



| PORTO

# THE HITCHHIKER'S GUIDE TO 42 LISBOA & 42 PORTO

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## Welcome to 42 Lisboa and 42 Porto

Hey, fearless!

You are about to dive into a great adventure. Congratulations on reaching this far: now is time to swim hard and dream big! Let the real fun begin.

The Hitchhiker's Guide to 42 Lisboa and 42 Porto aims to give you the necessary information to help you float. Why a Hitchhiker's Guide? Well, like hitchhiking, the journey - enrolling in 42 Lisboa or 42 Porto - is as fun and educational as the destination and is best enjoyed if you are not alone.

This guide is a work in progress. So, if you have any question or suggestion, do not hesitate to email them to Marvin - [marvin@42lisboa.com](mailto:marvin@42lisboa.com) or [marvin@42porto.com](mailto:marvin@42porto.com)! The Bocal will let you know of any changes, via Slack.

## General Guidelines

### Code of Conduct

We hope you are as excited to be part of 42 Lisboa and 42 Porto as we are. Making it inspiring, unique, and pleasant depends on all of us! We want everyone to feel welcome and respected at 42 Lisboa and 42 Porto. It is a place where we can make wonderful things happen.

For that, there are rules and responsibilities that we should adopt. It is not a comprehensive list of things you can or cannot do. Instead, take it as a guide to make 42 Lisboa and 42 Porto a place where you can be and become your best self.

#### **Be respectful**

Always treat your peers, the staff, and everyone in 42 Lisboa and 42 Porto (and in your life) – with respect. There will be a zero-tolerance policy towards harassment or discrimination of any kind based, but not exclusively, on sex, origins, ethnicity, beliefs, physical appearance, or way of life in general.

#### **Be friendly, understanding, and patient**

Disagreement is no excuse for poor behavior and poor manners. You will experience frustration now and then: we expect you to stay friendly and work it out professionally and respectfully. Focus on helping to resolve issues and learning from mistakes.

#### **Be open and polite**

You will quickly notice that helping your peers makes you a better person, a more rounded professional, and a better programmer. Do not wait to be asked for help – be initiative-taking and responsive. Remember that you are all in this together: there is no competition.

#### **Be honest**

Honesty always! If you must redo a project, that is completely fine, and if you cannot explain it yourself you will be considered a cheater. Please always remember you are your worst enemy! You do this only for you. Cheating does not make any sense.

#### **Be mindful of the space of 42 Lisboa and 42 Porto**

The campus is going to be your second home. It means it is also your responsibility to take care of it. In this document, you will find rules to ensure we preserve and make the best use of the space: respect them always.

**Be online and offline**

Remember that you are not the only one behind a computer. If you want to ask someone something, talk with them in person. We also expect you to socialize with each other – many long-lasting relationships, both personal and professional, arise when studying. So be open and engage with your peers.

🛀 *And as you learned in their piscine:*

**Don't panic!**

It will only stop you from finding answers and solutions. Be aware that you can do whatever you want to achieve. If you cannot find the answer, you know, when in doubt... The answer is... 42!

**Seek excellence!**

You are going to work on projects. It is necessary to both understand the objective and then complete the project. Use your understanding and bring all your compassion and enthusiasm to the evaluations - this is the part when you are going to learn the most.

**Don't give up and learn from your mistakes!**

When you are working with technologies and innovations you will never have all the answers right away. That is not a problem at all. What makes great developers is the ability to manage errors, frustration, and mistakes until they find the best solution.

Please also keep in mind that we have zero tolerance for:

- Messages or interactions that are insulting, violent, threatening, offensive, degrading, sexually charged, or maliciously intended, even if they are humorous.
- Xenophobic, revisionist, war crime apologia, discriminating or inciting hatred against a person or a group of people.
- Posting and/or sharing other people's personal information.
- Unwelcome sexual attention.
- Any kind of harassment of others. In general, if someone asks you to stop, then stop.
- Any behavior or content that breaks Portuguese law.

- Any request for help with piracy/hacking (outside the pedagogical scope, and respecting regulation), counterfeiting, and in general, any infringement of an intellectual property right (copyright, neighboring rights, databases, designs, patents, trademarks ...).

## Violation of the Code of Conduct

We want 42 Lisboa and 42 Porto to be as safe and as pleasant of a study environment as possible for every member of our community. If you see or live in any situation where you believe someone is violating the Code of Conduct, point it out to them in a friendly way.

If this doesn't work or you don't feel comfortable doing so, you can report it directly to the staff in person or by email to [\[marvin@42lisboa.com\]](mailto:marvin@42lisboa.com) or [\[marvin@42porto.com\]](mailto:marvin@42porto.com), or anonymously using the Whistleblower Channel [\(here for 42 Lisboa\)](#) [\(here for 42 Porto\)](#). Through this channel, we aim to lower the barrier to reporting illegal or unpleasant incidents you may encounter at 42 Lisboa and 42 Porto, through anonymity. All reports will be handled with care while respecting the privacy of those who raise a concern.

## Misbehavior, Suspension, and Expulsion

It is considered misbehavior any action that goes against the school code of conduct and rules. Any other behavior that, even if not extensively listed in this document, is clearly not appropriate at school, will not be tolerated.

