

42 PORTUGAL

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

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Welcome to 42 Lisboa and 42 Porto

Hey students!

You are about to dive into a great adventure. Congratulations on reaching this far: now is the 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 or 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. 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. We uphold a zero-tolerance policy towards harassment or discrimination of any kind based, but not exclusively, on sex, origins, ethnicity, beliefs, physical appearance, or lifestyle choices. Stay friendly even in situations of frustration, we expect you to stay friendly and to focus on helping your peers to resolve issues and learning from it.

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. 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! 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 your 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 with each other.

And now, a friendly advice: Don't give up and learn from your mistakes!

When navigating through technologies and innovations, it's important to understand that you won't always have all the answers immediately at your disposal. However, this shouldn't be perceived as a setback. The hallmark of great developers lies in their adeptness at handling errors, frustrations, and mistakes while persistently seeking out the optimal solutions.

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 or marvin@42porto.com**, or anonymously using the **Whistleblower Channel ([here for 42 Lisboa](#)) ([here for 42 Porto](#))**. All reports will be handled with care while respecting the privacy of those who raise a concern.

Misbehavior, Suspension, and Expulsion

Misbehavior encompasses any action that violates the school's code of conduct and regulations. Additionally, any behavior deemed inappropriate for the school environment, even if not explicitly outlined in the rules, will not be tolerated.

Students who fail to adhere to appropriate behavior guidelines will face consequences ranging from community service to suspension or expulsion, depending on the severity of the infraction. Prior to suspension or expulsion, a meeting with the school management will be held.

During a suspension, students will temporarily lose access to campus facilities, intra and communication platforms such as Slack. They must give their student card to the staff. Upon completion of the suspension period, a follow-up meeting with the school management team is required to discuss goals and reaffirm commitment to the school. Access privileges and the student card will be reinstated, and students may be required to schedule 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 6 PM. For any urgent matters on weekends, please report to Bocal or contact the security/emergency contacts provided at the school campus.

First things first. Some Handy information

Open Hours:

The spirit of 42 is to find solutions on your own or ask your colleagues for help. However, that doesn't mean that the staff can't also help or give guidance, which is why we have Office Hours, a time for you to talk to the staff about your problems and concerns and also achievements, of course! You can check the schedules for office hours on the Community Meetings slides.

- If you want to talk about concerns you have about the course and/or about concerns or ambitions for your professional future, time management and aligning goals, you should talk to:

Lisboa: Hey you! Open Hours with Joana (Student Affairs Manager)



You can find her every **Tuesday from 11.30 a.m. to 1:00 p.m. and Thursdays from 4 p.m to 7 p.m on Bocal of 42 Lisboa**. If for any reason you need to schedule a specific time, you can do so via this [link](#). You can also send a private/direct messages via Slack #bocal requesting a meeting. You can always send an email to marvin@42lisboa.com

Porto: Hey you! Open Hours with Mariana (Student Affairs Manager)



You can find her every **Tuesday from 11.30 a.m. to 1:00 p.m. and Thursdays from 4 p.m to 7 p.m on Bocal of 42 Porto**. If for any reason you need to schedule a specific time, you can do so via this [link](#). You can also send a private/direct messages via Slack #bocal requesting a meeting. You can always send an email to marvin@42porto.com

- Because mental health is extremely important at all stages of life, we have a psychologist available to talk about various topics that you may find pertinent to help you improve your path at 42. You should speak to:

Lisbon: Meeting with Raquel (Student Counselor)



She can be reached by Slack [[@Raquel Botelho](#)] and/or via email: rb@42lisboa.com

Documents and Statements:

If you need any documents relating to your participation in 42, please go to this [folder](#) and choose the declaration that best suits you. You should **download** and fill in the declaration in the **yellow spaces** with your info and then **send it to Marvin** ([Lisbon](mailto:marvin@42lisboa.com): marvin@42lisboa.com/[Porto](mailto:marvin@42porto.com): marvin@42porto.com) in **Word format**. We will sign and reply within 72h working hours.

For the statement for free monthly passes:

Porto: In the validity date of the declaration, as they are being more demanding and request a longer validity, exceptionally and only for this type of declaration, you can **add to the last day of Common Core ETA**, plus the days that **remain to use Freeze** (if you have them still available).

Lisbon: For now, TML (Transportes Metropolitanos de Lisboa), isn't accepting any statements from our side because we aren't recognized as a Higher Education Establishment. Therefore, we aren't issuing any statement for that purpose.

Student Counselor

At 42, we care about your well-being and your mental health. That's why, our in-house Student Counselor is developing a set of activities and workshops to help you develop mechanisms to cope with anxiety, time management, conflict management, imposter syndrome, and many other topics. Feel free to share any ideas you might have. The counseling will focus on three main areas:

- Full-stack approach: promote mental health and well-being, through skill development and workshops.
- Group sessions: group sharing activities to work on anxiety management, time management, and interpersonal communication.

Community Service - TIG

When a student does not follow the rules and 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 **Bocal** at 2:30pm 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 or 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 channel**. If you have any concerns (non-tech related) that you would rather keep private, you can reach us by email (marvin@42lisboa.com or marvin@42porto.com) or book a meeting within the staff's Open Hours.

All the school's communication is directed to the students solely. The staff does not preview any kind of communication (emails, phone calls, meetings, etc.) with the students' parents or legal representatives.

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!

Secondly, by posting your question or concern publicly, your peers can join the discussion and offer valuable insights, potentially leading to a quicker resolution. Additionally, everyone benefits from the shared knowledge, reducing the need for repetitive questions in the future.

To ensure efficiency, we ask that you check the #bocal Slack channel for any previously reported technical problems before making a new report. If the issue is unresolved, please post it in the channel. This helps both the staff and your colleagues keep track of ongoing issues and their solutions. Also, reading [this](#) webpage is highly recommended!

Communication Rules

The staff will be supervising the Slack channels. The staff's intent is 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**.
- 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.

How-To Link intra account to Slack

Go to <https://profile.intra.42.fr/slacks> - This link is also accessible from *Settings > Notifications* but you will have to enable email notifications to land on the slack configuration page:

1. Select the Slack team (workspace) you want to link.
2. Open Slack (let's get this Slack ID).
3. Find and copy your "member ID" (= Slack ID).
4. Paste your Slack ID and submit.
5. You will receive a validation code by direct message on Slack from a bot.

6. Click on “Validate my account!”, copy the code from Slack and paste it on the intra page to prove that you are indeed the owner of the Slack account.

List of notifications you will receive

- Coalitions - All coalitions events.
- Companies - All companies events.
- Deadlines - All deadlines events.
- Events - When you subscribe/unsubscribe to an event.
- Exams - When you subscribe/unsubscribe to an exam event.
- Projects - When you subscribe/unsubscribe/retry a project.
- Evaluations - All evaluation events not mentioned below.
- Missed Evaluation - When you report someone as absent / When you are reported as absent.
- Automatic Evaluations - When one of your projects is graded by Moulinette.
- Sign in - When you sign in to the intranet.

Facilities

42 Lisboa

The **42 Lisboa** campus is located at Beato Innovation District complex inside the Factory Lisbon Building
- Avenida Infante Dom Henrique nº143, 1950-406, Beato, Lisboa.

At the campus entrance, there is a Lounge and pantry for events. The Students Pantry has a dining area, equipped with fridges and microwaves. In the same area, you will find a Multipurpose Room that can be used by students whenever available. Right next to the pantry is the Bocal, where you can usually find the staff. On the opposite side of the space are Cluster 1 and Cluster 2. Throughout the floor, there are also 3 Phone Booths (between the Lounge and the Students Pantry) and 2 Secret Seats (between Cluster 1 and Cluster 2) for more private work with your laptop. Additionally, there are 6 Bathrooms.

