



| LISBOA

THE HITCHHIKER'S GUIDE TO 42 LISBOA'S STUDENTS

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Introduction

 Welcome to 42 Lisboa 

Hey fearless!

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's students aims to give you the basic information to help you float. Why a Hitchhiker's Guide if you're about to dive into a pool? Well, just like in hitchhiking, your journey - enrolling in 42 Lisboa - should be as fun and educational as the destination itself, and best enjoyed if you are not alone.

This guide is a work in progress. If you have any questions, don't hesitate to email them to marvin@42lisboa.com!

General Guidelines

Code of Conduct

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

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

We expect you to live by the Code of Conduct and to encourage others to do the same. If 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 to the staff in person or by email at marvin@42lisboa.com.

Be respectful

Always treat your peers, the staff, and basically everyone in 42 Lisboa – and in your life – with respect. There will be a zero-tolerance policy towards harassment or discrimination of any kind. This includes, but is not limited to:

- Violent threats or language directed against another person
- Discriminatory jokes and language
- Posting sexually explicit or violent material
- Posting and/or sharing other people's personal information
- Personal insults, especially those using racist, LGBTQ-phobic, or sexist terms
- Unwelcome sexual attention
- Advocating for, or encouraging, any of the above behavior
- Any kind of harassment of others. In general, if someone asks you to stop, then stop.

If some of the situations that are mentioned above happen, inform directly staff or security.

Be friendly and patient

Disagreement is no excuse for poor behavior and poor manners. You will experience some frustration every now and then. We expect you to stay friendly and work it out in a professional and respectful manner.

Be considerate

You will collaborate with a lot of different people, by reviewing each other's work or working in teams. Decisions you make affect other people. You should take the consequences into account when making them.

Be open and polite

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

Be understanding

Disagreements, both social and technical, happen all the time. It is important to know how to resolve differing views constructively. Remember that we are all different and it is human to make mistakes. Blaming each other doesn't get us anywhere. Instead, focus on helping to resolve issues and learning from mistakes.

Be mindful of the space of 42 Lisboa

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

Be online and offline

Remember that you are not the only one behind a computer. If you want to ask someone something, go see him or her. 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.

Don't panic

Because it will only stop you from finding answers and solutions. You can do it, you can find any solution, and you can do whatever you want to achieve. If you can't find the answer, you know, when in doubt... The answer is... 42 :)

Be good

Being good has got two dimensions. 1st is to be good to yourself, know your limits, listen to your body, know your boundaries, and eat healthily. Breath and just be good to yourself and do self-care.

Jump out of your bubble

What does that mean? Here's a cool community of people with different backgrounds and every person brings a whole universe of experiences with it. If you're open to this community then you can grow.

Seek excellence

You're going to work on projects. For that, you have to understand the objective and then you have to complete the project. Because an almost complete project is for us an incomplete project. And then, of course, bring your own understating, bring all your compassion to the evaluations. This is the part when you gonna learn the most.

Be honest

Honesty always! If you have to redo a project, that's completely fine, and if you can't explain it yourself you will be considered a cheater. Please always remember: you're your worst enemy! You do this only for you. Cheating doesn't make any sense.

Don't give up and learn from your mistakes

When you're working with technologies and innovations you will not have the answers always. That's not a problem at all. What makes great developers is the ability to handle errors until they find the best solution.

42 Lisboa rules & guidelines

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

42 Lisboa staff members will be available on **weekdays - from 9 am to 18 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.

Facilities

The 42 Lisboa campus is located at *Rua Neves Ferreira nº13B, 1170-273, in Penha de França*. The campus has 2.000 m² divided into 3 floors, with spaces to work, have a meal, relax, or leisure, including a rooftop with a 360° view of the city. The rooftop is shared with the whole building and is open from 9 am to 9 pm in the summertime, and from 9 am to 7 pm in wintertime. It can be accessed using the building's common stairs.

On the **Ground Floor**, there is a lounge to relax and to hold events. The pantry on the Ground Floor is to be exclusively used for events – not for students' regular use.

On the **First Floor**, we find **Cluster 1**, the largest one, and phone booths. There is also a pantry and a dining area, equipped with microwaves, fridges, and vending machines with food and beverage options.