Students who do not comply with appropriate behavior at school will be facing consequences. This can go from Community Service (described above) to suspension, to expulsion, according to the severity of the act. Any of the last two consequences will be preceded by a meeting with the School Management.

If your acts lead to a suspension, you will temporarily lose access to campus, intra, and slack. You must deliver your student card to the staff. Once your suspension period ends, you must have another meeting with the School Manager so you can present your goals and commitment to the school going forward. Your student card will be returned to you, as well as all the accesses. You will probably also need to schedule a Community Service.

If your acts lead to expulsion, all your accesses to campus, intra, and slack will permanently be deactivated. You will be asked to return your student card.

It is important to bear in mind that while there is no tuition associated with being a 42 student, there are costs involved for the school. In addition to infrastructure, staff, and amenities, both 42 Lisboa and 42 Porto also provide monthly insurance coverage for students on campus, and they are required to remit a fee to the 42 Network every three months throughout their active enrollment at the school.



## 42 Lisboa and 42 Porto Rules

**General rule:** When it comes to the proper use of the school's resources, you should assume that anything that is not explicitly authorized is prohibited. If you are in doubt about whether a certain use is allowed or not, ask the staff first!

42 Lisboa and 42 Porto staff members will be available on weekdays - from 10 am to 6 pm to reply to your questions, technical problems, etc. Please reach out to us using the #bocal slack channel. Any urgent requests outside this schedule should be directed to the security of the building.

**During Piscines, staff members will be available on weekdays from 9 am to 8 pm, and for any urgent matter on weekdays from 11 am to 5 pm.**

The team is also available to support you in planning your course, and your career, or support you in a difficult matter you are going through. Whenever you want to talk, just schedule a meeting (preferably in person but you can discuss with the bocal for scheduling it online) using the links below.

### 42 Porto

- For any matter related to IT - except project questions - you can book a meeting with a lifeguard.
- For anything related to student life or any personal matter, [you can book a meeting](#) with 42 Porto's Program Operations manager.
- You can also meet with the school's psychologist. You can reach the school's psychologist via a private message on Slack. Once a month, the school psychologist will be available between 6 p.m. and 9 p.m.

Meetings must be booked at least 4 hours in advance. If you won't be able to attend the meeting, do not forget to cancel it and communicate it to the person you were supposed to meet with.

### Community Service - TIG

When a student does not follow the rules and thus harms the community, the staff may decide on hours of **community service - TIG**. The goal is for you to give back time to the community. Usually, community service can last from 2h to 8h depending on the kind of misconduct. When you get community service, your intra account will be frozen. It will be unfrozen as soon as you schedule your community service. On the day you schedule your TIG, you should go to the Bocal at the scheduled hour and find out what task was assigned to you.

⚠ Users must follow information and decisions from the staff. Any disagreement should be sent to either [marvin@42lisboa.com](mailto:marvin@42lisboa.com) or [marvin@42porto.com](mailto:marvin@42porto.com). The staff holds the right to penalize, from community service to a definitive exclusion of 42 Lisboa and 42 Porto, any person who does not respect The Hitchhiker's Guide to the Students at 42 Lisboa and 42 Porto.

## Communication

As a member of 42 Lisboa and 42 Porto, you have access to Slack, a communication tool. 42 Lisboa and 42 Porto will only use Slack, Intra, and your student e-mail for official communication: you are expected to check them at least once a day to stay up to date. Whenever there is a need to quickly reach the 42 staff, Slack is the preferable medium. If you have any concerns (non-tech related) that you would rather keep private, you can reach us by email ([marvin@42porto.com](mailto:marvin@42porto.com)) or book a meeting within the staff's Office Hours.

### How to report problems on Slack

There are especially important reasons for us to require technical issues and general questions to be reported on Slack.

It encourages you to formulate your concern and express it in a way that others can understand. Be thorough and give us as much information as possible. Please don't just say "*I have an issue!*": you must explain what the issue is, and what you were trying to do in the first place - and this process alone will likely help you find the answer by yourself!

With a publicly posted question or concern, your peers are included in the discussion and might contribute to the solution. And last, but certainly not least, everybody can receive help from the answer! Next time it might be found with a simple search, and we avoid wasting time on repeated questions.

If you want to report any technical problem, please check whether it has already been addressed in the #bocal Slack channel; if it is unreported, please let us know in the channel. This will help the staff and your colleagues to keep track of how to solve the problem. Also, reading [this](#) webpage is highly recommended!

### Communication Rules

The staff will be supervising the Slack channels. The staff's intent isn't to censor, but to make sure that the comments made on this tool are courteous, respectful, and in compliance with the school's Code of Conduct.

- When you communicate via Slack or email, you must always identify yourself with your Intra username. You must always have either your intra photo or no image as your avatar picture on Slack.
- Always communicate in English when using Slack.
- Please use Slack threads to keep conversations organized under the same subject.
- Avoid sending consecutive messages. If there was a mistake in a message, edit it.
- Use the #bocal channel to report issues, and don't ping staff members directly.
- Private/personal discussions have no place on any official channel. Keep this type of conversation in DMs or group chats.
- Refrain from posting unintelligible or off-topic messages or posting on multiple channels at once.
- Be wary of advertisements, whether commercial or not, especially without the agreement of the staff.

