VALIDATION OF EXPERIENCES MASTER STUDENT GUIDE

Guide for all Master Students

CATOLICA·LISBON
CAREERS&TALENT
skills for life

Where am I in this table?

Master Program	Intake	Requirement	Points [5]
International MSc in Management	Sep 2019 and after	Yes – Internship [1] AND International [2]	No
	Sep 2017 and 2018	Yes – International [2]	No
	Sep 2015 and 2016	Yes – International [3]	No
Management with Specialization	Sep 2015 and after	No	No
Business	Sep 2015 and after	No	No
Management	Feb 2015	Yes – Internship [4]	No
	Sep 2014	Yes – Internship [4]	Possible
Business Administration	Feb 2014 and before	Yes – Internship [4]	Possible
Finance	Sep 2019 and after	Yes – Internship [1]	No
	Sep 2016 to Sep 2018	No	No
	Feb and Sep 2015	Yes – Internship [4]	No
	Sep 2014 and before	Yes – Internship [4]	Possible
Economics	Sep 2016 and after	No	No
	Sep 2015 and before	Yes – Internship [4]	Yes

Notes:

[1] **Internship requirement** – a 6 week (240 hours) internship.
Prior professional experience can be used to satisfy this requirement, if completed after June 1st of the year prior to beginning of the MSc program.

[2] **International requirement** – one of the 2 possible ways to fulfill this is a 6 week (240 hours) internship in a third country (i.e., other than Portugal and the student's home country).
Prior professional experience can be used to satisfy this requirement, if completed after June 1st of the year prior to beginning of the MSc program.

[3] **International requirement** – one of the 2 possible ways to fulfill this is a 6 week (240 hours) internship in a country other than the student's home country.
Prior professional experience can be used to satisfy this requirement, if completed after June 1st of the year prior to beginning of the MSc program.

[4] **Internship requirement** – a 6 week (240 hours) internship during the MSc program (Economics)/ during the MSc or undergraduate programs (other MSc programs).

[5] When possible, points can only be granted if internship or project takes place during the MSc program.

What is meant by Internship?

Internship is a **mandatory requirement or one of the ways to fulfill the international requirement** for graduation in some Master programs, i.e. Master students from some programs must complete - before graduating – an internship that is part of their study plan (**see table on page 2**).

❖ An internship is a planned and supervised out-of-class work experience where the student applies skills and knowledge learnt in class in a professional work environment. The experience may be paid/unpaid, full/part-time, during summer or the school year (in this case part-time only).

❖ You will need to complete an internship or have a professional experience of at least 6 weeks full-time (240 hours). This may include several experiences of at least 80 hours each (equivalent to 2 full-time weeks each) and must fulfill specific requirements. Each experience needs to be validated separately.

❖ In some cases, students can validate work experiences that occurred prior to the Master to fulfill this requirement (**please check page 2**).

Internships and Projects Validation: Requirements

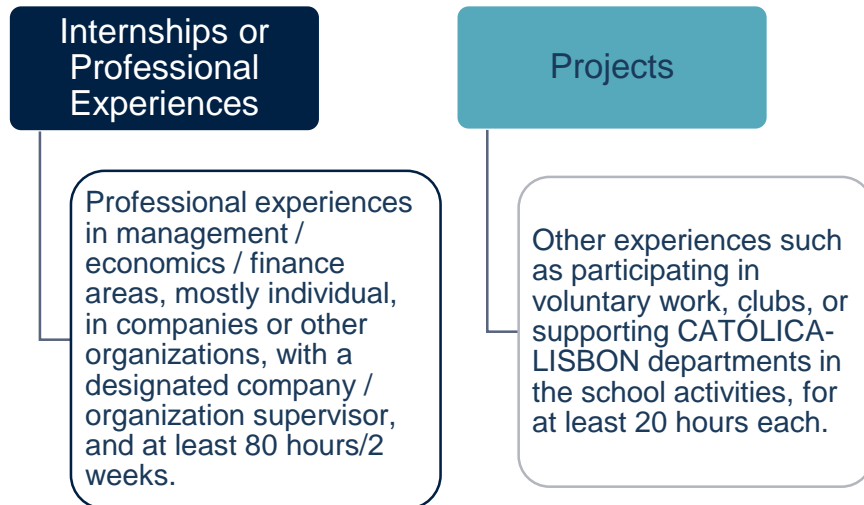|	MSc Internship requirement *	Projects Validation
1. Development of professionally relevant skills through practical experience, in real life challenges –learn by "DOING" (beyond pure observation): to develop and demonstrate determinant skills for future professional options, e.g., making things happen, autonomy and initiative, adaptability, resilience, learning from experience, accountability for own choices, multicultural and international effectiveness	✔	✔
2. Clearly defined individual responsibilities: to allow individual assessment and feedback	✔	✔
3. Feedback from someone who has observed your work closely: so you can gain awareness about your results, strengths and development areas	✔ (a)	✔ (b)
4. Minimum duration and intensity: to enable meaningfulness of experience and making a tangible difference	✔ (c)	✔ (d)
5. Recent – specific timeframe: to foster your market competitiveness	✔ (e)	✔ (f)
6. Application of BA / Finance / Economics knowledge / skills / tools: to demonstrate ability to apply knowledge in practice, be it more technical or related to leading / developing / working with other people	✔	✘
7. Designated supervisor (more experienced): that observes your work first hand, can clarify work expectations and give you concrete feedback, to enable deeper learning	✔	✘
8. Preferably developed in corporate environments and at least 20% of the time spent on site: to expose you to professional organizations and expand your perspective on career options (please validate other options upfront)	✔	✘