On the **Second Floor**, you have **Cluster 2**, the silent one. There are different work rooms and phone booths, the Bocal and the Data Center. The Bocal is where you can usually find the staff. There is also another pantry and dining area, equipped with fridges, microwaves, and toasters.

The elevator should not be used, except for people with reduced mobility. If you need to use the elevator, please talk to the 42 Lisboa staff.

The building also has a 3rd and 4th floor that does not belong to 42 Lisboa.

- Access to the Building

The campus is open 24 hours, 7 days a week, 365 days per year (with some exceptions). This way you can build your schedule and progress at your own pace.

Access to the campus is given with your Student Card, which you will need to use at the access controls at the main entrance, and exterior staircase doors on the 1st and 2nd floors that give you access to the rooftop and the emergency exit. You must always carry your Student Card with you. In case of loss, you must go up to the Bocal to make a new one and you will be charged 5€ for it.

- **You must use your Student Card anytime you are entering or leaving campus.** This applies to when you go to lunch when you go home, or just for your 2-minute cigarette break. You must use your own card – not the security's one, 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.
- **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.
- You must use the turnstile (tourniquet) on the ground floor: the glass door is not available. The same applies to access the door to the stairs in Cluster 1.

- Building rules

- The introduction into the establishment of any weapon whatsoever and regardless of its category is sanctioned by a definitive exclusion and without appeal.
- Use, possession, or transfer of any drug whatsoever inside 42 Lisboa or in the immediate vicinity is forbidden. You can't bring alcohol to campus. Exceptions can be made for specific events, but only upon previous approval by staff.
- It is forbidden to enter the building or its immediate vicinity under the influence of alcohol or drugs.
- Smoking is not allowed inside the building. When smoking outside preferably use the rooftop, always use the available ashtrays and never pollute the street.
- 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.
- 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 neighbors who are in their homes 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 within the school without previous approval by staff.
- You cannot post information on the walls or anywhere other than the designated areas.
- There is security on campus 24x7. Respect them at all times.
- Lost & Found: Any item that is found (by staff or students) that does not seem to belong to anyone should be delivered to security on the Ground Floor.
- The school is equipped with recycling bins available in the pantries. Please be environmentally conscious and recycle. And never leave your trash behind. The bins inside the clusters are exclusive to be used for disinfecting material.
- Please remember to dress properly. We are used to having some visitors on the campus that sponsor the school.
- It is forbidden to sleep on campus.
- The campus is placed 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 retain the recording long enough for the incident to be investigated.
- The fire instructions and in particular a map of fire extinguishers and emergency exits are posted on every floor right next to the emergency staircase so that they are known to you and all other participants. Fire drills will happen from time to time to train the students to evacuate in proper order.
- Any accident or incident occurring in the building must be immediately declared by any person witnessing the accident to the security guard or staff members. A first aid kit is available at the security guard's desk.

- If you have a concern/suggestion with the building or with the equipment, please report a ticket using the Halp app that runs on Slack. Call it up by typing @halp and filling out the form.

- Cluster rules

The campus has two working clusters where the following rules must be respected:

- You cannot consume any drinks (including coffee) or food in the clusters. The only thing you can consume is plain or sparkling water (not flavored) that must be stored in a closed container (a bottle or lidded cup).
- A bottle of water is acceptable on the floor or in your bag. Never put it on the desk or anywhere else.
- You shall never plug any device into the Jack ports: it gets damaged and breaks very easily. The school has USB to-jack adapters on each computer that can also be requested by Bocal.
- You cannot unplug, move, or turn off the hardware (keyboard, mouse, power cable, ethernet, USB audio jack adapter, ...).
- It is forbidden to play games on the school computers (even chess).
- You are not allowed to sleep or take a nap in the clusters.
- Any used paper/wipes must be discarded in bins.
- Your feet should stay on the floor: seats are only for sitting.
- Do not run or rush inside the clusters.
- When working in the clusters, you are expected to regularly engage in conversations with your peers but remember to always respect your colleagues and avoid yelling. Needless to say, if you want to listen to music, videos, or any media you must use earbuds/earphones/headphones.
- 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.

Pantry | Food & Beverages food

The pantries are equipped with fridges, kettles, and microwaves where you can save and heat the food you bring to school. Take good care of them. The pantries also have cleaning materials for you to wash your dishes. And you must bring your own dishes.

