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MEMORANDUM OF UNDERSTANDING

Between

INCO Academy

And

Instituto Superior de Tecnologias Avançadas de Lisboa.

This Memorandum of Understanding (MOU) is entered into on December 18, 2025, between **INCO Academy**, a division of **INCO Group**, and **ISTEC Lisboa**. (hereinafter referred to as "*the Partner*").

1. PURPOSE

The purpose of this MOU is to establish a collaboration between INCO Academy and the Partner for the *NewFutures: AI* program. Under this agreement, the Partner will be recognized as a **university partner** in the program and will promote the program to its students starting in Q1 2026 and maintain continuous visibility of the program throughout the 2025/2026, 2026/2027 and 2027/2028 academic years.

This can be achieved through light-touch, recurring communications such as biweekly newsletter mentions, regular social media posts, or a permanent listing on your career platform.

Examples of University Commitments:

- Biweekly inclusion or dedicated emails from the student career center.
- Promotion through 3–5 faculty newsletters or mailing lists.
- Continuous listing on portal/intranet.
- At least one annual info session (online or onsite).

INCO will provide a communication toolkit with short ready-to-use blurbs and visuals and ongoing guidance. to make this effortless. Our joint effort will ensure a steady flow of students discovering and benefiting from this opportunity year-round.

To facilitate these activities, the Partner will **receive a grant from INCO Academy**.

2. PROGRAM BACKGROUND

INCO Academy designs and delivers training programs that expand equitable access to digital and professional skills. The *NewFutures: AI* program will equip students in their final year of study (undergraduate or graduate) with core generative AI literacy and track-specific applied skills, preparing them for future careers in diverse fields.



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3. PROGRAM STRUCTURE

- Online, self-paced learning modules hosted on INCO's platform
- Four-week training program (approx. 40 hours total)
- Foundational Week: Cross-disciplinary AI literacy
- Track-specific modules: Marketing & Communications, Finance & Accounting, Business Operations & Logistics, ICT & Technical Support, Administration & Clerical
- 5-hour AI-powered career coaching and employability guidance with access to local employer network

4. ROLES AND RESPONSIBILITIES

INCO Academy will:

- Lead grant discussions to support recruitment of an agreed number of students by the Partner
- Provide the online curriculum, learning platform, and wraparound support
- Supply marketing and communication materials to promote the program

The Partner will:

- Promote the program among final-year students in relevant faculties
- Facilitate access to student communities and communication channels
- Support student engagement and participation in the online training

5. DATA SHARING

Each party agrees to comply with applicable Data Protection Laws regarding personal data. Data will be used solely for program implementation, student eligibility confirmation, and anonymized reporting. Both parties will maintain confidentiality and ensure compliance with data privacy obligations.

6. PROMOTION & COMMUNICATION

The Partner may promote the program using INCO Academy's name and branding in communication materials. Any joint press release or public communication must be approved in writing by INCO Academy.

7. ADDITIONAL AGREEMENTS

- ISTECLisboa consent to be mentioned in the local Google announcements and external communications.

- INCO and ISTECLisboa to discuss the number of students expected to enroll into the course and a grant agreement to support the university in the promotional efforts supporting this goal

- INCO and ISTECLisboa to explore additional engagement such as university building AI community of practice, live sessions for their students



Signed on behalf of:

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Riadh Dziri
Lead Program Manager
INCO Academy
Date: 08/02/2026

A large, stylized handwritten signature in black ink, appearing to read 'António Fidalgo', written over a horizontal line.

António Fidalgo
Secretário-Geral
ISTEC Lisboa
Date: 10/02/2026