* Internships or professional experiences completed during MSc Program may simultaneously be validated for Career Accelerator Lab points, depending on the program (please check page 2).

(a) from supervisor **(b)** from supervisor / colleague **(c)** each experience being at least 2 weeks full-time equivalent (~80 hours) and tendentiously full-time / intensive part-time; and total internship or professional experience at least 6 weeks full time (240 hours); internships or professional experiences completed before starting your MSc do NOT grant you points in Career Accelerator Lab **(d)** each project being at least 20 hours; **(e)** please check the notes on page 2 **(f)** each project with at least 20 hours

How many points will I receive?
(when possible)

Work experiences (internships and/or projects) that occur <u>since the beginning of the Master</u> can also be validated for Career Accelerator Lab purposes. <u>This rule applies only to students who started their Master in September 2014 or before</u> (see table on page 2)*.

Career Accelerator Lab allows you to associate points (up to 63 points, see table below for detailed information) to your experiences however, only internships and professional experiences, not projects, allow you to fulfill the Internship Requirement in your study.

Internships or Professional Experiences

Professional experiences in management / economics / finance areas, mostly individual, in companies or other organizations, with a designated company / organization supervisor, and at least 80 hours/2 weeks.

Projects

Other experiences such as participating in voluntary work, clubs, or supporting CATÓLICA-LISBON departments in the school activities, for at least 20 hours each.

The attribution of points depends on the length of your experience , as follows:

20-40 hours:	18 points
>40-80 hours:	36 points
>80 hours:	54 points

International activities (outside Portugal and your country of origin) worth extra 9 points <u>for their multicultural value</u>
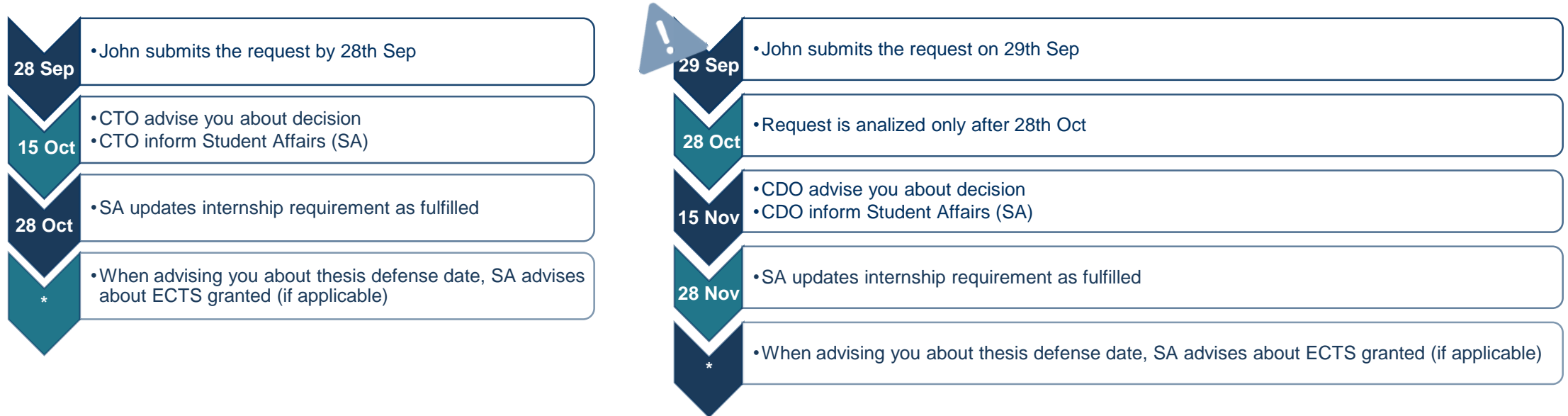
*If you are a **MSc in Economics student (intake Sep 2015 and before)** your Internship will cover the 8 ECTS integrated in your thesis (and not in the Career Accelerator Lab).