## Facilities

### 42 Porto

The 42 Porto campus is located at Av. dos Aliados nº 322-324, 3<sup>rd</sup> floor right, 4000-407, in Porto.

Located in Porto's main avenue, directly in the city center, 42 Porto's home has a pleasant open space to work, a cozy area to relax, and a small pantry equipped with microwaves, fridges, and vending machines with food and beverage options for a quick snack.

Students also have access to the 4<sup>th</sup> floor of the building 24 hours a day, 7 days a week. Please be mindful of our responsibility to respect the materials and keep them clean. Any misuse can have the consequence of us returning to the old schedule (open only during weekdays from 9 am to 8 pm). There is a larger lounge area to socialize and rest, either indoors or outdoors and a terrace with a view of the city of Porto.

💡 *The 4<sup>th</sup> floor is shared with CTW. Please always leave it clean and respect the other people that use the floor.*

### Accessibility

42 Porto is committed to becoming accessible to all people that visit or enroll in the course. We are improving our communication, and the accessibility to reduced mobility, etc. Nonetheless, we know this is still ongoing work.

Following this commitment, we can provide two colored keyboards with increased contrast and letter font size to facilitate your typing. If you want to use them, just inform Bocal.

Access to the campus is done via a door triggered by a magnetic card. If needed, the students can ring the bell next to the door, on its left side. The toilets, as well as the pantry, are accessible. For now, the terrace is not accessible.

### **Access to the Building**

The campus is open 24 hours, 7 days a week, 365 days per year (with some exceptions that will be communicated beforehand). Your schedule is your responsibility.

The main access to the 3<sup>rd</sup> and 4<sup>th</sup> floors is through the elevator (1<sup>st</sup> elevator on your right at the ground floor, which has the 42 Lisboa and 42 Porto sign) or the staircase (the ground floor is identified as *Piso Intermédio*). Whenever possible, use the stairs to reach the 4<sup>th</sup> floor from the 3<sup>rd</sup> floor.

If you need to use the elevator on the outside of the building next to its main entrance, please call the security staff at 911525701. They will help you use it.

You cannot access any other floor except for the 3<sup>rd</sup> and 4<sup>th</sup> floors. Also, the entrance and exit of the building should always be done using the entrance on Av. dos Aliados n° 322-324.

🔔 *If you have a concern/suggestion about the building or equipment, please report it to a staff member.*

### **Student Card**

Access to the campus is done with your Student Card - your card, and your card only. You will need it to access the 3<sup>rd</sup> and 4<sup>th</sup> floors, including the terrace. Please use your card in the 42 lanyards that we offered you, at all times. In case of loss or if it stops working, please contact [Bocal immediately to issue a new one using this form](#). The cost of issuing a new Student Card is 5€ in case of loss.

Access to the building **is limited to registered students**. As a student, you cannot facilitate entry to people from outside 42 Lisboa and 42 Porto without earlier authorization from the staff or open the door if someone rings the door. If you would like to invite someone over, please ask the staff (*and wait for confirmation*) on the #bocal channel. You should present your request at least 24h before the visit.

In your card, you have a 42 line (+351) 914002234 to contact in case of an emergency in the building.

## Building rules

The building where the 42 Porto campus is located is a shared space where the following rules must be respected:

- You can't bring alcohol to the building. Use, possession, or transfer of any illicit substances whatsoever, inside 42 Porto or in the immediate vicinity is forbidden. It is forbidden to enter the building or its immediate vicinity under the influence of alcohol or drugs.
- The presence or use of any weapon in the building, regardless of its category, is sanctioned by a definitive exclusion without appeal.
- Smoking is only allowed on the terrace of the 4<sup>th</sup> floor. Please avoid large gatherings in front of the main entrance of the building and watch out for the noise. Of course, always make sure to use the available ashtrays, and never pollute the surrounding area.
- No animals are admitted inside the building (except for guide dogs).
- It is forbidden to engage in any commercial activity in the building without being previously approved by the staff.
- You cannot post information on the walls or anywhere other than the designated areas. Whiteboards are only for programming-related topics or events promoting.
- Please refrain from using the bathroom on the building's ground floor.
- Any theft to the detriment of the school will be the subject of legal and civil proceedings. 42 declines any responsibility in the event of loss, theft, or deterioration of any personal objects of any nature deposited by the students in its enclosure.
- Any voluntary material damage will be subject to disciplinary sanctions and the amount of damage will be borne by those responsible.
- Please remember to dress properly and always wear shoes. Always be aware of others and their comfort - we are a community! Respect basic hygiene.
- Your feet should stay on the floor: seats are only for sitting.
- The campus is under video surveillance. According to the law, the recordings will be deleted after 30 days. However, if a security camera has recorded a particular incident, we may keep the recording long enough for the incident to be investigated.
- There is security on campus 24x7. Respect them always.
- It is forbidden to sleep or nap in the building.
- The fire instructions, and a map of fire extinguishers and emergency exits, are posted on every floor, right next to the emergency staircase. Previously announced fire drills might happen. There is an elevator used only for firefighters.
- Any accident or incident occurring in the building must be immediately communicated to the security guard and a staff member by any witness of the



incident. A first aid kit is available in the first cabinet, to the left of the cluster entrance. If you used it, let the Bocal know.

