



CATOLICA
LISBON
BUSINESS & ECONOMICS



CAREER ACCELERATOR LAB 2025-26

Careers & Talent
Católica Lisbon School
of Business & Economics



**ACHIEVE
GREATNESS**

World Ranked - Triple Accredited - Award Winning



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Career Accelerator Lab

What is it?

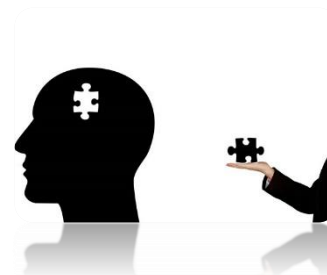
Career Accelerator Lab (CAL) is designed to help CATÓLICA-LISBON's Master students to develop skills important for working with people, and managing people, as well as for approaching the job market, and therefore for lifelong employability and growth.

CAL experiences are created based on alumni and recruiters' feedback that many job applicants lacked skills in areas such as communication, teamwork, speaking in public, and the ability to give and accept critical feedback.



Our goals include:

- Contributing to your personal and professional development, employability, and career success.
- Enhancing your capability of lifelong learning and adaptability, by encouraging you to practice learning from experience, feedback, and reflection.
- Providing you with skills that can be useful in the immediate future in your courses, and for most (if not all) careers, including competencies related to communication, teamwork, influence, creative thinking, motivation, and resilience.



Skills to develop

These are the main skills you will develop in our activities, preparing you for job market:

Personal Skills

Communication



Listening



Speaking

Creative Problem Solving



Problem Solving



Creativity

Self-Management



Adapting



Planning

Collaboration



Leadership



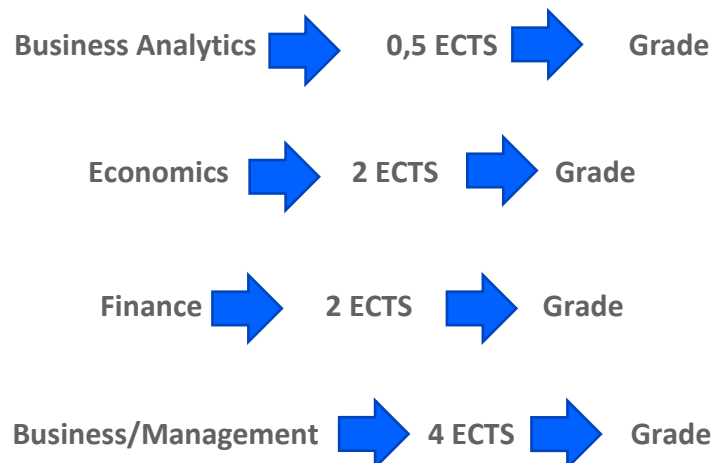
Teamwork

Career Management Skills

- Career design
- Self-awareness
- Job market knowledge
- Self-marketing
- Networking
- Job search
- Decision-making
- Negotiation

Program Structure

- Career Accelerator Lab is a **mandatory** requirement for full-time MSc students that should be completed in the first year of your Master's.
- **To fulfil the requirement, you must enroll and participate in workshops and events with companies every trimester, in order to get points that will be converted into ECTS.**



- We will have more activities with companies during the 1st semester, but we recommend you spread your workload throughout the year. There will be several activities running simultaneously, so you must choose carefully to avoid overlaps and waste of slots. We recommend you choose according to your needs and goals.

