



**CATÓLICA
LISBON**
B/SINESS & ECONOMICS

LEADING TODAY.
INSPIRING TOMORROW.

Validation of Experiences

MASTER STUDENT GUIDE



Where are you in this table?

Program	Intake	Requirement	ECTS***
International Management	Sep 2015	Yes – International*	No
Management with Specialization		No	No
Business		No	No
Management	Feb 2015	Yes – Internship**	No
	Sep 2014	Yes – Internship**	Possible
Business Administration	Feb 2014 and before	Yes – Internship**	Possible
Finance	Sep 2015	Yes – Internship**	No
	Feb 2015	Yes – Internship**	No
	Sep 2014 and before	Yes – Internship**	Possible
Economics	All	Yes – Internship**	Yes

* International requirement – one of the 3 possible ways to fulfill this is a 6-week internship in a country other than the student's home country completed after June 1 of the year prior to commencing the MSc program.

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

*** When possible, ECTS 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.

Students can validate work experiences that occurred prior to the Master to fulfill this requirement, provided that this work experience abides by the requirements listed next.

- International requirement - the internship needs to be completed in a country other than the student's home country and after June 1 of the year prior to commencing the MSc program.
- Internship requirement - the experience needs to take place during the master for MSc Economics students and during the master or undergraduate programs for the other MSc students.

INTERNSHIPS AND PROJECTS VALIDATION: REQUIREMENTS

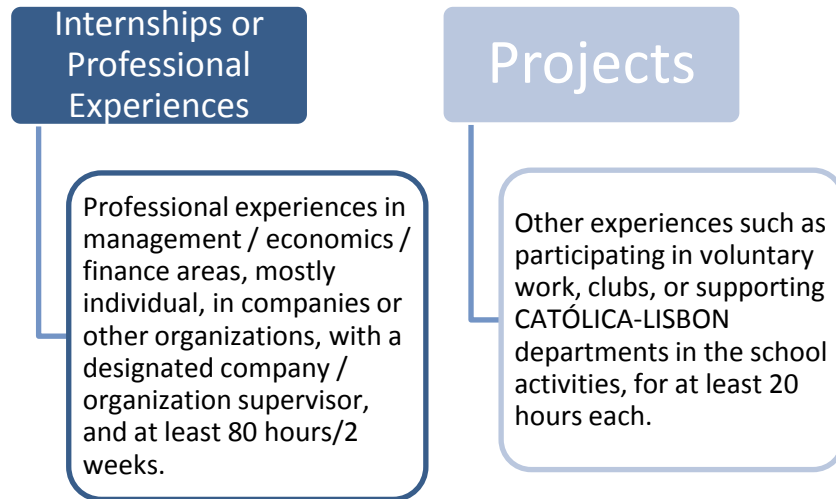
	MSc Internship requirement*	Projects Validation
<p>1. Development of professionally relevant skills through practical experience, in real life challenges –learn by "DOING" (beyond pure observation): to develop and demonstrate determinant skills for future professional options, e.g., making things happen, autonomy and initiative, adaptability, resilience, learning from experience, accountability for own choices, multicultural and international effectiveness</p>		
<p>2. Clearly defined individual responsibilities: to allow individual assessment and feedback</p>		
<p>3. Feedback from someone who has observed your work closely: so you can gain awareness about your results, strengths and development areas</p>	 (a)	 (b)
<p>4. Minimum duration and intensity: to enable meaningfulness of experience and making a tangible difference</p>	 (c)	 (d)
<p>5. Recent – specific timeframe: to foster your market competitiveness</p>	 (e)	 (f)
<p>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</p>		
<p>7. Designated supervisor (more experienced): that observes your work first hand, can clarify work expectations and give you concrete feedback, to enable deeper learning</p>		
<p>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)</p>		

* Internships or professional experiences completed during MSc Program may simultaneously be validated for Leadership LAB ECTS, depending on the program (check page 2).
 (a) from supervisor (b) from supervisor / colleague (c) each experience being at least 2 weeks full-time equivalent (~80 hours) and tendentially 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 ECTS in Leadership LAB (d) each project being at least 20 hours; (e) MSc in BA / Finance: total 6 weeks during MSc / Undergraduate degree; MSc in Economics: all 6 weeks during MSc; (f) each project with at least 20 hours

How many ECTS will you receive?

