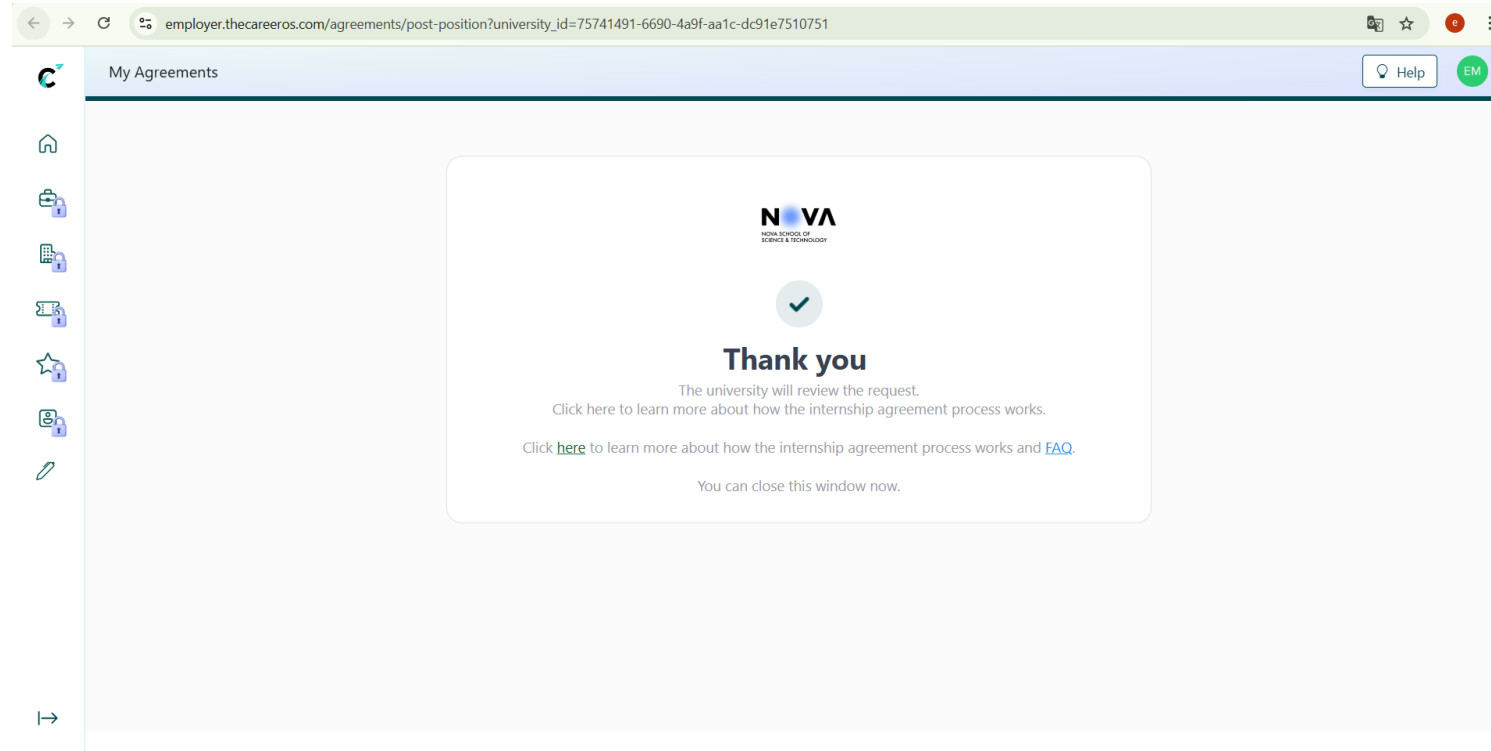
Phone of tutor
Unanswered

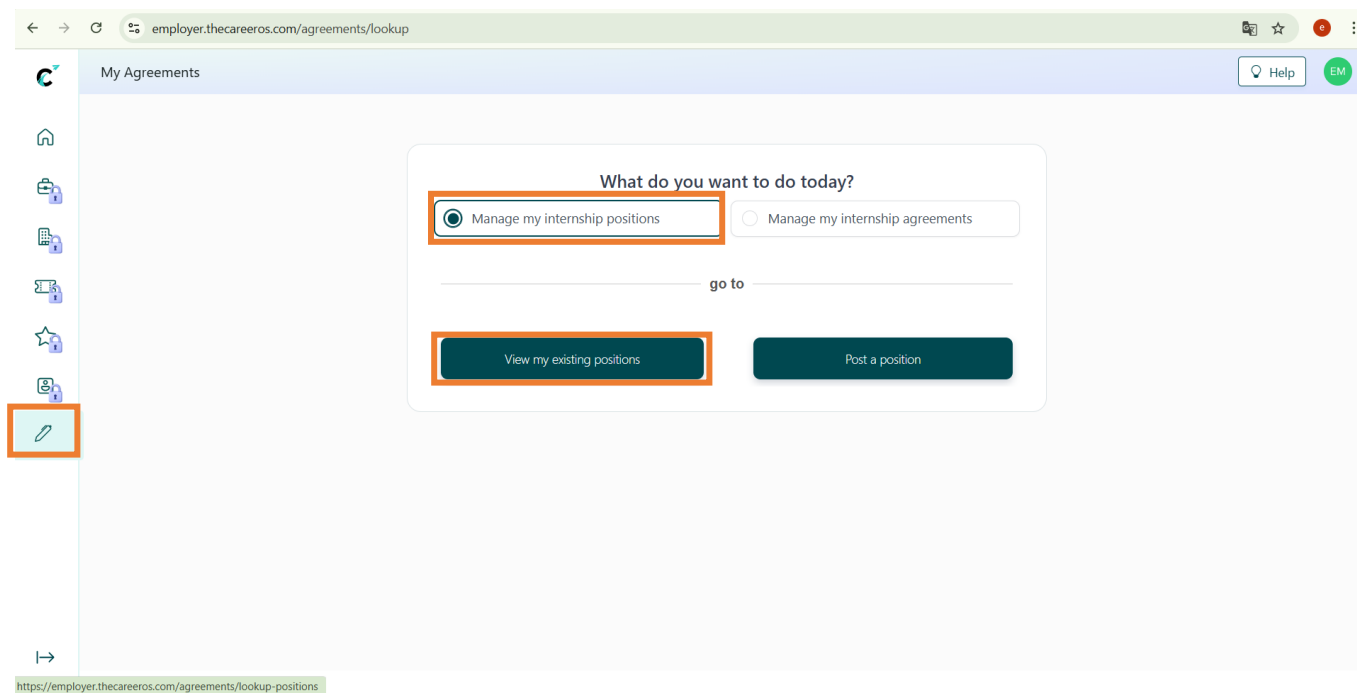
Have you already found a student for this internship?
No, we need to find a student.