- You can never use the emergency door on the campus for any reason other than its explicit purpose - emergencies.

## Cluster rules

The campus has one computer cluster area where the following rules must be respected:

- You cannot consume any drinks (including coffee) or food in the cluster, except for plain or unflavored sparkling water. It must be stored in a closed container (a bottle or lidded cup). This bottle must stay on the floor or in your bag. Never put it on the desk or anywhere else.
- Do not run or rush inside the clusters.
- When working in the cluster, you are expected to regularly engage in conversations with your peers. However, remember to always respect your colleagues and avoid yelling - **be mindful of the noise**. If you want to listen to music, videos, or any media you must use earbuds.
- If you are done with your day or leaving the cluster for more than 15 min, you need to log out of the computer and clean your working area.
- Do not be barefoot on the campus.
- Do not put your feet on top of chairs or desks (or any other place other than the floor).
- Respect basic hygiene: beware of odors (or overdosed perfume).
- Lost & Found: You should deliver any item that is found (by staff or students) to a staff member in the Bocal and also let everybody know on Slack by posting a photo of the item.

## IT Rules

We consider, as IT resources, computers, servers, wired or wireless networks, computer peripherals, or software provided by 42. The following applies to any interactions with 42 Lisboa and 42 Porto's IT resources on-site or through an external channel. It also applies to the possible use of private IT resources through the school's Wi-Fi network.

- Identification is done by your "user" linked to at least one password. You are the only one responsible for your password security.
- It is forbidden to use identifiers and passwords from another user, with or without their approval.
- 42 Lisboa and 42 Porto do not store your password. In case of loss, you will need to restore it.
- Any IT vulnerability or faulty behavior found must be reported to Bocal. Failure to do so and/or abuse of said vulnerability will lead to administrative sanctions.

- You can never plug any device into the 3.5 jack ports: it usually gets damaged and breaks easily. The school has USB to-jack adapters on each computer that you need to always use. You can also use Bluetooth headphones.
- It is forbidden to rotate the school's computer screens.
- Never turn off the computers without explicit authorization from the staff.
- You cannot unplug, move, or turn off the hardware (power cable, ethernet, USB audio jack adapter, ...). If you want to use your keyboard or mouse, you should let the staff know beforehand in the #bocal slack channel. (only applies for students, not piscine)
- You can never charge your phone on the school's computer.
- It is forbidden to play games on the school's computers (even chess).
- Each workplace and school's computers are essential materials for students' progress; use them wisely.
- If you want to clean the screen, make sure to use the proper equipment (spray & towel) - please ask the Bocal.

## Pantry Rules

### 42 Porto

The pantry on the 3<sup>rd</sup> floor is equipped with a fridge, a kettle, and microwaves where you can save and heat the food you bring to school. Take diligent care of them. The pantries also have cleaning materials for you to wash your dishes.

As for the fridges, it is also your responsibility to make sure there isn't old food stored there. We do not enjoy throwing things away, so help us to keep the fridge clean.

The pantry area is for you to take breaks, have a coffee or a small snack, and socialize, restoring your energy. Since the pantry is small, the 4th floor should be your primary place to have your meal. Since we shared the canteen with Critical Techworks (CTW), CTW has kindly asked us (and their employers) to avoid the period between 12 a.m. and 1:15 p.m. During this period, you can only use the canteen if you order previous a meal. **You can have your lunch box after 1:15 p.m.**

- As soon as your meal is finished, clean up with the cleaning materials supplied immediately. This includes and is not limited to, the sink, microwaves, toaster, plates, cutlery, countertop, and table.
- The fridge is emptied by the cleaning crew every 15 days, on Wednesdays. Remove your food before the date, as otherwise everything inside it is thrown away, Tupperware's or dishes included.

- Never leave garbage anywhere on the premises of the school. The school has recycling bins available in the pantry. Please be environmentally responsible: reduce, reuse, recycle, and never leave your trash behind. The trash bins inside the cluster are exclusive for disinfecting material.
- Avoid using the pantry when the cleaning crew is working in it.

### Vending Machines

On the 3rd-floor pantry, you can find vending machines with a variety of food and beverages available. If there is any problem with the vending machine, please directly contact the number 932664072, preferably by WhatsApp.

💡 *If you have suggestions for products or alternative solutions that you would like to have on the vending machines, please inform a staff member via [marvin@42porto.com](mailto:marvin@42porto.com).*

### 4th-floor canteen

There is a shared canteen on the 4th floor during the weekdays from 12 am to 2 pm. There are usually four meals available, with salads, meat, fish, and vegetarian options.

To order lunch in the canteen you need to:

- Download the "Go! by Trivalor" app.
- Read the QR code on the 4th-floor door.
- Order the meal up to 1 day before.

The menu costs 5 euros. It includes the main dish, soup, bread, dessert, and water; another drink can be had for 1€ more. There is also soup without potatoes and salt available. You can book your meal until 8 a.m. on the same day.

