

## CODE OF CONDUCT FOR CATÓLICA-LISBON STUDENTS

Católica-Lisbon recognises that its students' interests depend on compliance with the highest standards of ethical conduct. Students registered in the activities run by the Career Development Office are representing Católica, and thus their actions have an impact not only on their own personal image, but also on the image that companies and the market have of the University as a whole.

For this reason Career Development Office has produced a list of conduct guidelines for students, which will contribute to forging a good relationship with the recruiting companies and to creating an image of prestige for the University. With the same purpose, Career Development Office has defined a list of recruiting guidelines for companies recruiting within Católica-Lisbon. Their foremost aim is to make sure that both students and recruiters make the best choices, thus contributing for the success of recruitment within Católica-Lisbon and for the good reputation of Católica. Católica-Lisbon students using these services are bound by the Code of Conduct.

The Code of Conduct is reviewed and approved by a Committee consisting of Career Development Office Management, Academic Director and Students Representative. This committee is also responsible to analyse and approve any situation not covered by this document.

### CV INFORMATION:

- From the moment your CV is added to the Career Development Office recruitment platform (CareerNETwork), you are authorising the school to supply the information contained in the CV held in that database to recruiting companies.
- The information contained in your CV is exclusively your responsibility.
- Students are responsible for updating their personal data on the Career Development Office platform – careerNETwork -, especially the email address and telephone number, program, recruitment preferences, etc.

### COACHING SESSIONS:

- The Career Development Office offers students the chance to develop their career management skills through 30-minute individual sessions. (Please, access the CareerNETwork platform to register).
- To cancel your registration, contact the Career Development Office Team up to 48h in advance by email (your counsellor's or [careers.clsbe@ucp.pt](mailto:careers.clsbe@ucp.pt)).
- Late cancelation or failure to show at the coaching session without cancelling in advance will result in penalization (please see section "PENALIZATIONS").

### ACTIVITIES/EVENTS:

- Failure to attend scheduled activities and events prevents other students from using your place and misuse recruiters' time. This behavior gives a bad professional impression and may jeopardise the relationship between Católica-Lisbon and the employer.
- It is important that when you sign up for an event, you attend it and if this is impossible, cancel your registration at least 48h in advance by sending an email to the Career Development Office Team ([careers.clsbe@ucp.pt](mailto:careers.clsbe@ucp.pt)).
- Failure to attend activities without notice and late cancelation may result in penalization (please see section "PENALIZATIONS").
- The student must remain in the room in which the activity/event is taking place from the beginning until the end.
- Students must be punctual.
- During the activities/events, students will be asked to sign an attendance sheet confirming their presence. Students are entirely responsible for signing the attendance sheet (please note, if the sheet is not signed, the student will be considered as absent).

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- Mobile telephones must remain switched off at all times during the activities/events.

#### **RECRUITMENT PROCESSES**

##### **INTERVIEWS and ASSESSMENT CENTERS:**

- Students taking part in recruitment processes who miss one of the stages without prior notice to the recruiter (24h in advance) and that situation is brought to our knowledge will result in penalization (please see section “PENALIZATIONS”).

##### **JOB OFFERS:**

- Students must ensure that all job/internship offers received contain the conditions offered in writing. Students should also ensure that it is clear to the recruiter what his/her expectations are regarding the job on offer. Any doubts about conditions, expectations, or the implications of accepting the offer should be clarified with the company before accepting an offer.
- When students are involved in more than one recruitment process, students may be faced with the need to decide either between more than one offer or on one offer before knowing the outcome of the other processes. Students may ask the recruiter for some time before giving them a decision on an offer. Students may also seek advice from the Career Development Office on how to better approach those decisions.
- Any offer from a company that includes some kind of agreement with Católica-Lisbon, such as a Protocol signature, must be confirmed with the Career Development Office before the offer is accepted and follow the appropriate steps.
- When students accept a job offer, they must stand by that decision and renounce other commitments. Failure to comply with this rule that is brought to our knowledge will result in penalization (please see section “PENALIZATIONS”).
- As soon as students accept an offer, any other companies with which they are in talks with must be notified that they have taken on a professional commitment and as such are no longer available.
- After starting a job position, if the student feels that his/her expectations are not being met or the conditions are not according to what was agreed, he/she should talk to a company representative in order to change the situation. If the student does not feel comfortable in doing so, he/she may seek advice from the Career Development Office on how to approach the issue.
- Eventually, if student considers termination of contract before agreed date is the best solution, the student must communicate it to Career Development Office before announcing his/her decision to the company, so that all formal procedures are followed, the company is contacted by the Career Development Office and the institutional relationship is not affected.
- The Career Development Office must be informed immediately when a job offer is accepted, so that the student's available status on the CareerNETwork recruitment platform can be amended. The reason the Career Development Office has this procedure is on one hand to manage the expectations of recruiters using the platform to find available students entering the labour market. On the other hand, there is an ethical issue, since a student taking on a commitment with a company is thus no longer available for recruitment.
- The management of the recruitment processes are totally under bylaws of the company.

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**PENALIZATIONS:**

	Situation subject to penalization	Penalization
Coaching sessions and career meetups	Failure to attend session without cancellation in advance (48h)	Student will not be allowed to book another session or meetup for one semester.
	Situation subject to penalization	Penalization
Activities/Events	Failure to attend 2 activities without previous cancellation (48h in advance) in one trimester	Student will not be allowed to attend CDO events and activities during the following trimester.
	Cancellation in advance (48h) of 3 activities in one trimester	
Interviews/Assessment centres	Failure to attend without cancellation in advance (24h) and situation is brought to our knowledge	Student will have no access to careerNETwork platform for one semester.
Job offers	Failure to keep commitment after accepting a job offer and situation is brought to our knowledge	Based on the individual circumstances, the Committee will decide on how long the support from the Career Development Office will be withdrawn (this support includes participation on activities, counseling, access to recruitment platform, protocols with employers, etc).

Contact the [Career Development Office](#) with any queries regarding the Code of Conduct.