Note that it is your responsibility to make sure all equipment and eating areas remain clean. There is zero tolerance to leave dirty dishes anywhere on any premises of the school, not cleaning up the microwaves or toasters after you use them, or leaving the sink unsuitable to be used by the next person.

As for the fridges, it is also your responsibility to make sure there isn't old food stored there. **The second-floor fridges are emptied by the cleaning crew on Wednesdays between 8-9 pm, and the ones on the first floor are emptied on Fridays, also between 8-9 pm.** Move your food ahead to the floor in which the cleaning isn't scheduled to save it, otherwise, everything inside it is thrown away - Tupperwares and dishes included. Make sure you do not leave anything there.

The red fridge and washing machine on the second floor are for staff only.

Vending Machines

On the first floor you can find vending machines with a variety of food and beverages available. If you have specific requests for products you would like to have in the vending machines, use the help function on slack to let us know and we will see if it's possible to have them available in the future.

- Pantry Rules

The pantries are areas for you to take breaks, eat, socialize, and restore your energy. We are all responsible for keeping them clean and in good condition, so please follow the rules:

- After eating, please clean up with the cleaning materials provided.
- Sinks must be left clean after being used.
- Never leave dirty dishes or garbage anywhere on the premises of the school.
- It is forbidden to put your feet on chairs/benches and tables.
- Avoid using the pantries when the cleaning crew is working in them.

- Meals are only allowed in dining areas. It's forbidden to eat on the ground floor or in the clusters.
- The pantry on the ground floor is to be exclusively used for events and cannot be used by students.

IT Resources

The following are defined as IT resources:

- Computers
- Servers
- Wired networks
- Wireless networks
- Computer peripherals
- Software provided by 42

This text applies to any interactions with 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 WiFi network.

- Identification

- Identification is done by your "user", linked to at least one password.
- You are the only one responsible for your password security.
- 42 Lisboa does not store your password. In case of loss, you will need to restore it.

- Obligations

- Users must comply with these guidelines, as well as any laws in place.
- Users must comply with decisions from the staff.
- It is forbidden to abuse the available IT resources.
- Users must respect the IT resources available to them.

- Users must report to staff on the #bocal slack channel any faulty equipment or unauthorized attempt to access restricted equipment or networks.
- Any vulnerability found must be reported to the Bocal. Failure to do so and/or abuse of said vulnerability will lead to administrative sanctions.
- Users are responsible for their use of the IT resources, as well as the information they disclaim to others.
- Users are responsible for their “user” and must report to the staff any fraudulent use of it by a third party.
- If you want to report any technical problem, always use the #bocal slack channel. This will help the staff and your colleagues to keep track of how to solve the problem.

- Restrictions

- It is forbidden to connect any private device to the school’s networks, except for public Wi-Fi.
- **It is forbidden to shut down, restart, sleep, unplug, move, disassemble, or damage any IT resources available at 42 Lisboa.**
- It is forbidden to access unauthorized equipment both physically and remotely.
- It is forbidden to use identifiers and passwords from another user, with or without their approval.
- It is forbidden to hide your identity or impersonate another user when accessing 42 Lisboa’s IT resources.
- It is forbidden to use any IT resources in a way that can negatively affect other users.

Communication

As a member of 42 Lisboa, you have access to **slack**: a tool dedicated to communication and collaboration. 42 Lisboa will communicate with you using slack and your student email. You are expected to check these channels at least once a day to stay up to date. **The preferable channel of communication at 42 Lisboa is slack.** If

for some reason you need to contact the staff by email, you can reach us at marvin@42lisboa.com.

Needless to say, for communication among peers, the most valuable method is to talk in real life. Talk whilst coding, talk while drinking coffee, and talk about life in general. To reach someone digitally, DM them on slack or use the chat groups created for you to communicate with your peers. If you do not participate, you may miss some important aspects of the 42 course! Don't forget that you are in this together. There is no competition: be helpful and kind!

When you communicate with both students and staff via slack or email, you must always use your username. It is not allowed to hide your identity behind a pseudonym. You will also find important information at the intra. If there is contradicting information, check again all the official communication channels: slack, email, and intra. We won't always tell you everything: finding out what there is to find out is the biggest part of the fun!