Please do not use the elevator, except if you have reduced mobility. It's a good way to exercise your legs.

The campus is a space used by a significant number of people, and everyone's contribution is necessary to keep it clean and organized, as well as to control maintenance costs. For example: pay attention to any unnecessary lights and turn them off, please maintain your workspace and other spaces you use the cleanest possible when you leave. The building also has a terrace that you can access from 8am until 7pm. You can have lunch at the terrace but it's mandatory to leave everything clean. Parties at the terrace are forbidden except when promoted by 42 School Staff.

42 Lisboa is committed to being **accessible** to all people that visit or enroll in the course. 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.

The campus is equipped with an elevator that allows students with reduced mobility to move between floors, as well as two mobility accessible toilets. 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.

You must use your **Student Card and the lanyard** anytime you are on campus. You will need it at the access controls at the main entrance, and exterior staircase doors on the 2nd floor. You must use your card - not your friend's card, but your card (at all times). This means, only one person can enter or leave the building for each card usage. Please use your card in the 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. The cost of issuing a new Student Card is 5€ in case of loss.

Accessibility

Access to the building is strictly limited to registered students. That means that as a student, you cannot facilitate entry to people from outside 42 Lisboa, without previous authorization from the staff. 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 2 working days before the visit.

Access to the Building

- Through Avenida Dom Afonso Henrique, 143: 24h, but from 7pm until 8am the doors are closed and you need to knock so the security guard can open the door.
- Through Rua da Manutenção 71: from 7am until 2am.

Note: the Building (factory) exterior doors are open free from 8am till 7pm. Outside these schedules you will need to knock on the door so the security guard can open it and show him your card - if the security guard is not there, just wait a bit; he'll be there soon.

42 School door floor Access Schedules:

Main door floor entrance: 24h

Facade/Exterior Doors: from 07AM till 8PM

42 Porto

The 42 Porto campus is located at Rua da Picaria, *3rd floor, 4050-478*, in Porto.

Located on one of the best streets in the city center, 42 Porto's home has a pleasant open space to work and a pantry equipped with microwaves, fridge and vending machines with food and beverage options for a quick snack. In the pantry, students also have tables and chairs available where they can have their meals.

- Please always leave it clean and respect the other people.

Accessibility

42 Porto is committed to becoming accessible to all people that visit or enroll in the course. We are improving our 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.

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 3rd and 4th floors is through the elevator or the staircase. Whenever possible, use the stairs to reach the 4th floor from the 3rd floor.

You cannot access any other floor except for the 3rd and 4th floors. Also, the entrance and exit of the building should always be done using the entrance on Rua da Picaria nº5.

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 3rd and 4th floors. Please use your card in the 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. The cost of issuing a new Student Card is 5€ in case of loss.

Access to the building **is limited to registered students and applicants**.

General Building rules

The building where the 42 Lisboa & 42 Porto campuses are 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 the campus 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.

- When smoking, always make sure to use the available ashtrays, and never pollute the surrounding area.
- During the night, if you go outside the school, watch out for the noise. It is forbidden to gather outside in loud conversations. Be mindful of the resident neighbors (there are other entities in the building) and absolutely cannot be disturbed.
- 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!
- 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 a security and cleaning team on the building. 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.
- 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 pantry. If you used it, let the Bocal know.
- We also have an AED (Automated External Defibrillator) available for emergencies. However, only staff members who have undergone the proper training are authorized to use it.
- You can never use the emergency door on the campus for any reason other than its explicit purpose - emergencies.

Cluster rules

The 42 campus have cluster areas 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 - or anywhere in the school.
- 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.
- 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.
- You can never plug any device into the USB, HDMI or cards reader.
- 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 Lisboa

- The pantries are equipped with fridges, kettles, 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, but you must bring your dishes.
- As for the fridges, it is 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.
- 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 fridges are emptied on Fridays between 8-9 pm. 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

- In the Students Pantry you can find vending machines with a variety of food and beverages available.
- If you have suggestions for products or alternative solutions that you would like to have on the vending machines, please email the staff at marvin@42lisboa.com.

42 Porto

The pantry on the 4rd 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. This pantry also has cleaning materials for you to wash your dishes.

The pantry on the 3rd floor is exclusively for pisciners during piscines and is accessible to all students for the rest of the year. This pantry is equipped with a microwave and vending machines.

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 meal, and socialize, restoring your energy. 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 Saturdays. 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 both pantries, 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.

Privacy and Intellectual Property

We prioritize your privacy at 42 Lisboa and 42 Porto. Our Privacy Policy, available on our websites, outlines our careful handling of personal data for applicants and students. It details the reasons and methods for collecting and utilizing personal data, as well as individual rights. This policy applies to any personal data submitted via the website's contact form.

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.**

You are not allowed to share any private or sensitive information from 42 Lisboa and 42 Porto or any associated entities without first getting permission from the staff. This covers everything from the school

logo to documents or educational materials created by 42. It also includes any files or data related to the school, its students, staff, and partners of 42 Lisboa and 42 Porto.

- If you have any questions, comments, or complaints about our Privacy Policy, write to marvin@42porto.com or marvin@42lisboa.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 Av. Infante Dom Henrique 143 1º, 1950-406 Lisboa (hereinafter referred to as 42 Lisboa and 42 Porto), captures, uses, reproduces, and disseminates your 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.

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 reachus@42lisboa.com or contact@42porto.com whose effects will take place within thirty (30) days from the date of its reception 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).

General Evaluation Rules

The rules that need to be followed are:

- **Evaluations MUST happen on campus**, in a computer from campus
 - 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.

- You are also not allowed to do evaluations using a VPN (Virtual Private Network) even if it's on the school's computer.
- **Only book one evaluation for each time slot.**
 - We do not authorize you to schedule multiple evaluations at the same time. Intra let's but we don't! If it comes to our knowledge, **community service will be applied (to both the evaluators and evaluatee).**
 - **If someone proposes you to do a group evaluation,** you should refuse to do it and report it to the staff by email to marvin@42porto.com or marvin@42lisboa.com.
- It is a part of the learning process to **explain your program multiple times** and to remove the side effects of "one truth".
- **The evaluator has to move to meet the student being evaluated** (not the other way around).
- **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.
- Keep in mind that if, for example, exercise 01 is wrong, **all the following exercises should be marked as wrong.**

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 \(as evaluated student\)](#)

Note: All students will receive one pair of earplugs whenever they start their journey at 42. It will be given only one pair per student. It can be used during exams as well.

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.

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.

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 the project). If you don't enroll, you can't partake in the exam.

Students who aren't enrolled in the exam will not be allowed on the cluster where the exam is happening during the school exams.

Note: All students will receive one pair of earplugs whenever they start their journey at 42. It will be given only one pair per student. It can be used during exams as well.

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, watches, 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 1st hour of the exam**. So go before entering the exam.
- 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 will be applied. You will also have to schedule a talk with a staff member. If this happens repeatedly, measures will be taken.

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 at 42 has significant repercussions for you, your peers, and the reputation of the institution. It impedes your learning and skill development, leads to unpreparedness for projects or exams, and hampers your peers' progress. Additionally, it undermines the credibility of 42, jeopardizing both your student status and the reputation of your peers.

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 can get until 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.
 - Evaluators who clearly conduct poor evaluations will also be given Community Service and might be requested to meet with the School Management.

- 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.
- [Fail Staff Evaluation](#)

If the eval failed, and it's not considered cheating, the following actions will be applied:

 - 0 on project if crash.
 - Respective Grade if failed on one of the eval points.
 - Remove quests.
 - Remove XP.
- [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.

