VALIDATION OF EXPERIENCES UNDERGRADUTE PROGRAM
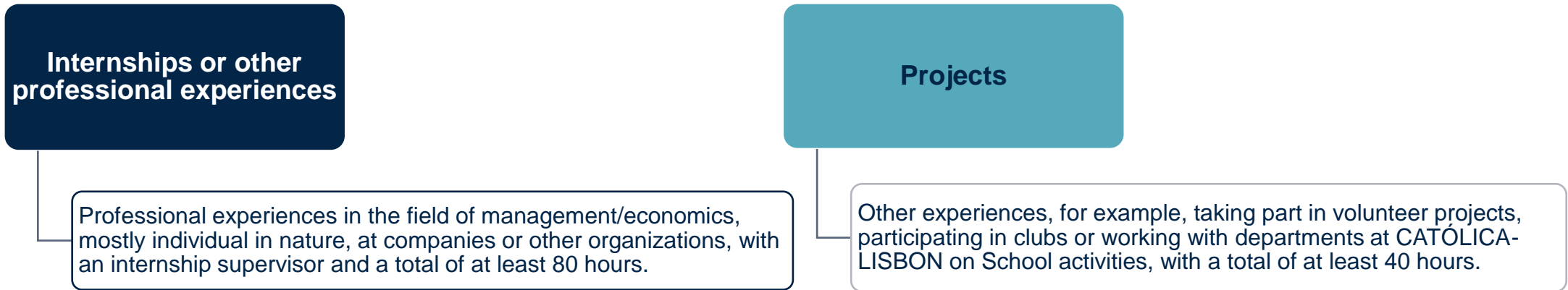
**Guide for Undergraduate Students
who started the program in 2014 or before**

CATOLICA·LISBON
CAREERS&TALENT
skills for life

HANDS ON | Program

The "Hands On" Program is part of the Undergraduate Degree - Learn in Action Program - which seeks to aid students in developing key 'know-how' skills by means of extra-curricular learning experiences, in particular internships or projects. This type of experience also enables students to add a distinguishing factor to their CVs, making them a more attractive prospect for recruiters.

Internships or other professional experiences

Professional experiences in the field of management/economics, mostly individual in nature, at companies or other organizations, with an internship supervisor and a total of at least 80 hours.

Projects

Other experiences, for example, taking part in volunteer projects, participating in clubs or working with departments at CATÓLICA-LISBON on School activities, with a total of at least 40 hours.

The awarding of points is related to the number of hours of the experience:

20 – 40 hours:	6 points
>40 – 80 hours:	12 points
>80 - 160 hours:	18 points
>160 hours:	24 points

>20-40 hours:	6 points
>40 hours:	12 points

International activities (outside the student's country of origin) count for extra 6 points <u>due to their multicultural value</u>

Internships and Projects Validation: Mandatory Requirements

For validation of:

	Internships/Professional Experiences	Projects Validation
1. Development of professionally relevant skills through practice – "DOING" (in addition to observing) – in real-life challenges, in order to develop and demonstrate skills which will be decisive for future professional options, e.g., making things happen, autonomy and initiative, adaptability, resilience, learning from experience, being accountable for one's own choices, demonstrating efficacy in international and multicultural contexts	✔	✔
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 allow for a relevant experience, making a tangible difference	✔ (c)	✔ (d)
5. Recent - carried out since the beginning of the degree course, to make you more competitive	✔	✔
6. Application of knowledge/ skills / management tools / economics, to demonstrate the capacity to apply knowledge in practice, whether more technical or development-related/ activation / working with others	✔	✖
7. Designated supervisor (with more experience), who observes your work directly, can help to clarify expectations about your work and gives you specific feedback: to enable more in-depth learning	✔	✖
8. Preferably undertaken in the corporate world and with at least 20% of the time spent on site, to expose you to professional organizations and expand your perspective regarding career options (please validate other options with us before you begin your experience)	✔	✖

(a) from the supervisor **(b)** from the supervisor or a colleague **(c)** each internship should include at least 80h of work **(d)** each project should include at least 20h of work

When can I validate my experience?