Intake 25-26

Business Analytics – 0.5 ECTS

If you are a **Business Analytics** student, you have **0.5 ECTS** for CAL on your study plan. This 0.5 ECTS is associated to a qualitative grade that takes into consideration the number of points, your professionalism, career involvement and your profile on our platform Symplicity/careerNETWORK. Remember:

- **Activity Completion:** students must complete a minimum of 9 points and can go up to 15. The more points you get the higher your percentage will be. Points can be obtained through workshops and activities with companies. This category is worth 55%.
- **Professionalism:** this category weighs the number of activities that students enrol in and are considered not approved. The main objective is to help students to be more cautious when enrolling, making sure they enrol in activities they are sure they can attend, avoid overlaps and not waste slots that could be used by other colleagues. **The more activities you fail the lower your grade will be. NOTE: this category can go down to a negative percentage.** It is worth 25%.
- **Corporate Involvement:** this category measures the number of company sessions a student attends. If you attend 10 or more sessions, besides the points you also improve this category that is worth 15%.
- **Profile Visibility:** by having their CV and profile updated on our platform, students will be presenting themselves to companies in a more complete way. It is worth 5%.

Career Accelerator Lab Grade 25-26 – 0.5 ECTS

	Weight	Grade ² 100%	100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	0
Activity completion ¹	55%	Points	15		12		9		8		7		6		5		4		3		2		
Professionalism	25%	Failed or missed activities ³	0/1			2			3			4			5			6			7		100 -2(N-7)
Corporate involvement	15%	Company sessions	10		9		8		7		6		5		4		3		2		1		
Profile visibility	5%	CV/Languages/Interests ⁴	3/3					2/3					1/3										

Students will be able to check their updated grade on Symplicity after each trimester. The final grade will be issued on Fenix during your dissertation semester (5th or 7th trimester). Or at the end of the 4th trimester, if you are a Double Degree student or post-experience Finance student.

If necessary, you can do up to 4 ECTS in CAL, for more information about this, please get in touch with us careerlab.clsbe@ucp.pt and Master Affairs master.affairs.clsbe@ucp.pt

Economics, Finance and Finance (Post-Experience) – 2 ECTS

If you're an **Economics, Finance or Post-Experience Finance student**, you have **2 ECTS** for CAL on your study plan. These 2 ECTS are associated to a qualitative grade that takes into consideration the number

of points, your professionalism, career involvement and your profile on our platform Symplicity/careerNETwork. Remember:

- **Activity Completion:** students must complete a minimum of 36 points and can go up to 40. The more points you get the higher your percentage will be. Points can be obtained through workshops and activities with companies. This category is worth 55%.
- **Professionalism:** this category weighs the number of activities that students enrol in and are considered not approved. The main objective is to help students to be more cautious when enrolling, making sure they enrol in activities they are sure they can attend, avoid overlaps and not waste slots that could be used by other colleagues. **The more activities you fail the lower your grade will be. NOTE: this category can go down to a negative percentage.** It is worth 25%.
- **Corporate Involvement:** this category measures the number of company sessions a student attends. If you attend 10 or more sessions, besides the points you also improve this category that is worth 15%.
- **Profile Visibility:** by having their CV and profile updated on our platform, students will be presenting themselves to companies in a more complete way. It is worth 5%.

Career Accelerator Lab Grade 25-26 – 2 ECTS

	Weight	Grade ² 100%	100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	0
Activity completion ¹	55%	Points	40	38	36	34	32	30	28	26	24	22	20	18	16	14	12	10	8	6	4	2	
Professionalism	25%	Failed or missed activities ³	0/1			2			3			4			5			6			7		100 -2(N-7)
Corporate involvement	15%	Company sessions	10		9		8		7		6		5		4		3		2		1		
Profile visibility	5%	CV/Languages/Interests ⁴	3/3					2/3					1/3										

1. Minimum of 36 Activity points is mandatory to complete the Career Accelerator Lab requirement of the study plan.
2. CAL's final grade is a weighted average from all four dimensions. At the end of the program, it will appear on the student's transcript as "Excellent" (90-100), "Very Good" (80-89), "Good" (70-79), "Sufficient" (50-69).
3. This includes any activities for which a student enrolled in and did not complete without justified reason (according to the School and CAL regulations). **NOTE: this category can go down to a negative percentage.**
4. You must update your careerNETwork/Symplicity Account with your [CV](#), [Languages and Interests](#).