The Norm V4_

The Norm

Various remarks about the Norm:

- Why do we have the Norm? => please read the Norm pdf, it does contain a full page with explanations on that.
- Why there are differences between the Norm pdf and the Norminette? => it's easy to understand that some requests from the norm cannot automatically be controlled, like "english names for vars and functions". Also, the high flexibility of the C coding language make difficult to extend the Norminette to all possible syntaxes.
- What should we do during an evaluation? => during an evaluation, the Norm prevails. As an evaluator and to keep the evaluations focused on the projects features, you use the Norminette, nevertheless you can and should indicate that some points of the Norm are not respected if you notice them, and this should lead to sanctions.

Group Projects

At 42, developing soft skills alongside technical ones is a key objective, often through group projects. Collaboration is essential, even when facing communication challenges or scheduling conflicts. Solving such issues together is part of the learning process. If difficulties persist, students are encouraged to seek

assistance from Bocal rather than attempting to complete the project individually. Below you can find some guidelines provided to offer direction on initiating group projects effectively:

Finding a partner

- Finding a partner for you is easier the more time you spend peer-to-peering in school.
- Start looking for partners in advance. To get an idea of who is at about the same stage as you, **besides asking around**, you can use Slack, [PeerFinder from 42Evaluators](#), or the [Codam FindPeers tool](#).
Tip: instead of Slacking “Who wants to do project X with me?”, ask “Is anybody about to start project X?” and suggest you have a preliminary chat before committing.
- Make sure you are as compatible as possible in terms of **commitment, schedule, and available days**.

Managing the project

- Make sure you align with your goals, time frame, and process. Here are some ideas (it is up to you to experiment or look up project management tips and resources):
 - Keep a project-shared journal with each person's tasks and deadlines
 - Send invites for your next meeting to your respective personal virtual calendars
 - Establish rules for communication (e.g. please answer within 1 day, or follow up at least 1x week, or cancel a meeting at least 2 days in advance)

Troubleshooting

- Make time regularly for both self-reflection and for checking with your partner(s) to analyze the experience and revise your plan:
 - Is everything going according to schedule? If not, what went wrong?
 -
 - What could you do better?
 - If someone is struggling in the group, have you tried to figure out what the reason might be and how you can help them?

Worst-case scenario

If you see that you and your partner(s) can't really work together, you should talk with each other and cancel your registration for the project.

Remember that when restarting the project with a different group, you should not try to pick up with your new partner(s) at the point you left. You can't expect them to know everything that you've done until that moment. Take this as a good opportunity to teach them and build something from scratch with them.

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, nor you**. For some people, that means staying lost for a while. The best and only advice you can give them is: **DON'T PANIC!** It is normal and part of their learning experience.

During the piscines, there are specific rules that are going to be applied at 42 Lisboa and 42 Porto.

- **Students will not be allowed on Cluster 1**, as that will be reserved for Pisciners.
- Cluster 2 will be fully available to students.
- We want pisciners to have the same experience you had, **so you can not communicate with pisciners in any way**. If you interact with pisciners, you will have 4 hours of community service ahead of you.
- You will be able to subscribe to exams during this period.

In the first week of the Piscine, the school will be closed, and on the last day, which includes an 8-hour exam, the school may also be closed for those hours. Please plan accordingly.

Student's Life 42 Lisboa and 42 Porto

Common Core

The Common Core is designed to develop the set of skills to handle Junior developer positions in companies and evolve through time, sustainably. It contains imperative and object-oriented programming, algorithms, system, and network programming, some graphics and web, system administration, and networking. If tech skills look important, of course, the real deal for this Common Core is to *learn how to learn*. This comes from the development of all soft skills: adaptation, problem-solving, collaboration, creativity, etc. All these skills give each student the freedom to make their own choices in their future life.

Holy Graph

On the Holy Graph, the Common Core is represented by the 6 big concentric circles. The last and biggest project is ft_transcendance which completes the Common Core. The projects' subjects are only available in English. Only during piscines will you have the PDF documents available in Portuguese.

Sometimes, to improve the quality of the courses, the content of the projects or the projects will change. These changes are usually announced at the Community Meeting but **check Slack regularly** to have the most updated information.

Paced System

The Paced System provides a structured timeline for progressing through the curriculum. It sets specific deadlines for key milestones and exams, helping you stay on track with your learning journey. You will be expected to complete projects and pass exams within the given timeframes. If deadlines are missed, adjustments may be required to ensure you're maintaining the expected pace. This system is designed to offer a clear path forward while allowing room for planning and managing your workload effectively throughout the Common Core. It only applies to the Common Core - there is no Paced System after you complete both Exam Rank 06 and ft trancendence. When a student's days end, their experience at 42 Lisboa or 42 Porto ends and we say they are absorbed by the Black Hole. Every student starting Pace will depend on their Learning Agreement meeting answers.

If you have no more days, you can repeat the course. To do this, you'll have to go through the whole admission process again, doing the games, online check, ID Check and Piscine. In order to be able to enroll, it will have to be a year since the absorption of the Black Hole.

Key Features:

- Adaptability: Your pace adjusts after completing each milestone, making future milestones more achievable. Your pace won't change during a milestone but will be recalculated based on your progress once it's completed.
- Reduced Stress: Clear deadlines and flexible pacing reduce pressure on students.
- Increased Motivation: Milestones are aligned with your individual abilities, promoting consistent progress.

Milestones:

Milestones are key objectives in your journey, marked by the completion of projects, exams, and tasks. Each milestone has:

- A deadline: If you miss it, your pace slows down.
- Bonus Days: Completing milestones early grants bonus days, which extend future deadlines. Missing a milestone at the final pace (Pace 24) may result in being "Blackholed," which would terminate your studies.

You can find the recorded AUA session about the Paced System [here](#), and the presentation [here](#).

	Pace 8	Pace 12	Pace 15	Pace 18	Pace 22	Pace 24
Milestone 0	8	13	18	24	30	45
Milestone 1	32	48	60	72	88	118
Milestone 2	54	81	101	121	148	178
Milestone 3	90	134	168	201	246	306
Milestone 4	141	211	264	316	387	447
Milestone 5	212	318	398	478	584	644
Milestone 6	244	365	457	548	670	730

Freeze Periods

At 42 Lisboa and 42 Porto, you are responsible for your planning. If you want, you can suspend the days counts temporarily by activating a Freeze Period in your settings on intra. Students **can use the Freezes for a maximum of 180 days**, divided into 3 periods of time at most. During these breaks, you do not have access to the intranet or the school computers. If you want to regularly access the campus during your Freeze, you must previously inform the bocal, via email to Marvin.

Succeeding in the 42 course requires a different kind of commitment from that of the Piscine: **the real marathon starts at your Kick-Off!** To make sure you get into a healthy, steady pace of learning from the very beginning, you can't activate the Freezes until you have successfully submitted your first 4 projects. This corresponds to the first 3 to 4 months of your course, but might vary depending on your pace.

Regular attendance on campus is essential for effective peer-to-peer learning and fostering a sense of community at 42. Active participation goes beyond project submissions. Falling below 20 hours per week at school, particularly at the start of the course, results in lagging behind peers, impacting individual performance, the community, and coalition dynamics.

Learning Agreement

The Learning Agreement meeting was designed to help students organize and better plan their time spent at 42 Lisboa and 42 Porto. You will be asked to sign a Learning Agreement with the school where you will state you understand the school rules, indicate the number of weekly hours you are planning to commit to 42.

With that in mind, the staff has proposed to do balance meetings throughout your time at 42 to challenge you to review your progress and set new personal goals. At each moment, **you will be asked to set an individual goal for the next period at 42**.