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

Leadership Lab allows you to associate ECTS (up to 3.5 ECTS, 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.



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

20-40 hours:	1 ECTS
>40-80 hours:	2 ECTS
>80 hours:	3 ECTS

International activities (outside Portugal and your country of origin) worth extra 0.5 ECTS for their multicultural value

*If you are a **MSc in Economics** student your Internship will cover the 8 ECTS integrated in your thesis (and not in the Leadership Lab).

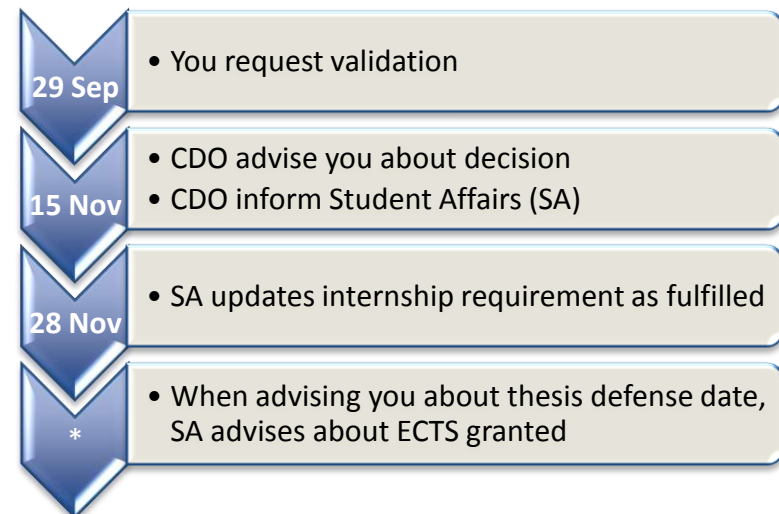
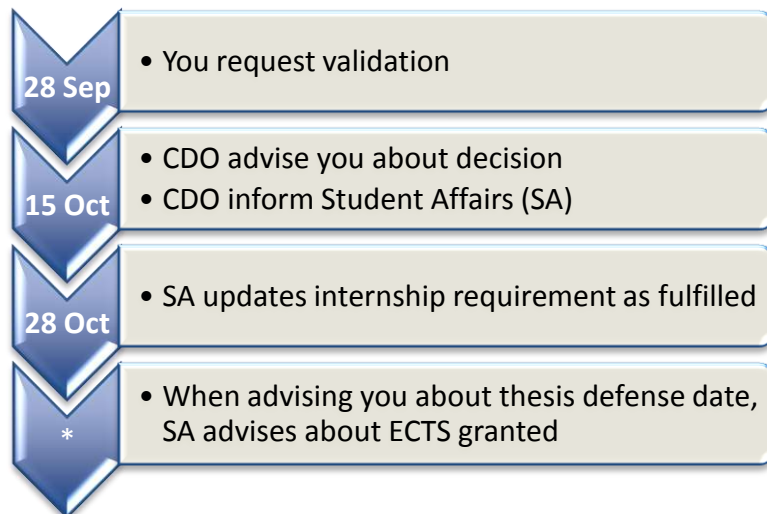
When can you validate your experiences?

Submit your experiences by **28th of each month**;

The Career Development Office will inform you and the Student Affairs Office about the status of your internship /project validation by the 15th of the following month . **IMPORTANT:** There will not be decisions outside these dates.

You will be contacted by the Student Affairs Office .