During the academic year of 2021/22, Students must submit their requests for validation of the experience by one of the following dates:
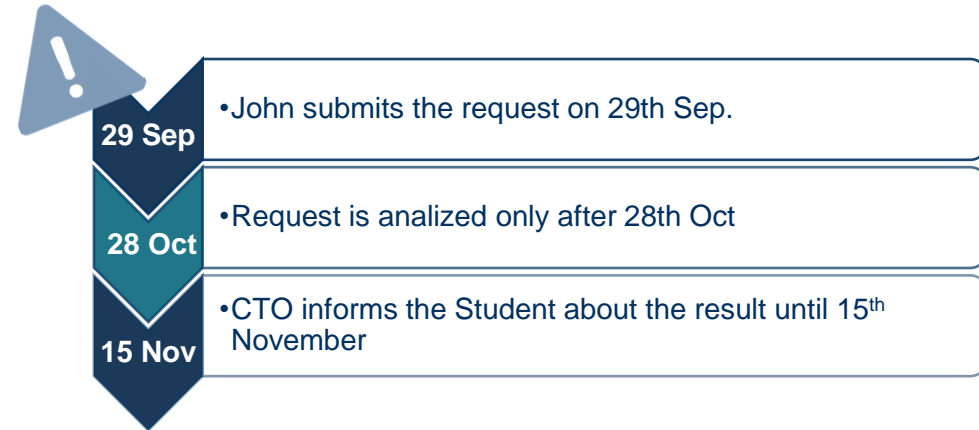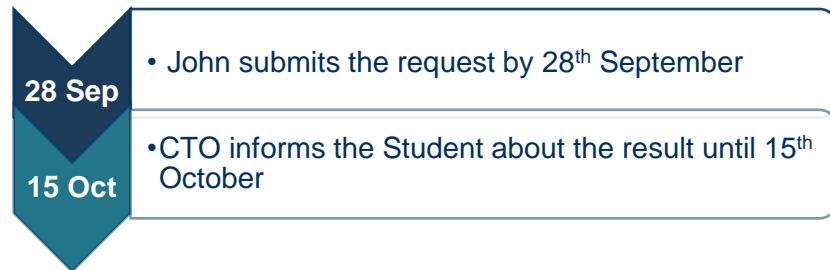
Month	Day	Month	Day
September	28th	**March**	**22nd**
October	28th	April	28th
November	28th	**May**	**18th**
December	**20th**	June	28th
January	28th	**July**	**29th**
February	28th	August	28th

The Careers & Talent Office will inform you about the status of your internship/project validation **by the 15th of the following month.**

IMPORTANT: There will be no decisions outside these dates.

When can I validate my experience?

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 September

15 Oct
- CTO informs the Student about the result until 15th October

29 Sep
- John submits the request on 29th Sep.

28 Oct
- Request is analized only after 28th Oct

15 Nov
- CTO informs the Student about the result until 15th November

Note: Exceptionally, 15th of August will be antecipated to the last week before University closure – please check calendar.

Atention: If the number of points awarded to the experience causes the total amount of points (including those awarded for participating in career workshops or other activities) to exceed the number of points required to meet the Learn in Action requirement, you may choose to convert them into ECTS, and include them in your study plan up to the maximum defined by the Learn in Action rules. You can see the minimum and maximum value in careerNETwork.

For additional ECTS, 6 Points will be converted into 0.5 ECTS and 12 Points into 1 ECTS (maximum). The payment of ECTS is calculated in the same way as for the other courses (fee x no. ECTS x 5 months) and charged in a single amount when you complete the Learn in Action requirement. Please check with Undergraduate Student Affairs whether you need extra ECTS from Learn in Action to complete your study plan.
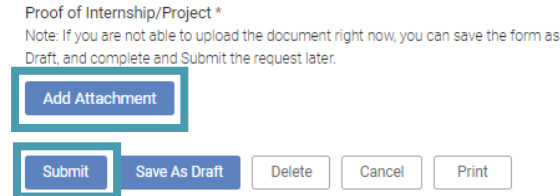
How can I submit a request to validate an experience?

Access:
careerNETwork platform

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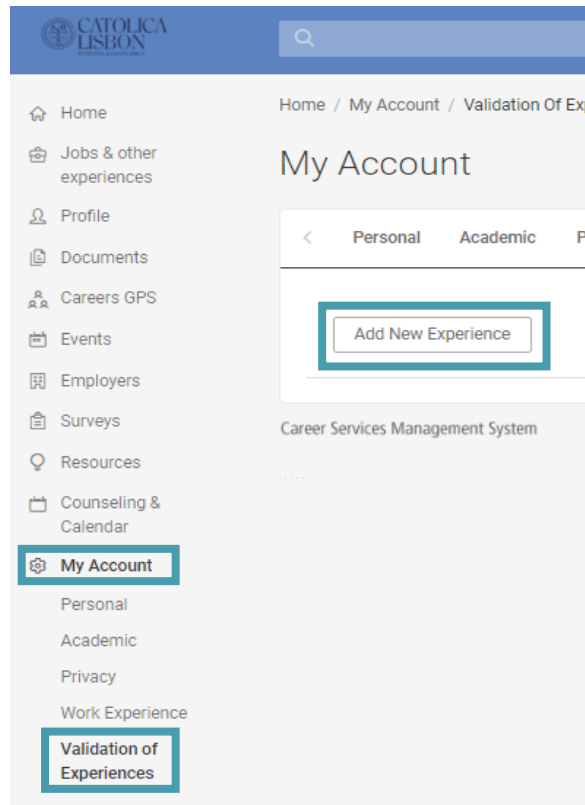
At the end of the form, you will need to **upload a proof of internship / project before submitting the request:**