Slack is open to all, and we want students to post freely. That being said, the staff will be supervising it. The staff's intention isn't to censor, but to make sure that the comments made at this tool are courteous, respectful, and in compliance with the school's Code of Conduct. This implies that you must respect certain rules. Remember that 42 Lisboa is a school: slack is only dedicated to "professional" exchanges and any abuse will be punished. The staff holds the right to punish (with community service – TIG, exclusion of slack, or a definitive exclusion of 42 Lisboa) any person who does not respect slack's charter or is responsible for any type of harassment, abusive conduct, gestures, words, behaviors, or systematic attitudes that demean, humiliate, or embarrass a person.

- Communication Rules

Below is a non-exhaustive list of abuses that **won't be accepted** (we do not wish to extend this list):

- Messages that break Portuguese law.
- Messages of pornographic nature.

- Xenophobic, revisionist messages, war crime's apologia, discriminating or inciting hatred against a person or a group of people – because of their sex, origins, ethnicity, beliefs, or way of life.
- Messages that are insulting, violent, threatening, offensive, or degrading, even if they are of a humorous nature.
- Any defamatory messages.
- Any request for help with piracy/hacking (outside the pedagogical scope, and respecting regulation).
- Messages with malicious intent.
- Unintelligible messages, off-topic or posted in multiple channels at once (flooding and spam).
- Messages that include addresses, emails, phone numbers, or any other private contact information from others.
- Private/personal discussions have no place on any official channel. Keep this type of conversation in DMs or group chats.
- Sponsored links (except on dedicated channels).
- Advertisement, whether commercial or not (outside dedicated channels or without the agreement of the staff).
- Counterfeiting and in general, any infringement of an intellectual property right (copyright, neighboring rights, databases, designs, patents, trademarks ...).

Privacy and Intellectual Property

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

42 Lisboa 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 community, but only after previously approved by the students who've 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, remain your exclusive property.

42 Lisboa cannot claim any ownership or intellectual property over your work, or over any company you found in relation to your studies at 42 Lisboa. In a similar way, 42 Lisboa cannot be held accountable for any company you found in relation to your studies at 42 Lisboa.

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

If you have any questions, comments, or complaints about our Privacy Policy, write to marvin@42lisboa.com.

Evaluation Rules

- Exam Rules

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

- Don't rush in or make noise when you enter the cluster.
- Be early: any late entry will be refused. Once the exam has started, it's strictly forbidden to enter the cluster.
- The use of phones, smartwatches, or any other electronic device is forbidden. They should be turned off and put in your bag or given to the staff at the entrance.
- Bags should be dropped at the entrance of the cluster.
- It is forbidden to connect any device to the computer.
- You can bring only loose blank sheets of paper, a pen or pencil, and a closed bottle of water, which must be kept on the ground. Any additional item must have been previously discussed and approved by the staff.
- You cannot log in with someone else's credentials.

- You must mute your computer when you arrive. If your computer speaker plays any sound after the exam starts, you will be kicked out of the exam.
- After the exam starts you cannot move around without the staff's permission except to leave the exam.
- Respect staff and their decisions.
- If you want to go to the bathroom, wait for the staff's announcement. In case of an emergency, please stand up or make yourself visible and wait for a staff member to reach you.
- If you are sick, please inform the staff before the exam starts and take his/her advice on whether you should come to campus.
- If you've got any questions, please stand up and wait for a staff member.
- Please do not forget anything when you leave. Any forgotten Student Cards will be at the Bocal after the exam, and any other object will be at the lost and found – with security.
- When you leave, close up your session on the computer, stow your chair and clean up your table.
- If you finish within 30 minutes from 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 exam.
- If you have any special needs, inform the staff before the exam and when you arrive.
- Any attempt of communicating with another student or even talking out loud to yourself is forbidden and will be considered cheating and you will be kicked out of the exam

- Rules about cheating and fraud

The following rules can be updated anytime, please read regularly.

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

At 42, you are not working for your parents or for the staff, only for yourself. It is useless to make others, or yourself, believe that you know things and have skills that you don't. It's a vicious circle. You'll always get out with loss and damages. Really, don't cheat.

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. If you are feeling pressured and frustrated, talk with your peers, ask for help, and reach out to staff if necessary.