If you have any questions, get in touch with the NOVA FCT Coordinator

[Back](#) [Submit](#)

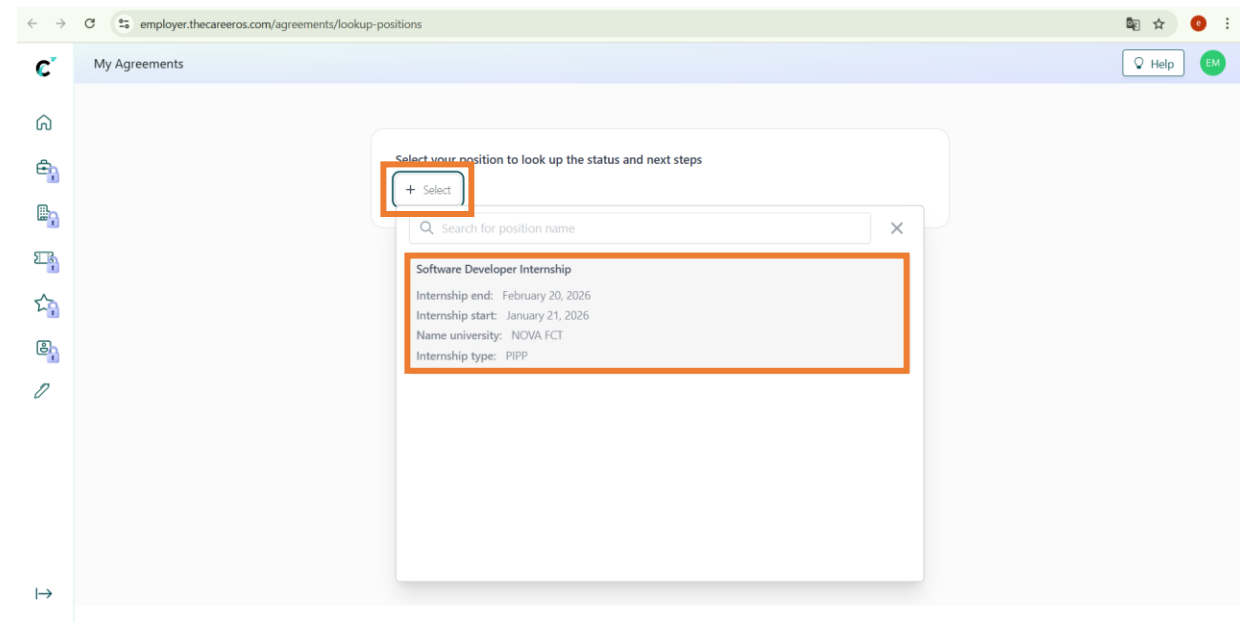
Your position was submitted and will now be validated by NOVA FCT before turning visible for our targeted students.