## Privacy and Intellectual Property

Your privacy is important to us. We aim to carefully treat the personal data of any applicant and student of 42 Lisboa and 42 Porto. The Privacy Policy on 42 Lisboa and 42 Porto's website describes why and how we collect and use personal data and provides information about individual rights. It applies to any personal data provided to 42 Lisboa and 42 Porto through the contact form available on the website.

42 Lisboa and 42 Porto reserves the right to make communications about and promote any work from its students, created within their course at the school. This would be used

to give positive exposure to the 42 Lisboa and 42 Porto\_communities, but only after previously approved by the students who have created it.

Any source code, or related products, made by you as part of your studies and through the knowledge or use of techniques, means, or data provided by 42 Lisboa and 42 Porto, remain your exclusive property.

42 Lisboa and 42 Porto cannot claim any ownership or intellectual property over your work, or over any company you found about your studies at 42 Lisboa and 42 Porto. Similarly, 42 Lisboa and 42 Porto cannot be held accountable for any company you found about your studies at 42 Lisboa and 42 Porto.

It is forbidden to disseminate confidential or sensitive information from 42 Lisboa and 42 Porto or all its structures or related activities without prior approval from the staff. This includes the school logo and any documents or educational contents drawn up by 42. This prohibition also includes all the files and data related to the school, its students, employees, and 42 Lisboa and 42 Porto's partners.

💡 *If you have any questions, comments, or complaints about our Privacy Policy, write to [marvin@42porto.com](mailto:marvin@42porto.com).*

### Consent to the processing of personal data and assignment of image rights

From May 2023 onwards via apply or during the ID Check, you declared (or not) the consent and authorized that, under the terms and for the purposes of Article 79, 1 of the Portuguese Civil Code, Associação 101010 Portugal, NIPC 515722812, with headquarters at Rua Neves Ferreira, no. 13B - 2º, 1170-273 Lisbon (hereinafter referred to as 42 Lisboa and 42 Porto), captures, uses, reproduces, and disseminates my image, obtained by any means, for the promotion of 42 Lisboa and 42 Porto.

You further declared that you do not owe any consideration or remuneration for the assignment of your image rights, as well as for the authorization to capture, edit, fix, reproduce, and disseminate your image, under the terms referred to in the previous paragraph, and that as such, you will not require any payments or credits.

The consent provided can be withdrawn at any time, without compromising the lawfulness of the processing of your data, through written communication addressed to 42 Lisboa via [contact@42lisboa.com](mailto:contact@42lisboa.com) or 42 Porto to [contact@42porto.com](mailto:contact@42porto.com), whose effects will take place within thirty (30) days from the date of its reception.

Specifically, concerning the processing of personal data carried out for the purposes and with the grounds contained in this document, I declare to be aware that.

- Your data (image) will be processed exclusively for the purposes indicated above by 42 Lisboa and 42 Porto, as data controller, and, according to the legislation on the Protection of Personal Data, you may exercise the rights of access, rectification, erasure, opposition, limitation, and portability, if applicable, requesting it in writing by e-mail to [contact@42lisboa.com](mailto:contact@42lisboa.com) or [contact@42porto.com](mailto:contact@42porto.com) or by mail to the address indicated above, and in any case, you must prove your identity and specify the right or the rights you intend to exercise; and
- that if you believe that there has been a breach of any of your rights, you also have the right to file a complaint with the Comissão Nacional de Proteção de Dados (CNPd).



## Evaluation Rules

You are not allowed to do evaluations remotely (and using your phone is doing it remotely!). Both the student and the evaluator must be physically in the school, in front of the same school's computers. If this is not the case, the project will be annulled, and both the student and the evaluator will get community service. No, you can't do it on your laptop, tablet, or phone.

Only book one evaluation for each slot. We do not authorize you to schedule multiple evaluations at the same time. If it comes to our knowledge, community service will be applied.

It is a part of the learning process to explain your program multiple times and to remove the side effects of "one truth". "Never trust someone who tells you defenses are a waste of time.

The evaluator has to move to meet the evaluated student (not the other way around).

In case of doubts regarding evaluations, please re-watch the following videos:

- [Documentation - P2P Evaluation - 01 - Before \(as an evaluated student\)](#)
- [Documentation - P2P Evaluation - 02 - Before \(as evaluator\)](#)
- [Documentation - P2P Evaluation - 03 - During the evaluation](#)
- [Documentation - P2P Evaluation - 04 - After \(as evaluated student\)](#)

Keep in mind that if for example, exercise 01 is wrong, all the following exercises should be marked as wrong.

## Exam Rules

When an exam is created in the intra, it will always appear as an event on the Intra page. To subscribe for the exam **you should only subscribe to the event** (and not only to the project). If you don't enroll, you can't partake in the exam.

Students will not be allowed on the cluster where the exam is happening during the school exams.

Not complying with any of the following rules results in the exclusion from the current exam and may be followed by additional sanctions:

- Do not rush in or make noise when you enter the cluster.
- Be early: any late entry will be refused. We recommend you be near the campus 30 minutes before the exam. Once the exam has started, it's strictly forbidden to enter the cluster.
- The use of phones, smartwatches, or any other electronic device is forbidden. They should be turned off and put in your bag, which is left in the cluster lobby.