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 students who are cheating on a project. An obvious cheating situation leads to serious punishment or even expulsion of 42. It can concern the one who cheats and/or the evaluator.

We consider cheating during a project of the curriculum situations where:

- You turn in a project that does not compile or work at all but has been validated during an evaluation. Both the student and the evaluator are immediately expelled.
- Turn in another student's project. Both the student and the evaluator are immediately excluded.
- 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, ...). The student will be immediately excluded.
- As an evaluator, if you validate a project with obvious cheating from the student, both the student and the evaluator are excluded.
- If not explicitly authorized in the project or the rating guidelines, remote evaluations are forbidden. 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 personal laptop, tablet, or phone.
- Every means to set up to bypass the Moulinette, or to change the official repository of the evaluation (ex: with zsh / bash aliases) will lead to immediate expulsion.

We also consider cheating during the exam:

- Taking your cell phone or any other personal electronic equipment to your workstation.
- Exchanging information with another student in the exam room, in the toilets, or any other place while the exam is running.
- Having paper sheets with code or information is already written on it.
- Get a solution or any piece of information to solve the exam, from any place but your own head.

Every single cheat during an exam will lead to an exclusion from the exam.

- How to behave as an evaluator

Peer-to-peer evaluation is at the core of 42's philosophy. It is highly important for the students' professional outcomes. 42 has a great reputation worldwide because of its students and making sure evaluated students learn while conducting a defense with rigor and transparency is key to ensure 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 developing properly, increasing the school's value on 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 on intra to verify its goal and requirements. The project's subject is also available on your evaluation page as well as any other resources made available for the evaluatee.

- All projects must meet a few common criteria: students must have submitted files in the repository; **those files need to be compliant with the Norm (unless explicitly waived); all programs must compile; evaluatees must be able to explain their code and line of reasoning.**
- The evaluator that is still at a lower level than 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 successfully completed by your peer, **explain your motives to the evaluatee 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, they should talk to the Bocal.

- Group Projects

As you know, one of the main goals of 42 is to challenge you to develop your soft skills while you are building great technical skills.

One of the ways for you to do that is during group projects. They are called "group projects" for a reason. You are supposed to work on them with whoever you pair up with.

Sometimes you will face challenges communicating with the person(s) you are working with. You will find it difficult to coordinate schedules, ideas, plans, etc. You are supposed to solve those challenges together. That's part of the learning process.

If at any moment you really can't find a solution with your peer(s), you know you can reach us. Please do it. Don't try to turn a "group project" into an "individual one". You won't be meeting the project requirements so you might find yourself in a position where you have to totally redo it.

This section serves you all: the ones who work on behalf of everyone, as well as the ones who try to freeride.

Respect yourself and respect your peers!

Student Life @42 Lisboa

Events

You can find the school's events on intra and on the [Shared Google Calendar](#). If you subscribe to an event, we will be counting on your presence. If you miss the event, you might get community service hours.

Proof of enrollment

As you should already know, 42 Lisboa is not officially recognized as a school, so we can't give you student status. If for some reason you need a declaration stating that you are enrolled in our course, access [this folder](#), download the file you want (ENG or PT), fill it in, and send it to marvin@42lisboa.com. We will get back to you as soon as possible: please do not email us repeatedly!

Community Service – also called TIG

When a student does not follow some rules and thus has a negative impact on the community, the staff may decide on several hours of community service. The goal is for you to give back some 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. When the time comes, you should go to the bocal on the scheduled hour and find out what task was assigned to you.

Black Hole and AGU

The beginning of the Black Hole (BH) matches the beginning of your curriculum. The BH is a countdown mechanism – counting the days you have to submit a project. Every time you earn XP, your deadline moves by a few days or weeks in the future, giving you more time to complete the next project. The BH allows for a maximum of 615 days to complete the Common Core. It only applies to the Common Core – there is no BH after you complete both Exam Rank 06 and ft_trancendence. When a student is caught by the BH, their experience at 42 Lisboa comes to an end. Every student starts with 77 days of BH.

At 42 Lisboa you are responsible for your planning. If you want, you can suspend the BH temporarily by activating the Anti-Gravity Units (AGU) in your settings on intra. Students can use the AGU 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 42 Lisboa building.