In case you want to review your internship position/offer, go to CareerOS, go to the tab “My agreements”, choose “Manage my internship positions and click on “View my existing positions”.

Select the position you want to look into.



employer.thecareeros.com/agreements/lookup-positions

My Agreements

Select your position to look up the status and next steps

Software Developer Internship

[Change](#)

University : NOVA FCT	Position: Software Developer Internship
Internship start: 2026-01-21	Internship end: 2026-02-20
Internship type: PIPP	Internship deadline: 2025-12-10
Number of total spots: 3	Number of open spots: 3
Status: Published	Next steps: Students express interest in positions, then the university assigns positions to students.

If you have any questions, get in touch with the NOVA FCT Coordinator
- a.silva@xyzed.com

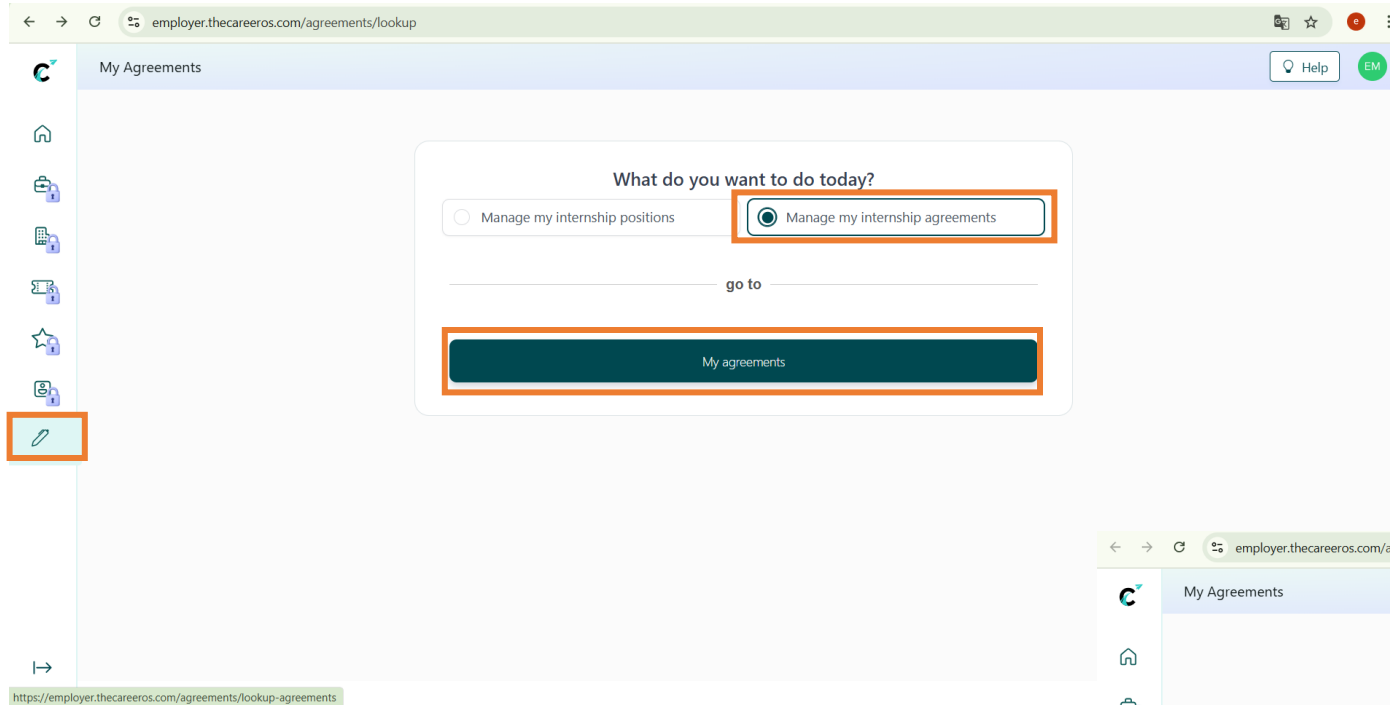
[Cancel this position](#)

You can change any detail of the position by clicking in “Change”.