- You can bring only a pen or pencil; the staff will provide a blank paper that will be at each desk. Any additional item must have been previously discussed and approved by the staff.
- You can bring a closed bottle of water that must be kept on the ground. Any other items need to be previously discussed and approved by the staff.
- If you have any special needs or any medical conditions, inform the staff one day before the exam and upon your arrival to the exam. You don't have to be specific about it if you aren't comfortable sharing the details with them. If you are sick, please inform the staff before the exam starts and take their advice on whether you should come to campus.
- You must mute your computer when you arrive.
- It is forbidden to lower the computers' screens during the exam.
- After the exam starts you cannot move around without the staff's permission except to leave the exam. When you leave, close your session on the computer, stow your chair, and clean up your table.
- It is mandatory to lock the screen whenever you leave the working station when you go to the toilet or in any other exceptional situation.
- If you need to use the bathroom or if you need any support from the staff, please make yourself visible or stand up and wait for the staff's signal.
- You won't be allowed to use the bathroom during the 1<sup>st</sup> hour of the exam. So go before entering the exam if you must.
- If you finish within 20 minutes of the end of the exam, please stay seated until the end, so as not to disturb other students who might still be focusing on their exams.
- Respect staff and their decisions.

We consider cheating during the exam:

- Take or use your mobile phone or any other personal electronic equipment to your workstation.
- Any situation or attempt of communicating with another student, or even talking out loud to yourself in the exam room, in the toilets, or any other place while the exam is running.
- In general, getting a solution or any piece of information to solve the exam exercises from someplace other than your head.

**There are limited spots for each exam for students.** In order to allow all students to participate in the exams, all students who are registered for the exam and do not show up will be entitled to 2 hours of Community Service.

All of those who cancel their registration at the last minute - less than 24h before the exam, thus preventing another student from taking advantage of the slot, will also be closely supervised.

Unforeseen things happen, but it is important to send a message on the different Slack channels (#general) to inform the bocal that you have a problem and that you won't be able to attend. This will also inform your colleagues that a place will become available and they will be able to participate in the exam.

Every single cheat during an exam will lead to exclusion from that exam and community service. You will also have to schedule a talk with a staff member. If this happens repeatedly, measures will be taken.

*⚠ During exams, students who are not participating in the exam will be asked to leave the cluster. You can find the scheduling exams on your intra page.*

### Rules about cheating and fraud

At 42, you have the time to learn at your own pace. The full curriculum has been designed for this. Your goal is to develop your skills to get an excellent job and a sustainable career. Cheating will not educate you.

You have all the tools and materials at your disposal to fully succeed in your curriculum. Cheating or fraud equals running away from your responsibilities. Assume your situation and do not cheat. If you are feeling pressured and frustrated, talk with your peers, ask for help, and reach the staff if you need it.

We have a zero-tolerance policy regarding cheating or fraud of any kind. We also consider that evaluators who are not following the rules are as guilty as the ones who are cheating on a project. An obvious cheating situation triggers a disciplinary board. It can concern the one who cheats and/or the evaluator.

We consider cheating during a project of the curriculum when:

- You turn in a project that does not compile, not work at all but has been validated during an evaluation.
- Turn in another student's project.
- Be evaluated on a project made by someone else (copy a project and/or do not understand it, having some files or headers from other students, ...).
- As an evaluator, if you validate a project with obvious cheating from the student.
- Every means to set up to bypass the Moulinette, or to change the official repository of the evaluation (ex: with zsh / bash aliases).

### What happens if you cheat

Cheating has obvious consequences for you, your peers, and the 42 brand:

- You are not learning and developing your skills.

- You will be facing projects or exams or performing evaluations you don't have the competencies to do.
- You will be pulling your peers behind.
- You will be damaging the 42 credibility (which affects both you and your peers as well).
- Your student status at 42 will be at risk.

### **Cheating during the Piscine:**

- Cheating in Projects:
  - You will be graded -42
- Cheating in Exams or Rushes:
  - You will be graded -42
  - You will get 4H of Community Service (and consequently you will make your coalition lose 420 points). Remember, if your coalition is on top, you get an XP bonus.
  - The School Management will analyze your opportunity at the Piscine. You will have to schedule an individual meeting with the School Management.

### **Cheating during the Course:**

- Cheating in Projects (when marked as Cheat by the evaluator):
  - You will be graded -42
- Cheating in Projects (when evaluators pass the project):
  - You will be graded -42
  - Schedule a project evaluation with the bocal. Both the evaluatee(s) and evaluators must participate in the evaluation by the bocal. If the bocal identifies your project as cheating, you will get 8H of Community Service (and consequently you will make your coalition lose 420 points). Remember that if your coalition is on top, you get an XP bonus.
  - Your continuity at the school is at risk under a decision by the School Management. You will have to schedule an individual meeting with the School Management.
- Cheating in Exams:
  - You will be graded -42
  - You will get 8H of Community Service (and consequently you will make your coalition lose 840 points). Remember that if your coalition is on top, you get an XP bonus.

- Your continuity at the school is at risk under a decision by the School Management. You will have to schedule an individual meeting with the School Management.

## How to behave as an evaluator

Peer-to-peer evaluation is at the core of 42's philosophy. It is incredibly important for the students' professional outcomes. 42 has a great reputation worldwide due to its students' skills, and we are committed to ensuring evaluation defenses are conducted with rigor and transparency. This is paramount to guarantee this student is ready to move on to more complex subjects and, further, to the job market.