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

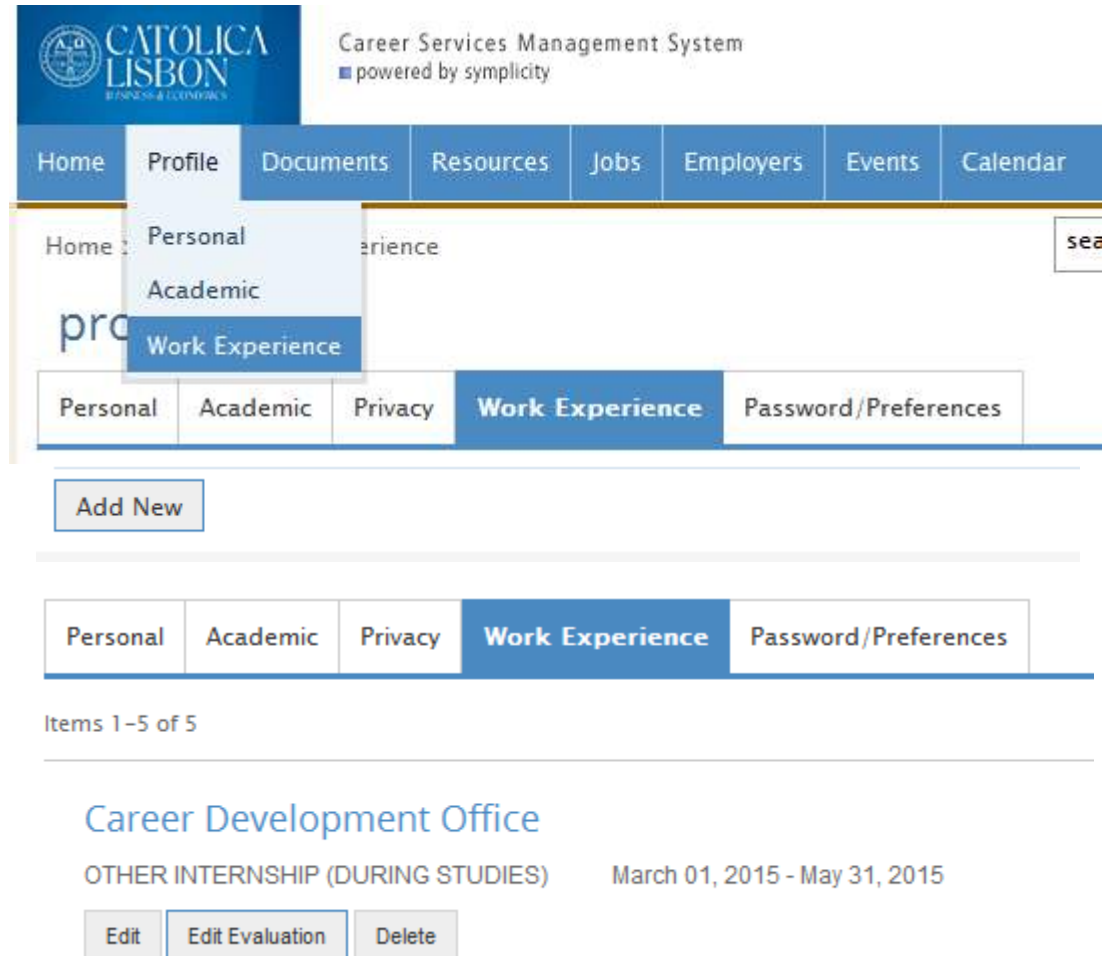


NOTE: When these dates fall on non-working days, they will move to the following working day.

How can you validate your experiences?

Login to the
[Career NETWORK platform:](#)