Succeeding in the 42 course requires a different kind of commitment from that of the Piscine: the real marathon starts now! To make sure you get into a healthy, steady pace of learning from the very beginning, you should not active the AGUs until you have successfully submitted your first 4 projects. This corresponds to the first 3 to 4 months of your course.

At the same time, you should be consistent in your campus attendance. Peer-to-peer learning involves a great deal of face time and membership in the 42 community amounts to more than just submitting projects. Especially at this stage, spending less than 20 hours per week at school means you will soon be lagging behind your peers, affecting not only your performance but also that of the whole community and your coalition as well.

Starting in October 2022, as a new student you will be asked to schedule a 1-on-1 meeting with a member of the Bocal to discuss your study plan for the first months of the program. You will be asked to sign a learning agreement with the school to reflect your commitment. The terms of this agreement (part-time or full-time pace, progress targets) can be updated at later checkpoints in the course.

Evaluation point sales

What are they? When people start going down from 42 there are some evaluation points that are going to be lost as people just lose them to the pool since that user is no longer in 42. What happens is that every certain time 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.

Coalitions

The Coalitions serve 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. Coalitions are assigned randomly.

Tournament period: The Tournament starts with a new kick-off and ends after 5 months (before a newer kick-off).

Tournament prizes: At the end of the Tournament there is a party for the winning Coalitions. They can choose the theme for the party as well as the food and decoration (obviously within budget and approval of the 42 staff). The colors of the winning Coalition will be displayed at the school!

Every Coalition has a top 1 student. This student will also be rewarded to celebrate their accomplishment and an accomplishment badge on their intra.

HOW DO YOU 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's also a great opportunity for one to learn. Every time you perform an evaluation, your Coalition will gain points. **+42**

VALIDATING A PROJECT: Every time you successfully complete a project you prove to yourself and to others that hard 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 are able to 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 don't, we all lose! So, every time someone from your Coalition reaches a Black Hole, your house 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 to your colleagues and to the staff. **-420**

DISCIPLINARY BOARD: For those special situations where you totally lose your common sense and totally disrespect your peers and the 42 community. It's 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, use the piano without knowing how to play, disrespect the slack police... 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, summed up, has earned the most XP points. **+4.200 pts**

BEST BEHAVED STUDENTS: The Coalition that, summed up, had fewer community services assigned. **+4.200**

MOST PRODUCTIVE EVALUATORS: The Coalition, summed up, has performed the most evaluations. **+4.200**

FEWEST BLACKHOLE STUDENTS: The Coalition that, summed up, had the fewest students reaching the Black Hole. **+4.200**

Student Association

42 Lisboa has a student association with specific rules that you can find below:

Bylaws Student Association

Article I (Student Association)

In this document have presented the bylaws of the Student Association of 42 Lisboa. The Student Association is located at 42 Lisboa, Rua Neves Ferreira 13B, 1170-070 Lisboa.

Article II (Mission)

The main mission of the Student Association is to promote community engagement among 42 Lisboa.

Article III (Membership)

Membership is inherent, but not exclusive, to all active 42 Lisboa students.

A student is only considered as such after their kick-off.

Students who abandon the course or are absorbed by the Black Hole will lose their status as students and thus no longer be considered a member of the Student Association.

The students who activate the AGU will not be considered members of the Student Association for the duration of their freeze.

The Supervisory Board is responsible for validating Membership status for all relevant intents and purposes, particularly voting processes.

Article IV (Bodies)

The bodies of the Student Association are:

- a. The General Assembly.
- b. The Management Team.
- c. The Supervisory Board.

Article V (General Assembly)

The General Assembly is composed of all active 42 Lisboa students.

The duties of the General Assembly are as follows:

- a. Elect the Management Team. Elections need to be announced via slack and email to all members.
- b. Vote for amendments to the current bylaws.
- c. Assemble at least once every year.

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 for the Students Association functioning.
- c. Call for the dismissal of the Management Team. (cf. 7)

The General Assembly deliberates with a simple majority of the votes.

The voting process is anonymous and takes place online over 2 days.

There is no minimum number of votes for a voting process to be considered valid.

A recall election request may be submitted to the Supervisory Board if accompanied by a petition signed by at least 50% of the General Assembly's members. If approved, reelection will then be scheduled by the Supervisory Board.