As an evaluator, you are as responsible as your peers for ensuring that the person being evaluated is learning properly, therefore increasing the school's value towards the market and the employability of all who study at 42.

You are expected to check the project you will evaluate beforehand. Even without formally registering for the project, all students can access the project's subject intra to verify what are its goal and requirements. The project's subject is also available on your evaluation page as well as any other resources made available for the evaluatee.

All projects must meet a few common criteria: students must have submitted files in the repository; those files need to be compliant with the Norm (unless explicitly waived); all programs must compile; evaluatees must be able to explain their code and line of thought.

The evaluator that is still at a level lower than the one of the students being assessed, may not feel able to thoroughly evaluate the code itself. However, if the evaluatee is ready to explain the project as well as he/she should, then the evaluator is expected to be able to verify it. This means evaluated students are expected to explain the project's goals, and how they approached it, and to showcase their results, either using testers, visualizers, or other tools.

As an evaluator, it is your right (and responsibility) to request the evaluated student to explain the project to you as many times as needed. You need to understand what the project is, how it should work, and if it works as planned. If an evaluator is not comfortable with passing the student, try to ask the evaluated student to explain again, in a different way. In the end, if you are still not confident that the project was completed by your peer, explain your motives for the evaluation and write them clearly in the evaluation form on intra.



An evaluator assessment is final. Evaluated students must never initiate any sort of conflict with evaluators. If an evaluated student thinks that they have received an unfair evaluation, the student should talk to a staff member.

## Piscine Details

The Piscine may feel a bit out of the ordinary at first. The peer-to-peer learning method means that the staff cannot answer questions about the content of the curriculum. For some people, that means staying lost for a while. The best advice: DON'T PANIC! It is normal and part of your learning experience. You are making progress on your journey. And you know, some of your fellow pisciners are probably experiencing similar challenges.

***The staff can't answer questions about the content. Does this mean I'm not supposed to talk to them at all?***

We may not answer questions concerning the curriculum, but we are at 42 Lisboa and 42 Porto to help you with any technical issues you might have.

***Where do I go in case of an emergency?***

Please go to the Bocal to reach the right staff member to support you. If there is no one there, please reach out to the security guard at the building entrance.

***If I miss a couple of days because of private issues, does this mean my chances of passing the Piscine are gone?***

Of course not! We want to offer a fair chance to every pisciner and therefore we investigate each case individually. If an external factor negatively influences your performance, please inform the staff by email at [marvin@42lisboa.com](mailto:marvin@42lisboa.com) or [marvin@42porto.com](mailto:marvin@42porto.com), so we can together find a solution.

***Does helping people put me in a disadvantageous position to get accepted?***

On the contrary. You'll notice very quickly that helping your peers makes you a better programmer. Also, there is no fixed acceptance rate for each piscine, so there is no competition. Just help your friends progress so you all learn in the process!

***Is there any fixed schedule during the Piscine when I have to be on campus?***

You should know that you are going to have exams every Friday from 3 pm to 7 pm and the last Friday from 10 am to 6 pm. You must be on campus at least 20 min before the exam starting hour, or you won't be able to do it. The school is open 24x7 so you can make your schedule. Remember the Piscine is a very demanding 26 days of experience, so you as long as possible be free of any other responsibility (if you want to be selected, I mean), and try to be on campus as much as possible.

***What do I need to bring from the first day of the Piscine until the end of the curriculum?***

You need to bring headphones from the very first day of the Piscine. Without headphones, you are not able to start at all. You will have to watch tutorials and you cannot listen to them out loud. You will also need your identification document for the ID Check. And from then on, you must always have your Piscine card and lanyard with you.

***How long after the Piscine will I hear whether I got accepted into 42 Lisboa and 42 Porto?***

We will need a few days to crunch the numbers and assess each candidate individually to make sure we get the fairest results. We aim to have the outcome two weeks after the Piscine ends.

***When will I be able to start at 42 Lisboa and 42 Porto after I get selected?***

You can start the program on any of the Kick-Off dates scheduled for the 365 days following the end of your Piscine. They are usually scheduled for April and October.

## Proof of enrollment

As you must already know, 42 Lisboa and 42 Porto are not officially recognized as a school, so we can't give you student status. If you need a declaration confirming your participation in the piscine, you can find a document draft in [this folder](#) - 42 Porto. If you need a declaration stating your enrollment in our course, you can find it there as well. Download the file you want (ENG or PT), fill it in, and send it to Marvin. We will get back to you as soon as possible: please do not email us repeatedly!

## Certification by - DGERT

In early 2023, 42 was recognized as a Training Institution by DGERT - Direção Geral do Emprego e das Relações de Trabalho [More info here PT](#).

This certification creates benefits for both the students and 42.

### **A selected Pisciner:**

Once you complete your Piscine, 42 will communicate your data and the Piscine results to DGERT. You should receive a certificate in your email within two months.