When can I validate my experience?

Students must submit their requests for validation of the experience by day **28th of each month**. The Careers & Talent Office will inform you and the Student Affairs Office about the status of your internship /project validation by the 15th of the following month. You will be contacted by the Student Affairs Office afterwards.

IMPORTANT: There will be no decisions outside these dates.

Example: John needs to have his internship validated by 15th October so he must submit the request by 28th September. If he does it on 29th September, he will only have it validated only by 15th November.

28 Sep	• John submits the request by 28th Sep
15 Oct	• CTO advise you about decision • CTO inform Student Affairs (SA)
28 Oct	• SA updates internship requirement as fulfilled
*****	• When advising you about thesis defense date, SA advises about ECTS granted (if applicable)

29 Sep	• John submits the request on 29th Sep
28 Oct	• Request is analized only after 28th Oct
15 Nov	• CDO advise you about decision • CDO inform Student Affairs (SA)
28 Nov	• SA updates internship requirement as fulfilled
*****	• When advising you about thesis defense date, SA advises about ECTS granted (if applicable)

Note: When these dates fall on non-working days, they will move to the following working day.
(exceptionally, 15th of August will be antecipated to the last week before University closure – please check calendar)

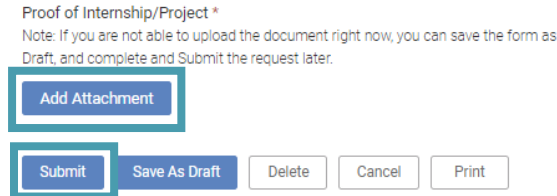# How can I submit a request to validate an experience?

Access:
<u>careerNETwork platform</u>

My Account >
Validation of Experiences >
Add New Experience >
You must fill in the form to request the validation
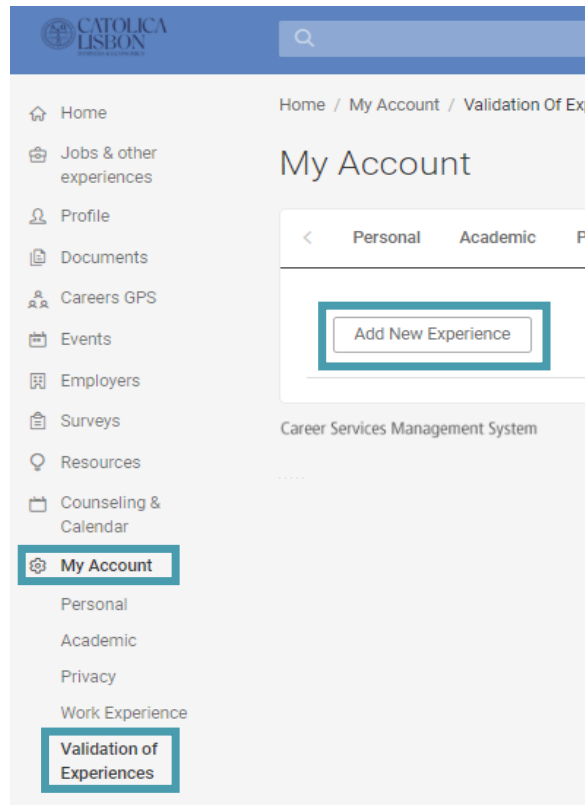
At the end of the form, you will need to **upload a proof of internship / project before submitting the request:**

The **proof of internship/project** must be on the company's headed paper and **include the full name of the student, experience start and end dates, number of hours completed and position and must be signed by the advisor/supervisor**. If the company is not on the list included in careerNETwork, it should also include a **description of the tasks performed and an assessment of the work carried out**.

It must be written in one of the official languages of the School (English or Portuguese).

The document must contain the information listed above to be accepted as a valid proof of internship/project.

- **If you do not have the document available to upload at the moment**, you can save the information already filled in the form - under "**Save as Draft**" - and complete/submit the request later ("**Edit Draft**").