Community Meetings

We will have a Community meeting every month. You can find the exact dates on Intra. If you have any questions in advance that might be of interest to other students, you can submit those via Slack on #general. We will try to answer them at the next community meeting.

Community meetings can be streamed for you to be able to attend if you can not come to the campus. To access the meeting link, you should open the Google Meet link in the Community Meeting event in Google Calendar. Ask help via marvin@42porto.com or marvin@42lisboa.com. Keep in mind that attending it in person is the preferred way.

Evaluation point sales

When students don't have enough days their evaluation points go to the pool since that user is no longer in 42.

It is also possible to voluntarily donate evaluation points to that pool. When a threshold of pool points is achieved, there's going to be a sale time in which students are going to be evaluated without needing to pay correction points, and the people that evaluate them get double correction points. You will get a broadcast on intra two days before the start of the sale.

Events

You can find the school's events on intra and, for 42 Lisboa, on the Google Shared Calendar [[here](#)], for 42 Porto you have them [here](#). If you subscribe to an event, we will be counting on your presence (with food, drinks, or we told a certain guest that you were attending). If you miss the event, you might get community service hours.

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 course or participation in a specific exam date and hour, you can find a document draft in [here](#). Download the file you want (ENG or PT), fill it in on the yellow spaces and send it to Marvin in Word Format. We will get back to you as soon as possible.

IEFP

IEFP - Institute for Employment and Professional Training, is the entity that supports people in a situation of unemployment, as long as they meet the criteria - [check here](#).

Maintenance of IEFP benefits as a student 42 - if you are already receiving unemployment benefit/social insertion income (rendimento social de inserção), you can prove that you are having certified training - and thus maintain your registration - taking a student declaration 42 - fill the statement Lisboa: [here](#) /Porto: [here](#) and send to marvin@42lisboa.com/marvin@42porto.com to be signed.

DGERT Certificate

Candidate who completed the “Piscine”

- Once you complete your Piscine, 42 will communicate your data and the Piscine results to DGERT. It's important that you have all the data updated, otherwise we can't issue the certificate.

Student Common- Core:

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.

- Everyone will end up being registered on the platform when they finish the common-core and will receive their certificate within 6 months
- If at the request of any entity (e.g. iefp), you need to be registered with DGERT ASAP, [fill in this form](#) in the First Week of KICKOFF (you can also ask for it when necessary).

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).

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.

Coalitions

Coalitions is a tool to create engagement within the school community. Each Coalition has a Master. If you have a question related to gaining or losing points or if you have any suggestions for new activities, just reach out to your Master.

Tournament period: During the course, the Tournament starts with a new Kick-Off and ends after 5 to 6 months (before a newer Kick-Off).

So how does one gain and lose points during the tournament?

Evaluating: We are all responsible for each other. We must take the time to help our peers get stronger and better. It is also a wonderful opportunity for one to learn. Every time you perform an evaluation, your coalition will gain points. +42

Validating a project: Every time you complete a project you prove to yourself and others that arduous work pays off. Everyone wins! You can get a maximum of +420 (according to your grade)

Validating an exam: The more you learn, the further you reach! Usually, your success is not yours alone. If you pass an exam, your coalition will be rewarded. You can get a maximum of +840 (according to your grade)

Being a content author: Have you noticed that something is missing? Do you want to make 42 an even better experience for everyone? If you can create a well-designed, interesting project to be added to the 42 curriculum, you for sure should be awarded! +2.100

Black Hole: In a family, we should all look out for each other. When we do not, we all lose! So, every time someone from your coalition reaches a Black Hole, your family will lose points. -420

Community Service: We must remember that our actions impact people around us, and our community. Every time you forget it and disrespect the school guidelines, you'll get community service, and with that, you will also lose points for your coalition. -420

Cheating: When you cheat, you are robbing yourself of the opportunity to learn. Besides, when you try to deceive your community, you are showing a lack of respect for your colleagues and the staff. -420

Disciplinary board: For those special situations where you lose your common sense and disrespect your peers and the 42 community. It is not only you who loses. Your coalition loses too. -840

These are the pre-established ways you can gain and lose points for your coalition.

We are not blind to other altruistic (and selfish) actions. So, we reserve the right to manually assign points to those students who contribute the most to the community by launching events, cooking meals, promoting board games, etc.; as well as to manually take points from those who miss an event previously booked, disrespecting the slack police, etc. Our imagination has no limits!

Before the tournament ends each coalition's performance will be evaluated as a whole, and the best-performing coalitions will be rewarded:

Most XP earned: The coalition that has earned the most XP points. +4.200 pts

Best-behaved students: The coalition that had fewer community services assigned. +4.200

Most productive evaluators: The coalition that performed the most evaluations. +4.200

Fewest Black Hole students: The coalition that had the fewest students reaching the Black Hole. +4.200

Bocal can also give you coalition points for other reasons.

Students' Association

The Students' Association is regulated by the *Bylaws of the Students' Association of 42 Lisboa and 42 Porto.*

These are intended to regulate the proper functioning of the Students' Association. All students should be aware of the content of these ByLaws. It will ensure that you are properly informed about when and how to participate in school life.

Any doubts you may have should be clarified by carefully reading these ByLaws. If not, you can reach Program Operations at 42 Lisboa or 42 Porto.

Bylaws of the Students' Association of 42 Lisboa and 42 Porto

Article I (Students' Association)

1. This document has presented the bylaws of the Students' Associations of 42 Lisboa and 42 Porto. The Students' Associations are respectively located at 42 Lisboa and at 42 Porto.

Article II (Mission)

1. The mission of the Students' Association is to promote community engagement among 42 Lisboa / 42 Porto and to improve communication between students and staff.
2. The Students' Association's mission is to collect the students' opinions on several topics. In addition, students can present to the SA members issues they encounter, so the SA can address these issues to improve the 42 experience overall.
3. The Students' Association should also take the initiative to suggest changes to the staff to improve the student's education.

Article III (Bodies)

1. The bodies of the Students' Association are
 - a) The General Assembly.
 - b) The Management Team.
 - c) The Supervisory Board.

Article IV (Membership)

1. Membership is inerrant, but not exclusive, to all active 42 Lisboa & 42 Porto students.
2. A student is only considered as such after their Kick-Off.
3. Those who abandon the course or get Black Holed will no longer be considered members of the Students' Association.
4. The students who activate the Freeze can still participate in the General Assembly.
5. The Supervisory Board is responsible for validating Membership status for all relevant intents and purposes, particularly voting processes.

Article V (General Assembly)

- 1) The General Assembly is composed of all 42 Lisboa & 42 Porto active students.
- 2) The General Assembly must meet at least once every mandate
- 3) The **duties** of the General Assembly are as follows:

- a) Elect the Management Team. Elections need to be scheduled and announced via Slack and email to all members by the Management Team and the Supervisory Board.
 - b) Vote for amendments to the current bylaws.
- 4) The **rights** of the General Assembly are as follows:
- a) Review and comment on the Plan of Activities presented by the Management Team.
 - b) Contribute with suggestions for the school's community life in general and the Students' Association functioning.
 - c) Call for the dismissal of the Management Team.
 - d) Request an election recall, by submitting to the Supervisory Board a petition signed by at least 50% of the General Assembly's members.
- 5) The General Assembly deliberates with a simple **majority of the votes**.
- 6) The voting process **is anonymous** and takes place online over 1 day.
- 7) There is **no minimum number of votes** for a voting process to be considered valid.