### **A Common Core Student:**

Once you complete your Common Core, internship included, 42 will communicate your data and results to DGERT. You should receive a certificate in your email within six months. For students in a situation of unemployment and registered at IEFP, the 42 Common Core is recognized as a training program from this Institution. So the student can keep their unemployment benefits while studying at 42. The process of how to get this is still a mystery for the School Management, so we count on the pioneer students using this benefit to document it so we can make it easier for the next ones. You can confirm 42 is already a certified training institution by searching the NIF 515722812 here. The institutional name of 42 in Portugal is Associação 101010 Portugal. You can deduct costs related to professional training when submitting your taxes (IRS).

### **42:**

Can access public funding, both national and European, and explore alternative financial sources other than donations, to guarantee the schools' financial stability.

### **For Students who started before May 2023, to be able to access these benefits, they must:**

- All students who started the Common Core after April 2023: you have signed all necessary documents, you just need to register your Data through this [Google Form](#), where you allow us to share your data with DGERT.
- Other students: you need to sign a Learning Contract, and register your Data through this [Google Form](#), where you allow us to share your data with DGERT.

For 42 to maintain this certification, the school must report the results of the Satisfaction Survey to DGERT. Please, remember to answer them when you receive them.

## Merchandising

We have some cool merchandise available for pisciners and students to use, or keep as a souvenir.

You can use your 'Altairian Dollars' at the intra shop to buy a 20% or 50% discount on an item of your choice. However, you should know that there is a limited "stock" of discounts available, and that each student can only use it once.

## 42 Porto

If you're interested in purchasing an item, go to the Bocal during the below schedule:

- Tuesdays, between 12 am and 1 pm, or
- Thursdays, between 5 pm and 6 pm.

If you are participating in the Piscine, you can purchase merchandise from the 3rd week of your Piscine onwards on the above schedules.

## Official communication about AI tools

We bear witness to the recent truly groundbreaking progress in the field of Artificial Intelligence (AI): one cannot be indifferent to the capabilities of tools such as DALL-E, Github Copilot, or, more recently, ChatGPT. The potential to automate certain tasks and functions, which are currently performed by software developers, is obvious: nevertheless, we also truly believe it is not (yet, nor shortly, if ever) a replacement for software developers. While AI can perform some tasks faster and more accurately than humans, it is not capable of the kind of creative problem-solving and critical thinking that is essential to the art of programming. Instead, we believe it is more likely to complement the work of programmers and make their jobs more efficient and effective.

However, both staff and students of 42 need to understand how AI can help your learning process before it harms your progression (even if it looks like you are moving forward faster). It's crucial for you to actively engage with the projects and participate in your learning process (and your peers'), rather than just relying on AI tools to give you all the answers (even if, again, it initially seems easier).

Here are a few ways that you can learn effectively even if you access AI tools:



Make sure to keep asking questions and seeking clarification on concepts you don't understand with the help of your peers and other sources of information. It is critical to engage with the material to promote an active understanding of concepts (plus, these tools will rarely let you know of their made-up responses);

Don't abstain from experimenting with code and trying out different solutions to problems. This will help you to learn through trial and error while ensuring you don't lose the creative edge, so fundamental to the art of programming;

We reinforce that it is essential to work together and discuss your ideas and solutions with your peers. Not only will you learn from each other, but you also develop your communication and teamwork skills - and this is crucial for the job market;

Reflect on your coding endeavors, and think about what you have learned and how you can apply the 42 projects to real-world situations. This will help you to consolidate your knowledge and understand the relevance of what you are learning.

Of course, keep in mind that cheating is not tolerated in any form: copying and pasting code or solutions from online sources, or other students' work, qualifies as such. You must understand and be able to explain your solutions: be rigorous in your evaluations and require your peers to explain their solutions and how they arrived at them. This will help you to assess whether your peers truly understand the project and the tools they have used.

Again, it will not help you or your peers to understand a project and still move forward: it does not benefit anyone to pretend to have learned something one is barely grasping to understand.

We are keen on the changes provoked by the AI uprising - and even quite excited to see how the programming world, and other areas of the job market, will react to it. But we are quite aware that AI is just another tool among many, and should be used in its appropriate contexts to achieve optimal results.

These tools are available online and are a direct support when it comes to writing software and code. The 42 curriculum is designed to help you to become the best software developer you can be; thus, the official 42 Network recommendation is to use these AI tools only when in the job market. We hope you will focus on learning all the important concepts that 42 has to offer, and later use your creativity and problem-solving skills to stand out in a market full of AI tools.

*PS: a particular AI tool might have or might have not helped in producing the message above 😊🌊*

## Feeling sick?

If at any time you suspect you might be sick and if you have symptoms, please stay at home, and email Marvin. Keep in mind some of these:

- Hands must be sanitized at entry and regularly throughout the day.
- The campus is equipped with disinfection stations with cleaning material for mandatory use to clean equipment, at the clusters, pantries, and shared areas.
- Each student is responsible for cleaning and disinfecting their workspace before leaving it: desk, computer, keyboard, mouse, and other common equipment with the assigned material.
- Each student is also responsible for cleaning and disinfecting the equipment used in the kitchen or other shared areas.

In general, we ask you to be mindful of the well-being of the community. Don't forget about hygiene good practices, eg. covering the mouth with a tissue or forearm when coughing.)

In addition to the aforementioned rules, everyone must abide by all additional rules that are implemented by the Portuguese Health Authorities.