Students will be able to check their updated grade on Symplicity after each trimester. The final grade will be issued on Fenix during your dissertation semester (5th or 7th trimester). Or at the end of the 4th trimester, if you are a Double Degree student or post-experience Finance student.

If necessary, you can do up to 4 ECTS in CAL, for more information about this, please get in touch with us careerlab.clsbe@ucp.pt and Master Affairs master.affairs.clsbe@ucp.pt

Management/Business - Grade – 4 ECTS

If you're a **Management or Business student**, you have 4 ECTS for CAL on your study plan. These 4 ECTS are associated to a qualitative grade that takes into consideration the number of points, your professionalism, career involvement and your profile on our platform Symplicity/careerNETwork. Remember:

- **Activity Completion:** students must complete a minimum of 57 points and can go up to 72. The more points you get the higher your percentage will be. Points can be obtained through workshops and activities with companies. This category is worth 55%.
- **Professionalism:** this category weighs the number of activities that students enrol in and are considered not approved. The main objective is to help students to be more cautious when enrolling, making sure they enrol in activities they are sure they can attend, avoid overlaps and not waste slots that could be used by other colleagues. **The more activities you fail the lower your grade will be. NOTE: this category can go down to a negative percentage.** It is worth 25%.
- **Corporate Involvement:** this category measures the number of company sessions a student attends. If you attend 10 or more sessions, besides the points you also improve this category that is worth 15%.
- **Profile Visibility:** by having their CV and profile updated on our platform, students will be presenting themselves to companies in a more complete way. It is worth 5%.

Career Accelerator Lab Grade 24-25 onwards – 4 ECTS

	Weight	Grade ² 100%	100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	0
Activity completion ¹	55%	Points	72	69	66	63	60	57	54	51	48	45	42	39	36	33	30	27	24	21	18	15	
Professionalism	25%	Failed or missed activities ³	0/1			2			3			4			5			6			7		100 -2(N-7)
Corporate involvement	15%	Company sessions	10		9		8		7		6		5		4		3		2		1		
Profile visibility	5%	CV/Languages/Interests ⁴	3/3					2/3					1/3										

1. Minimum of 57 Activity points is required to complete the Career Accelerator Lab requirement of the study plan.
2. CAL's final grade is a weighted average from all four dimensions. At the end of the program, it will appear on the student's transcript as "**Excellent**" (90-100), "**Very Good**" (80-89), "**Good**" (70-79), "**Sufficient**" (50-69).
3. This includes any activities for which a student enrolled and did not complete without justified reason (according to the School and CAL regulations). **NOTE: this category can go down to a negative percentage.**
4. You must update your careerNETwork/Symplicity Account with your [CV](#), [Languages and Interests](#).

Students will be able to check their updated grade on Symplicity after each trimester. The final grade will be issued on Fenix during your dissertation semester (5th or 7th trimester). Or at the end of the 4th trimester, if you are a Double Degree student.

Intake 24-25

0.5 ECTS OR 2 ECTS - POINTS

If you are a **Business Analytics** student, you have **0.5 ECTS** for CAL on your study plan. In order to complete them **you need to get 9 points** in workshops and/or activities with companies.

If you are an **Economics** student, you have **2 ECTS** for CAL on your study plan. In order to complete them **you need to get 36 points** in workshops and/or activities with companies.

You will be able to check your current status on Symplicity after each trimester. Once you complete the necessary points, CAL will be issued on Fenix. If necessary, you can do up to 4 ECTS in CAL, for more information about this, please get in touch with us careerlab.clsbe@ucp.pt and Master Affairs master.affairs.clsbe@ucp.pt

4 ECTS - Grade

If you're a **Management, Business, Finance or Post-Experience Finance** student, you have 4 ECTS for CAL on your study plan. These 4 ECTS are associated to a qualitative grade that takes into consideration the number of points, your professionalism, career involvement and your profile on our platform Symplicity/careerNETwork. Remember:

- **Activity Completion:** students must complete a minimum of 57 points and can go up to 72. The more points you get the higher your percentage will be. Points can be obtained through workshops and activities with companies. This category is worth 55%.
- **Professionalism:** this category weights the number of activities that students enrol in and are considered not approved. The main objective is to help students to be more cautious when enrolling, making sure they enrol in activities they are sure they can attend, avoid overlaps and not waste slots that could be used by other colleagues. **The more activities you fail the lower your grade will be. NOTE: this category can go down to a negative percentage.** It is worth 25%.
- **Corporate Involvement:** this category measures the number of company sessions a student attends. If you attend 10 or more sessions, besides the points you also improve this category that is worth 15%.
- **Profile Visibility:** by having their CV and profile updated on our platform, students will be presenting themselves to companies in a more complete way. It is worth 5%.

Grading Scheme for Career Accelerator Lab 24-25

	Weight	Grade ² 100%	100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	0
Activity completion ¹	55%	Points	72	69	66	63	60	57	54	51	48	45	42	39	36	33	30	27	24	21	18	15	
Professionalism	25%	Failed or missed activities ³	0/1			2			3			4			5			6			7		100 -2(N-7)
Corporate involvement	15%	Company sessions	10		9		8		7		6		5		4		3		2		1		
Profile visibility	5%	CV/Languages/Interests ⁴	3/3					2/3					1/3										

1. Minimum of 57 Activity points is required to complete the Career Accelerator Lab requirement of the study plan.
2. CAL's final grade is a weighted average from all four dimensions. At the end of the program, it will appear on the student's transcript as "**Excellent**" (90-100), "**Very Good**" (80-89), "**Good**" (70-79), "**Sufficient**" (50-69).
3. This includes any activities for which a student enrolled and did not complete without justified reason (according to the School and CAL regulations). **NOTE: this category can go down to a negative percentage.**
4. You must update your careerNETwork/Symplicity Account with your [CV](#), [Languages and Interests](#).

Students will be able to check their updated grade on Symplicity after each trimester. The final grade will be issued on Fenix during your dissertation semester (5th or 7th trimester). Or at the end of the 4th trimester, if you are a Double Degree student or post-experience Finance student.

Intake 23-24 and 22-23

0.5 ECTS OR 2 ECTS - POINTS

If you are a **Business Analytics** student, you have **0.5 ECTS** for CAL on your study plan. In order to complete them **you need to get 9 points** in workshops and/or activities with companies.

If you are an **Economics** student, you have **2 ECTS** for CAL on your study plan. In order to complete them **you need to get 36 points** in workshops and/or activities with companies.

You will be able to check your current status on Symplicity after each trimester. Once you complete the necessary points, CAL will be issued on Fenix. If necessary, you can do up to 4 ECTS in CAL, for more information about this, please get in touch with us careerlab.clsbe@ucp.pt and Master Affairs master.affairs.clsbe@ucp.pt

4 ECTS - Grade

If you're a **Management, Business, Finance or Post-Experience Finance** student, you have 4 ECTS for CAL on your study plan. These 4 ECTS are associated to a qualitative grade that takes into consideration the number of points, your professionalism, career involvement and your profile on our platform Symplicity/careerNETWORK. Remember:

- **Activity Completion:** students must complete a minimum of 57 points and can go up to 72. The more points you get the higher your percentage will be. Points can be obtained through workshops and activities with companies. This category is worth 55%.
- **Professionalism:** this category weights the number of activities that students enrol in and are considered not approved. The main objective is to help students to be more cautious when enrolling, making sure they enrol in activities they are sure they can attend, avoid overlaps and not waste slots that could be used by other colleagues. **The more activities you fail the lower your grade will be. NOTE: this category can go down to a negative percentage.** It is worth 25%.
- **Corporate Involvement:** this category measures the number of company sessions a student attends. If you attend 10 or more sessions, besides the points you also improve this category that is worth 15%.
- **Profile Visibility:** by having their CV and profile updated on our platform, students will be presenting themselves to companies in a more complete way. It is worth 5%.