Article VI (Management Team)

The Management Team is composed of seven 42 Lisboa active students. These roles are filled with elections every 12 months.

When a new group is elected, a period of one month is spent with the old group, for information and guidance to be passed along.

Candidates to the Management Team should commit on a volunteer basis for a 12-month mandate plus a 1-month transition period at the end. All candidates should have at least reached the 3rd circle of the curriculum.

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. It must be reviewed and approved by the current Supervisory Board before being publicly presented to the General Assembly.

Candidates must apply as a group, with a total of 7 members that must fill the following roles:

- a. Coordinator;
- b. Assistant to the Coordinator;
- c. Treasurer;
- d. Secretary;
- e. Three Vocals.

f. The three vocals must be able to fulfill other roles in case the AGU is activated by any of the students filling that position. A group needs to collect at least 24 signatures from 42 Lisboa active students to be considered a valid application. One student can only sign once.

Supervisory Board members cannot be candidates.

Elected members should take their seats in the management team immediately after the elections.

- a. In case there is only a single approved group, no election shall be needed, and a motion may be made to elect the candidate by acclamation.
- b. The Management Team may be recalled from the office for cause.

The Management Team is responsible for:

- a. Creating a yearly Plan of Activities to be presented and approved by the Supervisory Board, within a month of the election.
- b. Drafting a Financial Plan for the next mandate, which must be presented and approved by the Supervisory Board within a month 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. Present every three months the financial report that, after analysis from the Supervisory Board, should be made public.

e. Publicizing events or activities, that are implemented, within two weeks of the date.

The Management Team is free to organize itself in such a way that fulfills its mission.

The Management Team is responsible to summon up the election every 11 months. If they fail to do so, the Supervisory Board may intervene.

Article VII (Supervisory Board)

The Supervisory Board is composed of all members of the local and pedagogical team.

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 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.

One member of the Supervisory Board should meet at least once every four months with the Management Team.

The Supervisory Board can dismiss the Management team in the following cases:

- a. Miss conducts, breaking the law or ignoring "The Hitchhiker's Guide to 42 Lisboa".
- 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)

Proposed amendments to these bylaws shall be presented to the Supervisory Board, in writing, at least one month before the General Assembly where the amendment will be voted upon.

Bylaw amendments will only be submitted for voting to the General Assembly after previous approval by the Supervisory Board.

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

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 will allow you to improve your entrepreneurial skills and allow you to learn more about an area that you are fond of.

42 Lisboa strongly encourages all of you to take an active part in this, by creating, managing and participating in Clubs. To support you in this process, we have drafted some guidelines that will help you to dive into the Club's experience.

If you have any ideas or questions about the student's Club or if you want to create a club, please contact marvin@42lisboa.com.

BUDGET

All approved Clubs need to submit twice a year to the school – until the end of April (for the next 6 months) and until the end of October (for the next 6 months):

A Plan of Activities, detailing the activities they propose themselves to do (e.g. projects, events, etc.)

A Budget Request, if they are seeking funding support from the school, detailing for what it is each item/ service, links to where to buy them and the price.

These should be submitted by email to marvin@42lisboa with all the information about the budget you are requesting.

In terms of budget approval, students should consider the following rules:

No budgets seeking an amount of financial support higher than 250€ per semester (500€/year) will be approved.

To warrant approval, the activities need to benefit the school's community at large, and not be entirely 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.

All documents created for the Clubs that imply the review or follow-up by 42's staff should be submitted to marvin@42porto.com

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 in the Clubs' common room. 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.

CLUB ROOM

There is a room on campus that is exclusively dedicated to Clubs' use: Club members are responsible for respecting and preserving this room and any material on it. The material of the Clubs should be kept in this room.

The Clubs' contact person is the only one to have access to the room. This is the only person whose card will automatically open the room. The remaining members may ask for access at the security desk.

MAINTAINING A CLUB

As the name suggests, student Clubs are managed by students. This means that, although the staff is available in supporting the existence of Clubs, maintaining any Club alive is the sole responsibility of the students.

The school facilities can be used to host Club events upon approval from staff. Any request should be submitted to marvin@42lisboa.com with the (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. All requests for major events must be submitted at least 3 weeks before the date proposed. Please regularly validate the events calendar on [42 Events](#) before submitting any request.