Article VI (Management Team)

- 1) The Management Team is composed of **seven** 42 Lisboa /42 Porto active students, elected as a group by the General Assembly for 6-month mandates.
- 2) When a new group is elected, **a period of one month is spent with the former group**, for information and guidance to be passed along.
- 3) Candidates to the Management Team should commit on a volunteer basis for a 6-month mandate plus a 1-month transition period at the end. All candidates should have at least completed the four first projects.
- 4) Candidates to the Management Team should present their application explaining their motivations to become a member of the Management Team to the Supervisory Board for approval. This should be submitted by a set date, specified by the Supervisory Board, before the election, which will be responsible for reviewing and approving it before publicly presenting it to the General Assembly.
- 5) Students can serve a maximum of two Management Teams.
- 6) The students who activate the Freeze cannot be a part of the Management Team. A student that faces the need to activate the Freeze while being a part of the Management Team is responsible for its replacement,
- 7) Candidates must apply as a group, with a total of 7 members that must fill the **following roles**:
 - a) 1 Coordinator;
 - b) 1 Assistant to the Coordinator;
 - c) 1 Treasurer;
 - d) 1 Secretary;
 - e) 3 Vocals.

The 3 Vocals must be able to fulfill other roles in case a member in another position activates the Freeze.

- 8) A group needs to collect at **least 24 signatures** from their campus's active students to be considered a valid application. Each student can only sign once.
- 9) Supervisory Board members **cannot be candidates**.
- 10) Elected members should take their seats in the Management Team immediately after the elections.
 - a) In case there is only one single approved candidate group, no election shall be needed, and a motion may be made to elect the candidate by public acclamation.

- b) The Management Team may be recalled from their office upon the decision of the Supervisory Board.
- 11) The Management Team is **responsible** for:
- a) Creating a 6-month Plan of Activities to be presented and approved by the Supervisory Board, within 15 days of the election.
 - b) Drafting a Financial Plan for the next 6-month mandate, which must be presented and approved by the Supervisory Board within 15 days of the election.
 - c) Managing the budget assigned by the school for the Students' Association and, whenever necessary, applying the necessary efforts to raise extra funding.
 - d) Presenting every 3 three months the financial report to be analyzed and approved by the Supervisory Board, before making it public.
 - e) The team is responsible for publicizing the events within two weeks from the date the event is scheduled for.
- 12) The Management Team is free to set its working met as long as it fulfills its mission.
- 13) The Management Team is responsible for summoning up the election every 6 months. If they fail to do so, the Supervisory Board may intervene.

Article VII (Supervisory Board)

- 1) The Supervisory Board is composed of all members of the bocal and pedagogical team.
- 2) The responsibilities of the Supervisory Board are:
 - a) Approve the Plan of Activities and the Financial Plan.
 - b) Advise the Management Team when such is necessary.
 - c) Review and approve suggestions to the current bylaws.
 - d) Approve petitions from the General Assembly for the dissolution of the Management Team.
 - e) Call for an extraordinary election upon the dissolution of the Management Team.
- 3) One member of the Supervisory Board should meet at least once every two months with the Management Team.
- 4) The Supervisory Board can **dismiss the Management Team** in the following cases:
 - a) Episodes of misconduct, breaking the law, or ignoring "The Hitchhiker's Guide to 42 Lisboa & 42 Porto".
 - b) Formal petition submitted by the students.
 - c) Any other circumstances judged by the Supervisory Board that require action to be taken.

Article VII (Amendments)

1. Proposed amendments to these bylaws shall be presented to the Supervisory Board, in writing, by email to marvin@42lisboa.com or marvin@42porto.com, at least one month before the General Assembly where the amendment will be voted upon.
2. Bylaw amendments will only be submitted for voting to the General Assembly after previous approval by the Supervisory Board.

Benefits for the Student Association

Benefit No. 1: Each member of the Student Association is entitled to an **Achievement badge**: "*I belong to the Student Association of 42 Lisboa/42 Porto.*"

Benefit No. 2: Each Student Association member is entitled to **one free coffee per week**, available in the Bocal room.

Benefit No. 3: Each Student Association member is entitled to **a classic black 42 T-shirt**.

Benefit No. 4: The **President or Vice-President** of the Student Association has the right to attend the **monthly meeting with the 42 Lisboa/42 Porto staff**, which takes place one week before the **Community Meeting**. During this meeting, they must present topics and the event calendar to be discussed, as well as official communications to be shared with the student community.

Benefit No. 5:

5.1. Limited-seat events and events with partners or as 42 representatives: For each event organized by 42 Lisboa/42 Porto with limited seats, a reserved number of spots (typically **5% of total seats**) will be allocated for the Student Association, with priority given to the Coordinator and Assistant to the Coordinator.

5.2. This rule may **not apply in exceptional cases**, depending on specific circumstances, and will be communicated in advance.

Benefit No. 6: All Student Association members are entitled to **two compensation days per month of their mandate**, except for the President and Vice-President, who are entitled to **three compensation days per month**.

6.1. Rationale for compensation day allocation: The number of days granted corresponds to the time spent on:

1. Preparing at least **one event**;
2. **Attending staff meetings** to prepare the Community Meeting;
3. **Participating in and presenting** the Student Association's projects at the Community Meeting.

6.2. The allocation of compensation days is subject to the **fulfillment of three conditions**:

1. **Progression to the next rank** from the start to the end of the mandate;
2. **Attendance at 70% of Student Association events** and events where the Student Association plays an active role;
3. **Attendance at Student Association meetings**.

Compliance with these requirements will be **verified by the Operations team** during monthly meetings with Student Association members.

6.3. Due to the reasons stated above, **compensation days will only be granted at the end of the mandate**.

Benefit No. 7: The Student Association will have **a dedicated space or room on campus** to be used by AE members and Clubs.

These bylaws were adopted on the 21st of March, 2022, and most recently revised on the 20th of February, 2023.

Student Clubs

42 pedagogy is anchored to a hands-on, communitarian experience. You are encouraged to be proactive and autonomous, to collaborate with others to improve your learning experiences, and develop your skills (both soft and technical). One relevant way of accomplishing this is by taking part in Student Clubs. Groups of students who share a common interest, either social, technical, or professional may organize a Student Club. This not only helps your peers and the broad school community by turning the school into a livelier place, but it allows you to improve your entrepreneurial skills and encourages you to learn more about an area that you are fond of.

42 Lisboa and 42 Porto strongly encourage all of you to take an active part in this, by creating, managing, and participating in Clubs.

How to create a Club?

N. ° 1: To create a Club, you need to:

- 1st: Have initiative/interest.
- 2nd: Verify if your Club already exists by consulting the list available at the end of this page. (a) If the Club already exists, see how you can join in the next article "Join a Club". (b) If the Club does not exist yet, please follow these steps:
 - Virtually any Club can be created at any time or date.
 - Prepare a statement of purpose, goals, and procedures and schedule a meeting with the Program Operations by sending an email to [marvin@42lisboa.com] with the subject “Create Club X” so you can present the project.
 - Together with the Program Operations, set a day on the calendar to introduce the Club to the community and find out who is interested in joining it. This date should preferentially coincide with the monthly AUA / Community Meeting.
 - Finally, ask the Program Operations Manager to create a dedicated channel on slack for the club.

How to Join a Club? N. °1: If the Club already exists, you can reach the Club Contact person - in person or via Slack - to find out how to join. You can check the contact person on the list available on intra.

How to set the Club's Contact Person? N. ° 1: Every Club should have a contact person who can support it to achieve its mission. You should look for someone who knows the Club's area of interest. N. ° 2: This person should be the one who contacts the Bocal. N. ° 3: This person is responsible for reaching out to the other members of the club. N. ° 4: If the Club wants to change the contact person should do it democratically and inform the staff by:

- Sending an email to [marvin@42lisboa.com] with this information and the name of the new Contact Person elected. Ask the Program Operations to change the contact person information on intra so everyone is aware of that change.