Profile >
Work Experience >
Add New



Career Services Management System
powered by simplicity

Home Profile Documents Resources Jobs Employers Events Calendar

Home : Personal Academic Work Experience

Personal Academic Privacy **Work Experience** Password/Preferences

Add New

Personal Academic Privacy **Work Experience** Password/Preferences

Items 1-5 of 5

Career Development Office

OTHER INTERNSHIP (DURING STUDIES) March 01, 2015 - May 31, 2015

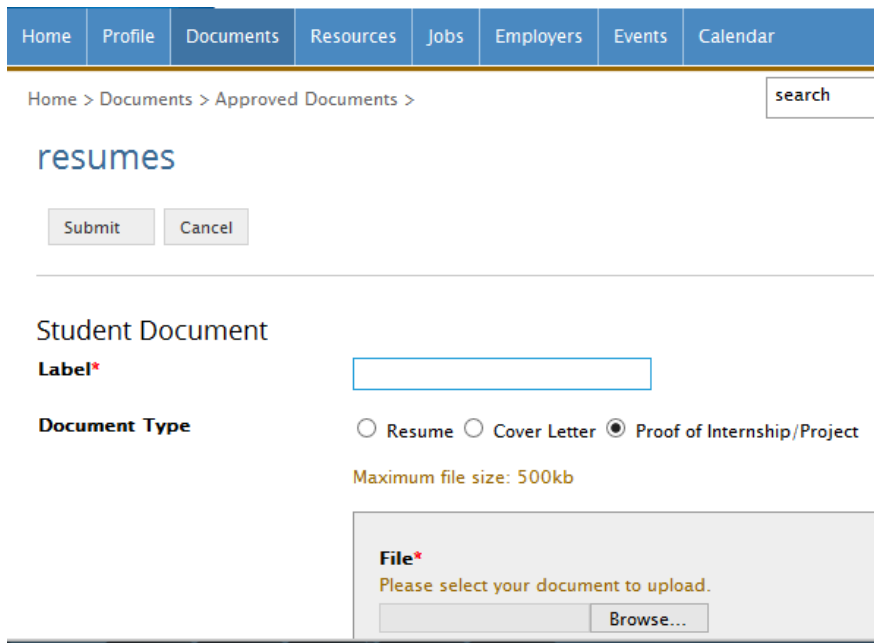
Edit Edit Evaluation Delete

Once you do this, make sure you
Add an Evaluation of this
experience, by going to:

Profile >
Work Experience >
Edit Evaluation

How can you validate your experiences?

You also need to upload a Proof of Internship, by going to:
Documents > Add New > Proof of Internship



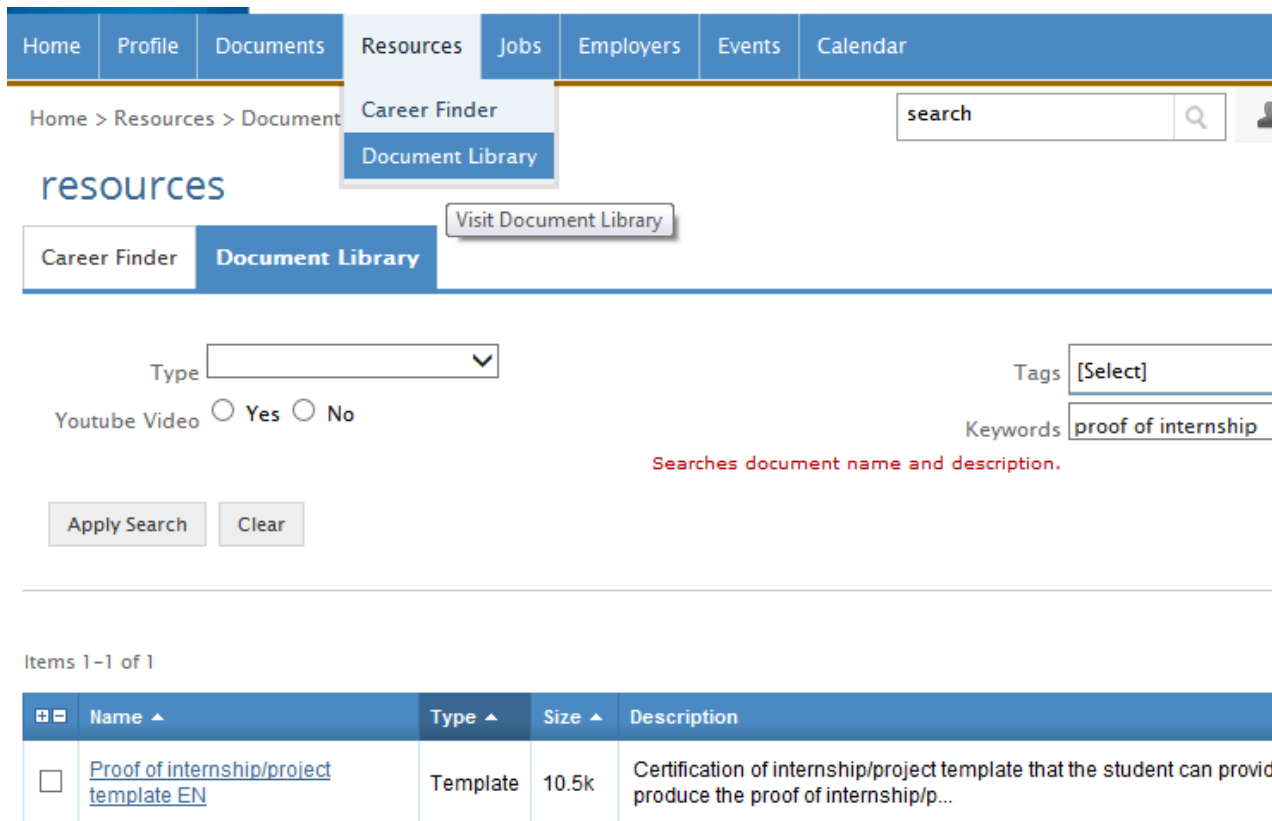
The screenshot shows a web interface with a navigation bar containing: Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. Below the navigation bar is a breadcrumb trail: Home > Documents > Approved Documents >. A search box is located to the right of the breadcrumb trail. The main content area is titled "resumes" and contains two buttons: "Submit" and "Cancel". Below this is a section titled "Student Document" with a "Label*" field. Underneath is a "Document Type" section with three radio button options: "Resume", "Cover Letter", and "Proof of Internship/Project" (which is selected). Below the radio buttons, it says "Maximum file size: 500kb". At the bottom of the form is a "File*" section with the instruction "Please select your document to upload." and a "Browse..." button.