Your Club must respect the Hitchhiker's guidelines. If not, the Club cannot keep hosting events or meetings.

If your Club wants to change the contact person, please let us know via marvin@42lisboa.com.

You can keep a note of all the students who attended your meetings and the topics of the meetings. To help you, we created [an Excel document](#) that you can copy to keep track of it. Students' participation in the Clubs can be awarded achievements. If your Club wishes it, you can send an e-mail 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 you keep an updated record of your presence in your meeting or events.

Every 6 months the health of your club will be accessed. You will be asked to meet with a staff member.

CLOSING A CLUB

If for any reason the Club should be extinguished (for example: if there is no one interested in managing it; if its main purpose ceases to exist), please send an email to marvin@42lisboa.com to properly manage its closure.

QUICK LINKS FOR MANAGING THE CLUB

- [Excel example to keep track of your meetings](#)
- [Template for the achievement's logo](#)
- [42 Events' calendar:](#)

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
- Manually assigned by the 42 Lisboa's staff

There are four **kinds** of achievements:

- Project – related with validating projects
- Social – related to human interactions and wallets
- Scholarly – related with your student's performance and Clubs
- Pedagogy – related with 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** just as bronze, silver, gold, and platinum.

You can find the complete list of all 42 Lisboa'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 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.

Altairian Dollar, wrongly named Wallets, 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. You can check the available items on your intra page.

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

Internships

Before starting, some tips & tricks

Before you start, understand your skills and the job market you are applying to. If you have any questions or require hands-on help, do not hesitate to reach out to the Bocal: maybe we can help with your CV, or LinkedIn or help you figure out what you want from an internship.

Be prepared:

- Take time to update your portfolio, LinkedIn, and CV & draft a motivation 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. Check the internship opportunities on intra on a regular basis.
- **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, we'll be hosting a series of workshops to help you prepare for the job market: how to set up a CV, LinkedIn, Cover Letter, and portfolio; how to prepare for an interview, etc. Make sure you attend them.

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 are in charge of this, so it is up to you where you end up.

A GENERAL OVERVIEW OF THE INTERNSHIP I PROCESS

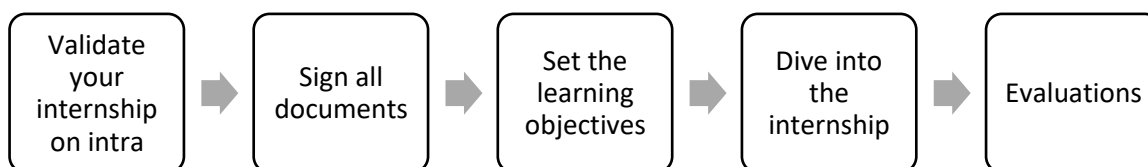
This section includes all information you need to know about the official 42 Lisboa process for starting your Internship I. Internships I is **mandatory in the 42 Lisboa core curriculum**, and your internship must be validated beforehand by the staff.

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.
- **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 pandemic, 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 yourself**. You should read it, print three copies, sign it by both you and the company and deliver them to the Bocal. 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'll be working with confidential client information. **Read through the contracts carefully.**

Together with your supervisor, you will need to define **your learning objectives**. Then, you should send it to us using [this form](#). 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 work on 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 takes place halfway through the internship
 - The 2nd takes place during the final week of the internship.
- **1 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.
-
- **1 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 project, if you do not reach the minimum grade, you can fail. Be aware that you are representing the school: if you fail, it will also reflect on the school.

If you have any questions, do not hesitate to ask us as early as possible: careers@42lisboa.com.

After the Common Core

So what happens once you're done with the core curriculum? After that, you're gonna have a bunch of different branches in which you can specialize in different topics.

For example, if you're someone that really interested in viruses, you can go into the security branch or if you're interested in web development you can also go in there. After that, every branch is going to have harder projects as you go deeper into that branch. The idea of the core curriculum is to give you an overall basis of how programming works so that whenever you go out into your internship you can be a good junior developer. When you come back you become an expert in one of them.

COVID-19 and other diseases

Main Principles

If at any time you suspect you might be sick and if you have symptoms, please stay at home and email us at marvin@42lisboa.com. Keep in mind some of these:

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

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