Clubs Basic Rules

Article I (Maintain the Club) As the name suggests, Student Clubs are managed by students. This means that, though the staff is available in supporting the existence of Clubs, the responsibility of maintaining any Club alive is solely from the students.

Article II (New Members) A new member joining the Club should be treated equally to any other member.

Article III (Intern Meetings) You should do intern meetings every month. You can keep a note of all the students who attended your meetings and the topics of the meetings. You can use Notion, Excel, Trello or any other tool for it.. Student's participation in Clubs can be awarded achievements. If your Club wishes it, you can send an email to [marvin@42lisboa.com] with that request. The request should include the following:

- Name for the achievement
- Logo for the achievement. You can find the template [here](#).

Be aware that we can only give achievements if the students keep an updated record of who was present in each meeting or event.

Article IV (Evaluation of a Club) Every two months, the health of your Club needs to be accessed. You should schedule a meeting with the Program Operations Manager.

Article V (Budget) Students looking for a support on budget should consider the following rules:

- No Clubs seeking an amount of financial support higher than 250€ per semester (500€/year) will be approved by the Bocal
- To warrant approval, the activities need to benefit the school's community at large, and not be exclusively for the benefit of the students involved in the Club.
- If an item of a similar function is already available at the school, preference will be given to utilizing that instead of acquiring a new one.
- Clubs are strongly encouraged to develop activities that can generate additional funding.
- The first budget will only be approved after the Club is set and there is a meeting to approve the common goals/rules. If any goods are purchased by the school as part of the budget approved for a Club, the purchases are to be made by the school's procurement team and all items are part of the school's property, to be stored on campus.
- Items may be in use by a certain Club, but they are not the sole property of the Club, but rather of the whole school. Each time a Club wants to purchase something, ask first by emailing [marvin@42lisboa.com] with the following details: Club name; item you want to buy; motivation to buy it; price of the item you want to buy; 3 optional websites to buy the item; the status of the budget after the purchase.

Article VI (Club's Events)

N.º1: The campus facilities can be used to host Club's events, upon approval from the staff. N.º2: If you want to book an event, [please fill this form](#), with (1) Date proposal; (2) Event type; (3) Whether it is exclusive to 42 students; (4) Equipment / Facilities needed; (5) Person / Team responsible for the event. N.º3: All requests for major events must be submitted at least 2 weeks before the date proposed. N.º4: You must regularly validate the events calendar on 42 Events before submitting any request. N.º5: Events are specially created for the community: please be aware of the negative impact that your absence has and give prior notice to the contact person (or unsubscribe from intra, when applicable) if you cannot attend. N.º6: In case the Club prepares an event and does not attend the event, its Contact Person and the remaining members who have committed to the event will have to comply with CS. N.º7: Your Club must respect the Hitchhiker's guidelines. If not, the Club ends.

Article VII (Closing a Club)

N.º 1: When does a Club end?

- If any of the reasons for closing a Club mentioned along this Club's code occur, the Club ends.
- If for any other reason, the Club should be extinguished if, for example, there is no one interested in managing it or if its main purpose ceases to exist, the Club ends. N.º 2: How to Close a Club? If any of the situations described in the previous number occur, send an email to [marvin@42lisboa.com], with the Subject "Closing Club [name of the Club]", so the staff can properly manage the Club closure.

Ford Program

The Ford Program is a mentorship program between 42 students. It promotes the learning–how-to-learn process and develops powerful synergies in the community. The Ford Program aims to connect students who have the time and the willingness to help other students who would love to have a mentor and some guidelines on how to better succeed at 42. It also helps newer students to easily integrate into the 42's community. The program lasts six months.

We call it Ford Program because of the characters in the Hitchhiker's Guide to the Galaxy, the book that inspires 42's name. So we have the Ford (more advanced students) and the Arthur (less advanced students who want to have some guidance).

How can you apply?

You can apply to be a Ford or an Arthur through an application form shared by the staff. You can apply to be a Ford or an Arthur, independently of your Kick-Off date. This means that if you are from Kick-Off #1 but if you want to apply to be an Arthur, you can. If you feel that you would like to be a mentor and at the same time also be able to receive mentoring from a colleague, you can register as Ford and Arthur in the same edition.

What makes you a Ford?

A Ford is a student who:

- Spends time on campus and participates in community life
- Enjoys sharing knowledge/helping others
- Plans to be active (or with Freeze on campus) at 42 for at least the next 5 months (this means, the student, does not plan to activate the Freeze or be caught by the BH)
- Has completed at least Rank 01 (recommended): the first four projects
- Has the time to support, at least once a week, an Arthur in their 42's journey

What makes you an Arthur?

Arthur is a student eager to learn and be actively involved in the 42 community. Also, an Arthur enjoys the added value of a peer to peer education. An Arthur must have the time to meet, at least once a week, with his/her/their Ford, preferably in person.

What if you need to activate a Freeze during the Program?

If you are a Ford or Arthur, and you want to activate your Freeze, you should give your peer and the staff a two weeks notice, so that we can assign your partner a new Ford/Arthur. If you feel that you are still available during Freeze/Freeze on campus and it is beneficial to both to maintain contact, you can maintain the mentorship.

What if I get caught by the BH?

If your Ford or Arthur is caught by the Black Hole, please inform the staff and ask for a new peer.

How long does the Program last?

The program lasts 6 months. There is the possibility to change pairs after 3 months if your match is not working out.

Please be aware that this option should only be used if it is a mutual decision from both parties or if one of the parties is not showing up to 42.

How does the Program work?

You will be paired using the patronage option on intra and you will be able to evaluate each part of the journey with your peer. A new evaluation form will appear on your Intra page every 2 months, and we will organize follow-up meetings where both Ford & Arthurs can share blocks, doubts, and good practices. We recommend that Ford and Arthur meet once a week, in a place and time to be defined by each pair. Face-to-face contact should be privileged; however, meetings can also be done remotely.

What if you realize that the program is not for you?

It is ok to try it and realize that it is not for you. You may withdraw from the program at any time. You will need to inform your peer and share your decision with the staff.

Communication

Anytime you need to communicate with the staff regarding the Ford Program, you should use the email from Marvin marvin@42porto.com / marvin@42lisboa.com. This is also the address you should use to clarify any doubts or make any proposals to improve the program.

Achievements

Achievements are an internal 42 insignias that students gain when meeting different goals. There are 3 ways in which students receive the achievements:

- Automatically triggered by the intra after doing an action.
- Claimed by the student presenting a reason why they deserve it, for that you can fill [this form](#) to request one.
- Manually assigned by the 42 Lisboa and 42 Porto staff

There are four **kinds** of achievements:

- Project – related to validating projects
- Social – related to human interactions and wallets
- Sularity – related to your student's performance and clubs
- Pedagogy – related to creating projects, videos, or other content related to 42 pedagogical models.

Also, there are two **types** of achievements: static (the ones you can just win once) and evolutive which leads to ongoing achievements.

Moreover, achievements may also have **tiers**, spanning bronze, silver, gold, and platinum. You can find the complete list of all 42 Lisboa and 42 Porto's achievements on intra. If you earn a new achievement, you may also be receiving Altairian dollars in your wallet.

Altairian Dollar & Shop

Altairian Dollar, wrongly named Wallet, is the internal money at 42. It is earned by the students when performing certain actions at school. It is an individual reward, not thought to be related to group projects or events.