- The Careers & Talent Office has created a template entitled ´Proof of Internship' which the organization can use, if there is no other document that you can submit (you can find it in **Resources> Document Library > search for Proof of internship**)

- If you have established a protocol between the University and the company, you can use the protocol or contract as proof of the experience (by uploading it).
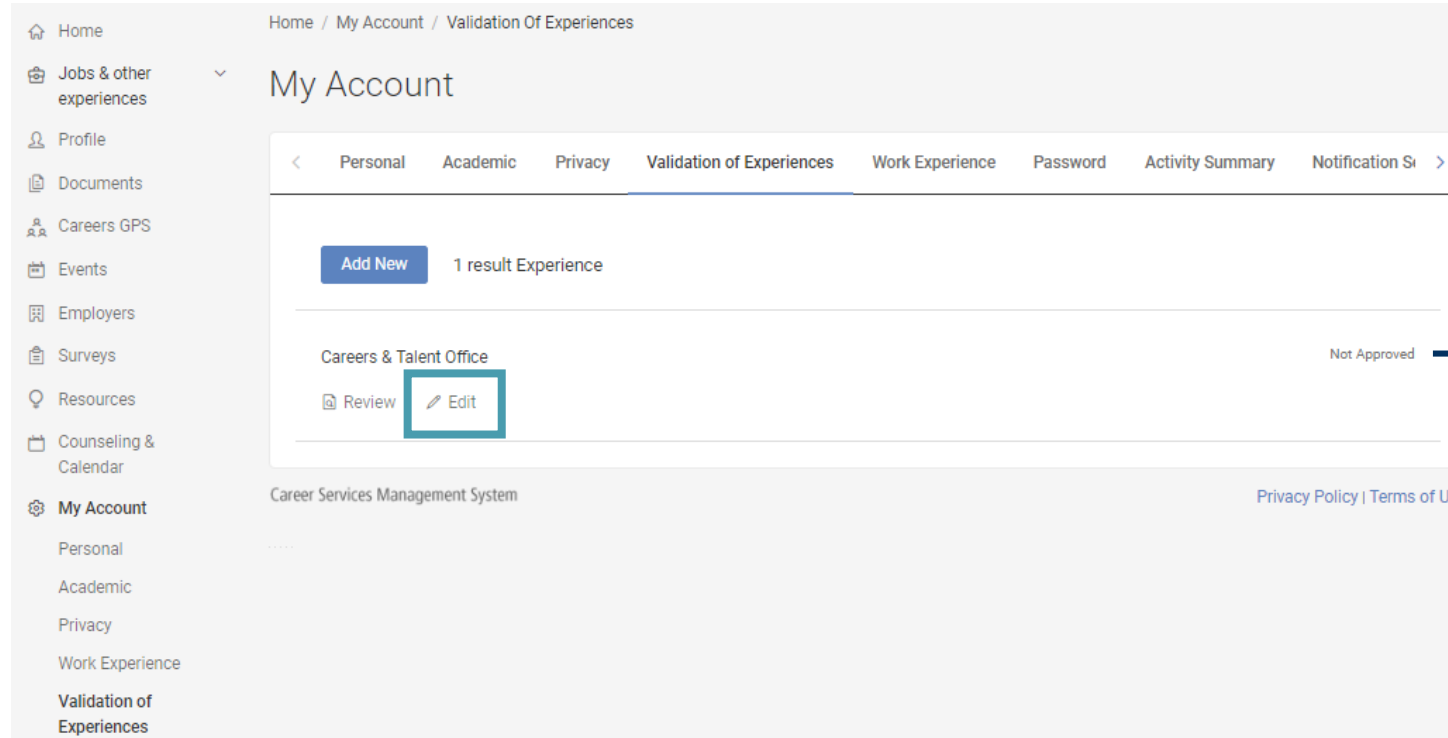
And if my experience has not been approved?

If you receive the indication that <u>the experiment was not been approved due to incorrect data / no valid proof of internship/project</u>, you can make the necessary corrections and resubmit:

Access:
careerNETwork platform

My Account >
Validation of Experiences >
Edit >
You must change the required data in the validation request form
> Submit
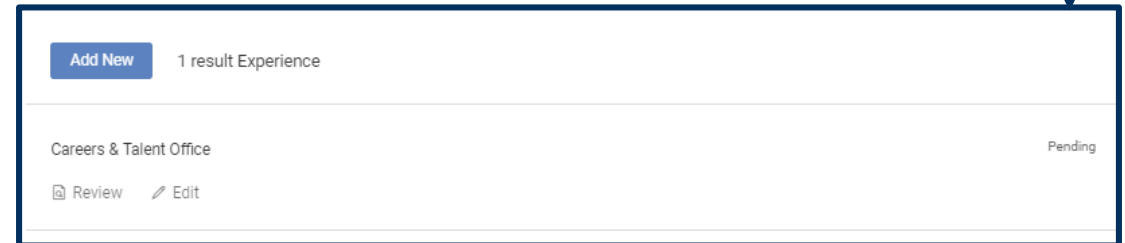
After resubmitting, you will verify that the status has changed to "Pending"

Should you have any questions about this process, please contact the Careers & Talent Office by email: careers.clsbe@ucp.pt