You can cancel the position by clicking in “Cancel the position”.

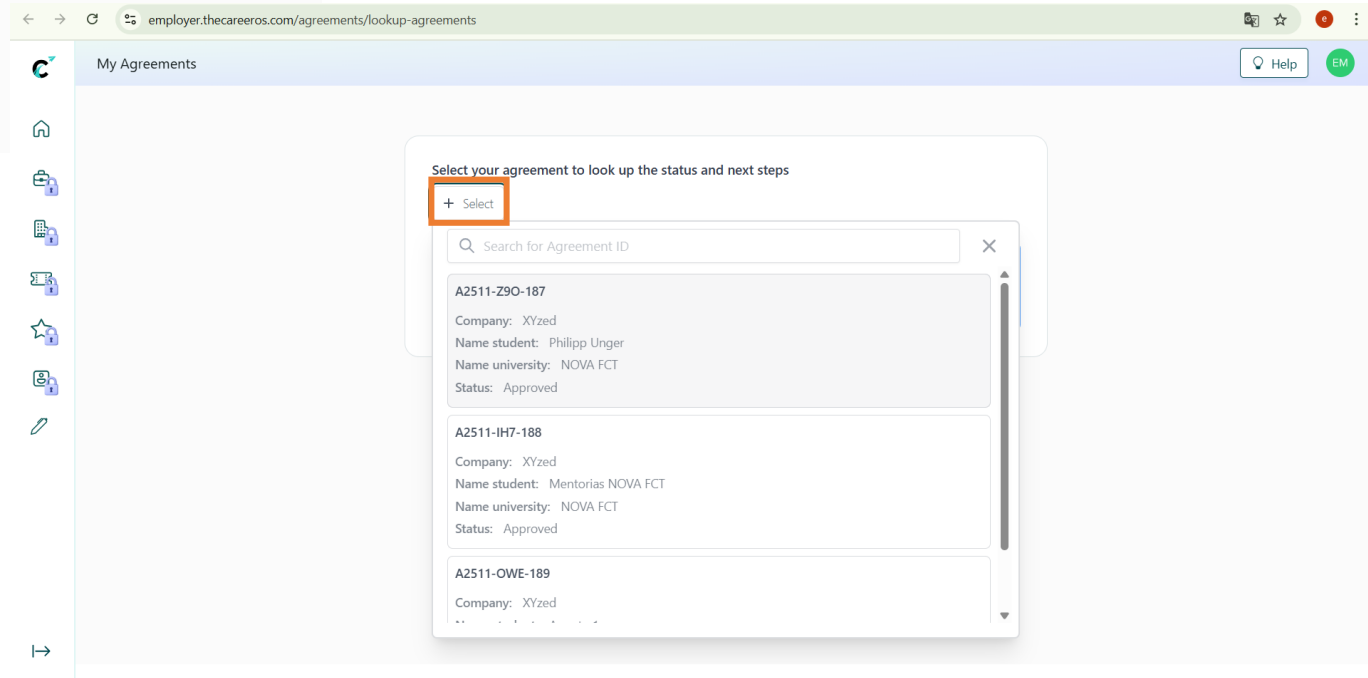
- Once the created position/offer is validated by NOVA FCT, it will become visible for our students and students from the targeted degrees will be able to express their interest.
- Once they express their interest, the NOVA FCT PIPP/PIIC Coordinator will allocate the students to the position/offer.
- Once they are allocated and the assignment is closed by the NOVA FCT Coordinator, the internship agreement process starts (formalization of the internship between the three parties: Company/Host Entity, Student and NOVA FCT).
- Once the internship agreement is generated, the company/host entity’s signee will be notified to sign it in the platform.

The company/host entity can consult which students are allocated to their internship offers/positions and can also check the automatically generated agreements to formalize each of those students' PIPP internships.



Go to CareerOS, go to the tab “My Agreements” and choose the option “Manage my internship agreements”. Then click on “My Agreements”.

Select the Agreement you want to look into.



Once an Internship Agreement is generated, the company/host entity's signee will be notified via email to go to CareerOS in order to sign the Internship Agreement.