Students can spend their Altairian Dollars at the Shop on the intra. The amount of Altairian Dollars you have can be checked on your intra page as Wallet xxx .

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. To use it, you just need to validate with the bocal staff member and they will inform the responsible for selling it.

42 Lisboa

If you're interested in purchasing an item, message Lídia Monteiro on Slack. You may only come by the Bocal and pay once Lídia has confirmed your order. Payments can only be made through:

- MBWay [912 841 005] | Make your payment and show proof. In the transfer description, please write the item you are buying as well as the size and colour of it (if there is any)

42 Porto

If you're interested in purchasing an item, message Rita on slack or go to Bocal. Payments can only be made through:

- MBWay [915 038 893] | Make your payment and show proof. In the transfer description, please write the item you are buying as well as the size and colour of it (if there is any)

You may only come by the Bocal and pay once Rita has confirmed your order.

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

ASTRA

Hello! Please refer to the document at this link: [ASTRA Student Guidelines](#).

Professional Work Experience - Project Internship

It is a great milestone to achieve your first internship through the 42 Curriculum! Here is some essential information to keep in mind.

Before starting, some tips & tricks

Before you start, understand your skills and the job market you are applying to and read the [guidelines](#). If you have any questions or require hands-on help, do not hesitate to reach out to the bocal.

Be prepared:

- Take time to update your portfolio, LinkedIn, and CV & draft a motivational letter
- Start early. We advise you to start preparing ahead, up to 3 months before the time you want to begin your internship.
- You can apply either for current existing openings or create your dream internship.
- Keep applying. An average of 4 applications per week is a fair amount. Be resilient and don't give up!
- Keep track of all applications you have submitted and their results.
- Know your value. Understand your market value and the conditions you can bargain for before you go to an interview. Then you will have the ability to bargain when it is time for it.
- Attend 42 workshops. During your course at 42 Lisboa and 42 Porto, we'll be hosting a series of workshops to help you prepare for the job market: how to set up a CV, LinkedIn, portfolio; how to prepare for an interview, etc. Make sure you attend them.

Process overview on Internship I

Your first step in a company is an important milestone of your 42 training. This internship entails discovering the professional world and putting your work and adaptation skills at the service of the market. This can be the first element for your resumé and the opportunity to discover your future domain of interest.

Please keep in mind that, for the internships, you will have to do a typical job search process: you oversee this, so it is up to you where you end up.

This section includes all information you need to know about the official 42 Lisboa and 42 Porto process for starting your Internship I. Internships I is mandatory in the 42 Lisboa and 42 Porto core curriculum, and your internship must be validated beforehand by the staff.

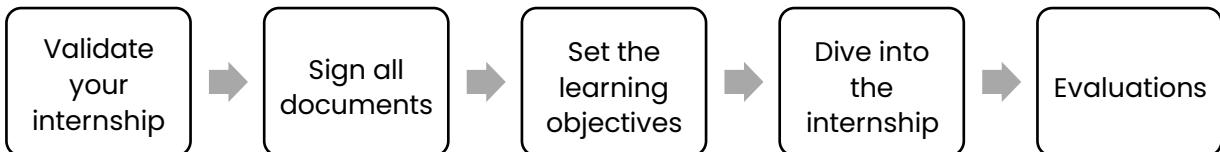
To be **eligible for “Internship I,” you need to validate the Common Core: ft_transcendence & Exam Rank 06.** Students can advance in the curriculum without doing their “Internship I” immediately.

Be aware that your internship should follow the following requirements:

- Concept: “Internship” is used in its broadest meaning, encompassing any professional experience regardless of legal status. What you must ensure is that it is coding-related and that you'll be applying the skills you've been acquiring at 42 Lisboa and 42 Porto.
- Duration: The internship should last between 4 months & 6 months, but you should complete at least the equivalent of hours of a full-time 4-month internship.
- Salary: your skills are valuable in the job market. You must be paid a salary equivalent to at least the minimum wage established in the country you are working in.

- **Supervisor**: The company should allocate you a technical supervisor who will work closely with you. This person will be responsible to evaluate your progress throughout your professional experience and report it to the school.
- **On-site**: As you have seen at 42, your learning experience is much richer when you work side by side with your colleagues. We strongly recommend that your internship be performed on-site, in an office. Though considering the current job market, remote work will be accepted.

How is your internship validated? You should start with the intranet process



We estimate that this **process takes up to three weeks**. You should submit the internship proposal on intra.

How?

1. Find your internship opportunity.
2. Subscribe to the “Internship I” project.
3. Read the subject.
4. Go to the little briefcase on the intra menu and click on CREATE A NEW CONTRACT.
5. Select the “administration” on Intra (Internship I. Filling in every part of ‘You,’ ‘The Company,’ and ‘The contract’. Make sure to have the exact information (Company name, etc.)
6. Make sure you have the exact information (Company name, etc.)
7. After filling in every field (all mandatory), click ‘SUBMIT.’

Then, your proposal **needs to be validated by the school staff, which should be completed in less than a week**. Once the proposal is validated, intra will automatically generate a three-part Agreement between the company, 42 Lisboa and 42 Porto, and yourself. You should read it, print three copies, sign it by both you and the company and deliver them to the bocal (or send it to the e-mails mentioned on intra). We will verify, sign them, and send them back to you.

This three-Party Agreement is not a legal work contract. You should make one between you and the company. Some companies will also require you to sign an NDA (non-disclosure agreement) if you will be working with confidential client information. Read the contracts carefully.

Together with your supervisor, you will need to define your learning objectives. This is the perfect opportunity for you to reflect on what you want to accomplish, what you want to learn, and what aspects you want to grow as a developer and as a person. This will be important for your final evaluations. Keep them SMART: Specific, Measurable, Attainable, Relevant, and Time-based.

How are you evaluated?

There are four evaluation moments:

2 Supervisor Evaluations: your supervisor will receive an automatic email with a link to the evaluation forms. We recommend that it is done together with you.

- The 1st happens halfway through the internship
- The 2nd happens during the final week of the internship.

Peer Evaluation: at the end of your internship, you will need to submit a video to be reviewed by 8 of your peers. It must have a professional side of a presentation to the board of directors of a large company (quality of the slides, the outfit, the editing, and production):

- 4 to 5 minutes video
- Describing your experience
- Containing an illustrative presentation of your work
- With an inlay of you (bust or standing)

Content must also follow some rules:

- You will have to explain the overall context of the company, as well as the issues, the content, and the results that you have achieved.
- You will need to describe your involvement in the project, as well as the skills, both technical and managerial (if applicable), that you have developed during the internship.

Staff evaluation: at the end of the internship you should also schedule a meeting with the school's staff to tell us in person how it went and the challenges you faced. Of course, you can also schedule a midterm meeting or whenever you feel like it.

At the end of the whole evaluation process, you will be awarded a grade and if you are successful, you will earn 42.000 XP.

Like any other 42 Lisboa and 42 Porto projects, if you do not reach the minimum grade, you can fail. □ *If you have any questions, do not hesitate to ask us as early as possible to Marvin.*

Graduation

Once you complete your Internship |, you have officially graduated from the Common Core of 42.

Congratulations!

As you know, we are fans of celebration, and our students' graduation is definitely a moment to celebrate!! With that in mind, the 42 staff in Portugal scheduled at least a Graduation event per year.

These (or the closest workday) will be the official date to celebrate our students' accomplishments.

Ducking Ducks Pins

It can be demotivating to feel in a constant state of work-in-progress until graduation and not have a clear sense of where you are in the course in the meantime. It is also not easy to communicate your progress outside of school - whether to potential employers or your acquaintances.

