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| **Activity** | **Description** |
| 1. Initial Meeting7. Protocol6. Resources5. Selection4. Evaluation of Students Proposals3. Dissemination2. Raising Apprenticeships | 1. Initial meeting to prepare the apprenticeship, involving the direction of the course / commission appointed for the purpose and the students enrolled in the curricular unit related to the apprenticeship. At this meeting, the course directory should:
* Officially start the apprenticeship application process;
* Define the characteristics of the apprenticeship;
* Define the dates / deadlines;
* Provide students with forms for submitting apprenticeship proposals;
* Encourage students to arrange apprenticeship projects.
1. The HEI raises apprenticeships.
* HEI publish online relevant information of the apprenticeship, specific characteristics and expectations for SME consultation.
1. As SME respond to HEI request, apprenticeship are disseminated to students.
2. The HEI assesses whether the proposals made by the students are viable and fall within the scope of the course.
* If the HEI understands that it is not viable, the student must apply for the options made available by the HEI.
* If the HEI understands that it is viable, proceed to point 6 of this procedure.
1. SME may select candidates through an interview or assign HEI the responsibility for selection.
2. HEI surveys the necessary resources with the SME for the apprenticeship development. HEI provides, within the possibilities, the requested resources by the SME.
3. A protocol is established between the HEI and the SME.
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