The company/host entity (using the email that was initially used to register the company/institution in CareerOS) can go to CareerOS and can also access the signature process here:

- After selecting the agreement you want to look into (previous slide)
- Click on “Sign Agreement”
- Click on “Add Signature” » Note: it has to be signed by the person who was nominated as the company/host entity's signee

employer.thecareeros.com/agreements/lookup-agreements

My Agreements

Select your agreement to look up the status and next steps

A2511-OWE-189

Change

Agreement ID: A2511-OWE-189	Name: Agente 1
University: NOVA FCT	Company: XYzed
Next step: Employer, then student, then university sign the agreement	Status: Approved

See all possible actions for this agreement at this moment

Sign agreement

Cancel agreement

employer.thecareeros.com/agreements/sign?id=recOWe3CtEUFZOWMX&university_id=75741491-6690-4a9f-aa1c-dc91e7510751

My Agreements

Signing an internship agreement

Agreement ID: **A2511-OWE-189**

Student: **Agente 1**

Status: **Approved**

Signee: **António Silva**

Please provide your signature below *

Add signature

Date of signature * MM/DD/YYYY

Place of signature * e.g. Barcelona

The agreement file will be updated with your signature after you submit.

Page 1 of 3

Nova
FACULDADE DE
CIÊNCIAS E TECNOLOGIA

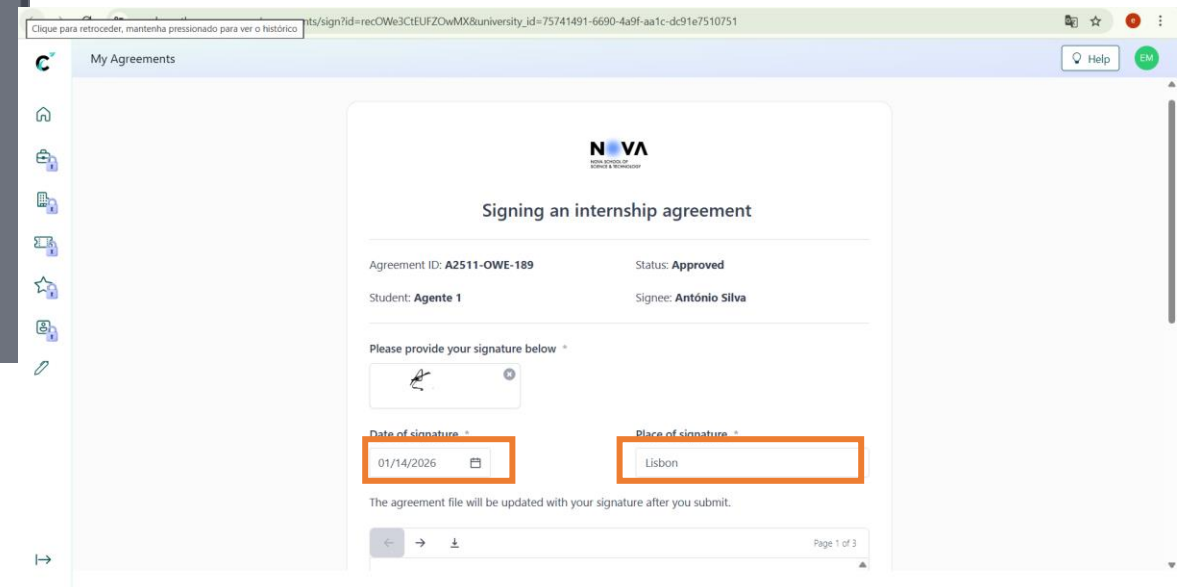
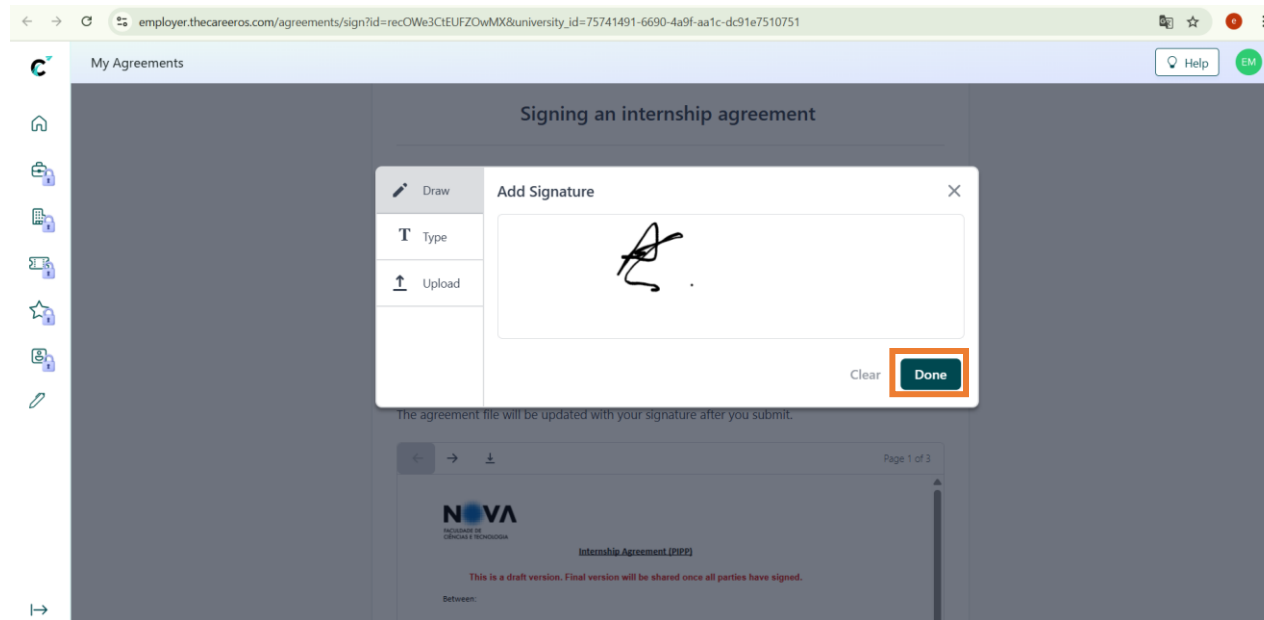
Internship Agreement (PIPP)