The proof of internship must be in company letterhead and include your full name, the internship starting and finishing dates, number of hours worked and job title. If employer is not part of the careerNETwork database (you have chosen New Employer in the Work Experience form), it must also include description of responsibilities, evaluation of student performance and be signed by your supervisor.

Please note that should you have applied for this position via the Career NETwork or established a protocol between the University and the Company, you may upload the protocol or the contract as proof of internship.

How can you validate your experiences?

We have created a template document you can make available to your host organization, in case they have not yet provided you a valid proof. It can be found in the Document Library and its called ' Proof of Internship' .



The screenshot shows a navigation menu with options: Home, Profile, Documents, Resources, Jobs, Employers, Events, and Calendar. The 'Resources' menu is open, showing 'Career Finder' and 'Document Library'. A search bar contains the text 'proof of internship'. Below the search bar, there are filters for 'Type' (a dropdown menu), 'Tags' (a dropdown menu with '[Select]'), and 'Keywords' (a text input field containing 'proof of internship'). There are also radio buttons for 'Youtube Video' with 'Yes' and 'No' options. Below the filters are 'Apply Search' and 'Clear' buttons. The search results show 'Items 1-1 of 1' and a table with one entry:

	Name ▲	Type ▲	Size ▲	Description
<input type="checkbox"/>	Proof of internship/project template EN	Template	10.5k	Certification of internship/project template that the student can provide to produce the proof of internship/p...

How do you know your experience was validated?

Once your experience is checked and validated by CDO, the button will change from Edit/Edit Evaluation to Review/Review Evaluation and you will no longer be able to change the information.

You will also receive an email within the deadlines mentioned in page 6.

Career Development Office

FULL-TIME POSITION July 01, 2015 - October 31, 2015

Edit

Edit Evaluation

Delete

NOT PROCESSED

Career Development Office

SUMMER INTERNSHIP July 01, 2015 - July 31, 2015

Review

Review Evaluation

Delete

PROCESSED

Questions?

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



Career Services Management System
■ powered by simplicity

