

Guidelines for Master's Curricular Internships in Conservation and Restoration and Other Scientific Areas at the José de Figueiredo Laboratory

The José de Figueiredo Laboratory (LJF) is a reference institution in the field of Cultural Heritage Conservation and Restoration. Its mission includes supporting the training of conservator-restorers through master's curricular internships, integrated within its various areas of specialisation. Interns at this institution have the opportunity to be supervised by professionals with extensive knowledge and experience in their field and to work with classified heritage. Within this scope, the following guidelines are presented for master's curricular internships in (a) Conservation and Restoration, and (b) other scientific areas integrated within the LJF.

Eligibility

- a) Master's curricular internships in Conservation and Restoration are open to students of all nationalities, fluent in Portuguese or English, who are enrolled in master's programmes in Conservation and Restoration in Portugal accredited by the Agência de Acreditação e Avaliação do Ensino Superior (A3ES)¹, or in international master's programmes recognised by ENCORE. Applicants must be enrolled in the final year of their master's programme and have passed curricular units that provide foundational knowledge in the specific area of Conservation and Restoration to which they are applying.
- b) Master's curricular internships in other scientific areas integrated within the LJF are open to students of all nationalities, fluent in Portuguese or English, who are enrolled in national higher education institutions accredited by A3ES or in international institutions with study cycles recognised in the scientific area of the internship. Applicants must be enrolled in the final year of their master's programme and have passed undergraduate and master's curricular units that provide foundational knowledge in the specific area of the internship.

Internship Terms

Duration and Period

- Internships will last a minimum of one semester and a maximum of one academic year (2 semesters). The daily schedule will be agreed upon between the LJF, the educational institution, and the intern.

¹ Instituto Politécnico de Tomar, Universidade Católica do Porto and Universidade NOVA de Lisboa.

Supervision

- Internships will be supervised by professionals from the relevant scientific area at the LJF and by a supervisor from the intern's educational institution, who must monitor the ongoing work through visits and meetings.
- The LJF supervisor will participate in the final evaluation of the intern's work and should be included in the jury for the respective public master's examination.

Nature of the Internship

- The internship does not entail any financial, direct or indirect, social, fiscal, or employment obligations for the LJF. There is also no obligation for future employment with the intern.

Internship Plan

- The internship will be structured according to a plan defined jointly by the supervisors and the intern, with final approval by the LJF.

Management of Internship Outputs

- All samples collected during the internship are the property of the LJF and must remain in its possession after the internship ends.
- All analyses, images, and other records produced during the internship are part of the LJF's material and analytical legacy and may not be published or disclosed without the institution's authorisation.
- All publications or communications resulting from the internship must have the agreement and co-authorship of the supervisors.
- At the end of the internship, or at other agreed times, the intern is expected to present the work developed to the LJF team.
- The intern must submit a copy of the final version of their master's report to the LJF, in both digital and printed formats, for inclusion in the Conservation and Restoration Library.

Responsibilities of the LJF Supervisor

- Define the Internship Plan in accordance with the LJF's Activity Plan for the internship period, in collaboration with the educational institution and the intern.
- Supervise the intern's work, ensuring compliance with the defined plan.
- Coordinate with the intern, when necessary, the involvement of different LJF areas to support the execution of tasks.

- Inform the intern about the institution's operating rules.
- Ensure professional and ethical rigour in the intern's training.
- Convey the ECCO Code of Ethics, including principles, obligations, and conduct governing conservator-restorers' behaviour towards heritage.

Responsibilities of the Educational Institution

- Ensure the intern is covered by school insurance that includes external internship locations, for the full duration of the internship, to be provided by the institution.
- Appoint a supervisor from the institution to monitor the intern's work.
- Provide a written agreement to comply with the internship rules.

Intern's Responsibilities

- Attend the internship regularly, informing the supervisor of any necessary absences and providing justification.
- Treat all individuals encountered during the internship with courtesy.
- Maintain appropriate behaviour, without disrupting the work environment.
- Use and care for the spaces, equipment, and materials entrusted to them.
- Respect the aesthetic, historical, and spiritual significance, and physical integrity of the cultural heritage entrusted to them.
- Follow LJF staff instructions regarding safety and institutional procedures.
- Only remain in work areas when accompanied by the LJF professionals.
- Maintain confidentiality of documents and information accessed, with unauthorised use strictly prohibited.

Institutional Collaboration

- If Collaboration Protocols exist between the LJF and higher education institutions, these guidelines are incorporated into those protocols and constitute a specific agreement regulating cooperation activities in higher education training. In the absence of such protocols, agreements may be established on a case-by-case basis.

Application Process

Applications must be submitted at least 4 months before the start of the semester via email: geral.ljf@museusemonumentos.pt.

Required Documentation

- **Updated CV** (maximum three pages), indicating start and end dates of all academic training and professional experience.
- **Motivation letter** (maximum 500 words), explaining how the internship aligns with the applicant's training and career goals, what they hope to gain from the experience, and how they believe they can contribute to the success of the internship.
- **Statement** from a responsible person at the educational institution, confirming the candidate's suitability for the internship.
- **Academic certificates** for undergraduate degree and proof of enrolment in the master's programme.