This is a draft version. Final version will be shared once all parties have signed.

Between:

The company/institution (entering with the email that was initially used to register the company/host entity in CareerOS) can also access the signature process here:

- After selecting the agreement you want to look into (previous slide)
- Click on “Sign Agreement”
- Click on “Add Signature” » Note: it has to be signed by the person who was nominated as the company/host entity’s signee
- Sign in the blank space and click in “Done”
- Fill in the “date of signature” and “place of signature”



The company/institution (entering with the email that was initially used to register the company/host entity in CareerOS) can also access the signature process here:

- After selecting the agreement you want to look into (previous slide)
- Click on “Sign Agreement”
- Click on “Add Signature” » Note: it has to be signed by the person who was nominated as the company/host entity’s signee
- Sign in the blank space and click in “Done”
- Fill in the “date of signature” and “place of signature”
- Click on Submit
- The signatures process will now proceed: the student will sign it and, finally, NOVA FCT will sign it.
- Once the agreement is fully signed (by all three parties), all parties will receive it signed on their email.

The image displays two screenshots of the CareerOS web application interface, specifically the 'My Agreements' section.

Left Screenshot: Shows the 'My Agreements' page with a document titled 'Practice Introduction Program (PIPP)'. The document content includes:

- Practice Introduction Program (PIPP), which, in collaboration with NOVA FCT's partner entities, aims to promote student contact with the business reality related to their course area through a short-term curricular internship, typically lasting about five (5) weeks, during which students are expected to develop high-level technical tasks, are two aspects of the NOVA FCT Curricular Profile.
- (3) [The Intern is a student at NOVA FCT, enrolled in the Bachelor in Electrical and Computer Engineering, and intends to undertake a curricular internship within the scope of the Professional Practice Introduction Program (PIPP), specifically in the area of Software Development, with the aim of obtaining 3 ECTS;
- (4) The Host Entity unreservedly subscribed to the General Terms and Conditions for Short-Term Internships within the scope of the Professional Practice Introduction Program (PIPP), hereinafter referred to as "Terms and Conditions," and expressed interest in providing the intern with the opportunity to undertake the Internship;

The following clauses are established:

Clause 1

A2511-OWE-189

Our signature process meets the strict **Advanced Electronic Signature (AES)** standard for full legal compliance and security.

Submit

Right Screenshot: Shows a 'Thank you' message with a green checkmark icon. The text reads: 'Thank you. The student will sign the agreement next. Click here to learn more about how the internship agreement process works. You can close this window now.'

Any questions or difficulties, please contact us in careers@fct.unl.pt

Thank you!