



Universidade do Minho
Serviços Académicos

FORM/REQUEST PROFESSIONAL TRAINEESHIPS (Order RT-133/2008 of 15 December)	Received on: ____/____/_____ By: _____
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Full name: _____ Degree: _____ Student Number: _____

Address: _____ _____
Postal Code: ____ - ____ Phone number: _____
E-mail: _____

Request for enrolment at the University of Minho in the academic year ____/____, attaching to this request the following document: ▪ Document issued by the entity requiring the professional traineeship, confirming the need of the latter for the student's professional activity, as well as indicating its respective start and end date <input type="checkbox"/>

Information concerning Personal Data Protection by the UMinho due to the owner of the data (RGPD article 13) Information on the collection of personal data for registration at the UMinho Responsible for the treatment: University of Minho, Academic Services, secretaria@saum.uminho.pt. Recipients: University of Minho (UMinho), Ministry of Science, Technology and Higher Education, Social Services of the University of Minho (SASUM). Purposes: Management of the academic pathway, preparation of requests presented to UMinho, internal administrative processes of financial order, creation of personal electronic identity, access to libraries, access to campuses and parking facilities and elaboration of statistical reports; SASUM/preparation of the processes related to the Student Welfare. Lawfulness: GDPR, Article 6 (b), "the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject", being the contract this registration as a student of UMinho. Data storage period: 60 years. Rights of the holders: Right of access, right to rectification and the right to data portability. The right to erasure only applies after the period of data retention. The right to restriction of processing, in the situations referred to in article 18 of the GDPR. Data Protection Office Contacts E-Mail: protecaodados@uminho.pt URL: https://www.uminho.pt/dataprotection

I hereby declare that: 1. I hold an undergraduate or master's degree from the University of Minho; 2. I am undertaking a professional traineeship with a view to practising a profession. I hereby acknowledge that: 1. Enrolment is only valid for the traineeship period and up to a maximum of 24 months after completing the degree; 2. If I leave or interrupt the traineeship, I will have to inform the Academic Services; 3. I must pay school insurance to benefit from all rights concerning the traineeship. Data: ____/____/____ Assinatura: _____

Note: A notification will be sent via Electronic Desk in the Academic Portal upon a decision on this request.