To address this, we are working on a system for recognizing intermediate progress in the course. It involves several projects, among them:

- **Milestone Revamp:** Making the contents of each Rank explicit of acquired skills
- **Ducking Ducks:** Ceremonies (during Community Meetings) throughout the year to celebrate your advances through the course and give you the pins!

These are the outcomes we hope to achieve:

- Celebrate your progress regularly (you still have to fight for that final diploma!)
- Support you in communicating the value of your education clearly at all stages
- Motivate you to look forward to the next stage in the course

What do you need to know?

- You don't need to go to Bocal or approach the staff every time you complete a new step to ask for your pin - just come to the next Community Meeting!

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 ☐ ☐

After the Common Core

So, what happens once you're done with the core curriculum?

After that, you're going to have a bunch of areas called branches in which you can specialize in different topics - like cybersecurity or web development.

In each branch, students work on harder projects that help them learn more about that subject. This part of the program covers advanced IT topics and includes various branches shown on the Holy Graph. Unlike the common-core, there is no BH, so you can learn at their own speed. But you will have an alumnization date, keep an eye out for that notification.

Transfer to another 42 campus

As you probably already know, 42 Lisboa and 42 Porto are part of a global network. We share the same values and goals: a curriculum that is free of charge, the promotion of diversity, using peer learning, and enrollment without any prior requirements. Each campus is established with firm links to the local communities of its city and aims to deliver students the '42 pedagogy' wherever they are in the world.

After you complete the Common Core (and only then), you can request to transfer to another 42 campuses. Remember that you must finish your internship to complete your Common Core. How can you do so?

- You must submit your transfer request to the bocal by email.
 - Your request can be refused.
 - Once your request has been approved, you must forward it to the staff of the campus you want to transfer to. You can [check here](#) all the existent campuses. To confirm how to contact the destination campus:
 - You can check any specific guidelines in the **meta article “Switching Campus”** available on intra.
 - You can look for the **team's contact details** on the campus's official website.
 - You can search for any **open Slack channel** who is the right person to reach.
- Your transfer can also be refused by the destination campus.
- You have to define your switch date, close all local project teams, and back up your local home directory. Each campus usually has its specific starting dates for transferred students, to avoid duplication of trimestral payment student fees to the Network.
- You can't be on internship, part-time (or any professional experience) at the switch date.
- You should be prepared to handle any logistics (visa, travel, housing, ...). You can ask the destination campus if they provide any support on this, but you should not count on it.

All the rules above also apply to any transfer between 42 Porto and 42 Lisboa.

Visiting another campus

When visiting another campus, it's essential to understand that you can only access your student account on your official campus. Even for extended visits, you won't have access to computers or files. If you need to work on campus, you can request permission from the staff, but you'll likely need to bring your own computer. Additionally, remote evaluations are strictly prohibited at all times.

You must never visit a campus by surprise: always previously contact the staff of said campus via email. You can look for specific staff members on the Slack world channels or their official websites.

- To visit 42 Porto you can email marvin@42porto.com asking to visit, If it is okay for you to visit it. Remember that people do not work 24x7: you must submit your request at least 2 working days before your visit.
- To visit 42 Lisboa you can email marvin@42lisboa.com asking to visit it is okay for you to visit). Remember that people do not work 24x7: you must submit your request at least 2 working days before your visit.

At last, if you want to collect an achievement for your visit, remember to take a cool picture of you on the visited campus (a picture where it is possible to guess where you are), and share your experience with your colleagues by posting it on slack at the #42porto_general or #42lisboa_general, and fill this form to ask for the achievementsIf you want to visit any other 42 campuses worldwide, you can check the “Visiting another campus” article available on the meta section at intra.

Benefits from being a 42 student

Hack The Box

42 Central Team is happy to announce that, thanks to their partnership with Hack The Box, the #1 upskilling cybersecurity platform, students from all 42 campuses can benefit from a **20% discount to access** all content plans on Hack The Box Labs. This discount offer comes in the form of a coupon, which you can redeem on the Hack The Box website by following these simple steps:

- Create an account on [Hack The Box Labs](#) (it is recommended that you use your student.42 email address, but it is not mandatory)
- Go to the [VIP subscription page](#) (the offer is also valid for Pro Labs: premium labs simulating enterprise network environments. For more information, please click [here](#));
- Choose a plan;
- At the checkout, insert 42studentvip in the coupon code bar;
- Complete the purchase;
- Please note that this offer is limited to 42 students and staff, so the code should not be shared with others!

GitHub Pro

Students from all 42 campuses can have a Student Pack. To redeem it, you will need to follow these steps:

1. Go to: <https://github-portal.42.fr/>
2. Once inside the link, you will need to log in by clicking on the □ login button. It will ask you to authorize OAuth from the Intra;
3. After logging in, you will be taken to a screen with a button that says "Get my pack";

4. Clicking it will redirect you to "education.github.com";
5. If you already have an account, simply click "[Go To Global Campus](#)". If not, you will need to create an account;
6. When you create an account or log in with an existing one, you will automatically be granted GitHub Pro - which comes with many advantages;
7. You will also receive free access to Github Copilot;
8. In the "My Benefits" section at <https://education.github.com/>, you will see what you are entitled to.

Stack Overflow

[You can join it in this link on intra.](#)

VivaGym

42 in Portugal has a partnership so you can get a discount at VivaGym:

- Package “Zone”: It gives you free access to all clubs in Lisboa and Porto. Original cost 34.90€ [Lisboa] and 31.90€ [Porto]. Price for 42 students 28.12€ (without a loyalty program or annual fee).
- Package “Iberia”: It gives you free access to all clubs in Portugal and Spain and the opportunity to bring a friend with you to the machine rooms on fridays, saturdays, and sundays. Original cost 35.90€ [Lisboa] and 33.90€ [Porto]. Price for 42 students 32.02€ (without a loyalty program or annual fee).

You will need to present a proof of enrollment at the moment of your subscription. Just download the right statement [from here](#) if you are a student at Lisboa or [from here](#) if you are a student at Porto, fill it out with your personal information, and follow [this link to submit it](#).

You can check some detailed guidelines (in PT) [here](#).

How to Donate 1% of Your IRS to 42

Want to support 42 at no cost to you? You can donate 1% of your IRS tax without paying anything extra! Just follow these simple steps when filing your IRS declaration.

Who Can Donate?

- All taxpayers in Portugal who file an IRS declaration can choose to allocate part of their tax to a non-profit organization like 42. This amount is taken from the tax you already owe and does not affect your refund.

How to Donate 1% of Your IRS to 42:

1. Traditional IRS Declaration (Modelo 3)

- Go to the Finance Portal: <https://www.portaldasfinancas.gov.pt>
- Fill out your IRS declaration (Modelo 3).
- In the “Rosto” Annex, go to Frame 11.
- Select the entity type: IPSS.
- Enter the NIF: **515 722 812** (Associação 101010).
- Choose what you want to donate: “IRS,” “IVA,” or both (Note: donating IVA may have costs for you).
- Submit your declaration as usual.

2. Automatic IRS

- Go to the Finance Portal and access the “Automatic IRS” section.
- In the “Pre-Liquidation” section, check that you want to make a donation.
- Select the entity type: IPSS.
- Enter the **NIF: 515 722 812** (Associação 101010).
- Choose “IRS,” “IVA,” or both.
- Confirm and submit your declaration.

Why Donate 1% of Your IRS to 42?

- It costs you nothing – This 1% comes from the taxes you already owe, making a real impact without extra spending.
- Give back to the community – Your contribution helps future pisciners and students experience the same transformative journey.
- Make a difference effortlessly – just fill in one field in your tax declaration, and you’re already contributing.

Take action and support 42! □