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).
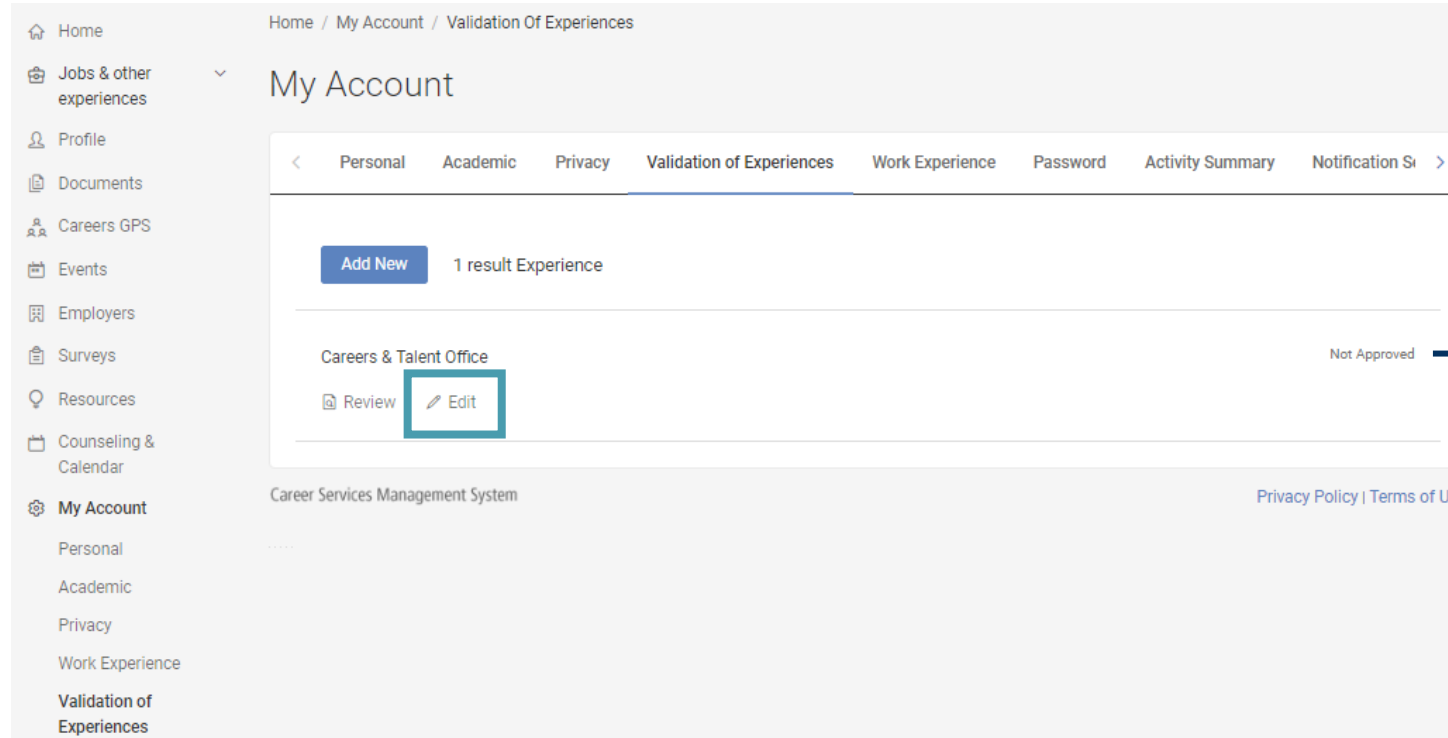
And if my experience has not been approved?

If you receive the indication that the experiment was not been approved due to incorrect data / no valid proof of internship/project, 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**
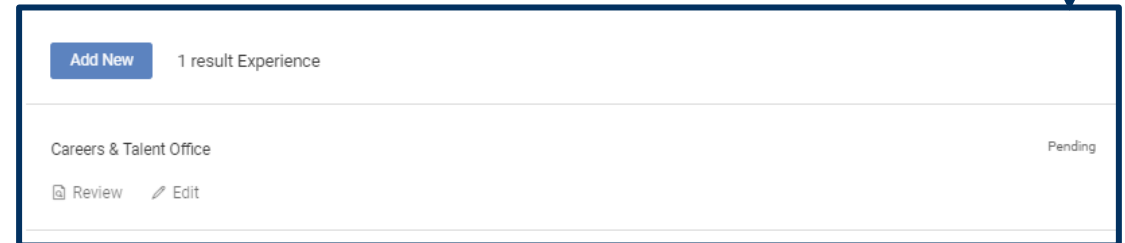
After resubmitting, you will verify that the status has changed to "Pending"

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