Grading Scheme for Career Accelerator Lab 22-23 & 23-24

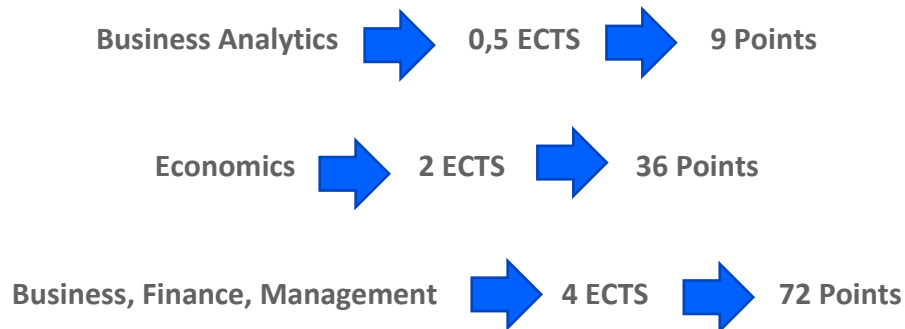
	Weight	Grade ² 100%	100	95	90	85	80	75	70	65	60	55	50	45	40	35	30	25	20	15	10	5	0
Activity completion ¹	55%	Points	72	69	66	63	60	57	54	51	48	45	42	39	36	33	30	27	24	21	18	15	
Professionalism	25%	Failed or missed activities ³	0/1			2			3			4			5			6			7		100 - 15*N
Corporate involvement	15%	Company sessions	10		9		8		7		6		5		4		3		2		1		
Profile visibility	5%	CV/Languages/Interests ⁴	3/3					2/3					1/3										

1. Minimum of 57 Activity points is required to complete the Career Accelerator Lab requirement of the study plan.
2. CAL's final grade is a weighted average from all four dimensions. At the end of the program, it will appear on the student's transcript as "**Excellent**" (90-100), "**Very Good**" (80-89), "**Good**" (70-79), "**Sufficient**" (50-69).
3. This includes any activities for which a student enrolled and did not complete without justified reason (according to the School and CAL regulations). **NOTE: this category can go down to a negative percentage.**
4. You must update your careerNETwork/Symplicity Account with your [CV](#), [Languages and Interests](#).

Students will be able to check their updated grade on Symplicity after each trimester. The final grade will be issued on Fenix during your dissertation semester (5th or 7th trimester). Or at the end of the 4th trimester, if you are a Double Degree student.

Intake 21-22 and prior

In order to complete Career Accelerator Lab, you must complete a certain number of points depending on your master's:



You will be able to check your updated status on Symplicity after each trimester. Once you complete the necessary points, CAL will be issued on Fenix.

If necessary, Business Analytics and Economics students can do up to 4 ECTS in CAL, for more information about this, please get in touch with us careerlab.clsbe@ucp.pt and Master Affairs master.affairs.clsbe@ucp.pt

Activities

Duration

Activities have different durations. There are some events with companies that last 20 minutes and workshops that go up to 10 hours. Some workshops have two sessions.

Points are assigned according to the estimated time the student invests on each activity. For more information on activities on offer and points, please consult the [Workshop Finder](#) and [careerNETwork/symplicity](#).

Formats

Activities can happen in different formats: online, fully asynchronous in-person and blended.

Company Sessions are offered by companies, and can happen online, in our school or in the company's office.

Workshops are offered by specialized trainers and work mostly in a blended format:

Blended format

- In **asynchronous** moments, you will be required to perform some tasks within specific deadlines provided by the trainer or the company.
- The **synchronous** moments will require you to be present at the set date and time either in a room/location or in an online session (Zoom, Teams, or other video conference platform).

After enrolling on workshops on [careerNETwork](#), you will have to access Moodle to get more information to attend them. *(To access Moodle you must use your UCP credentials)*

We also have fully asynchronous workshops about more fundamental topics like CV, LinkedIn or Interview, where all master students are pre-enrolled. These can be done at your own pace, always taking into consideration the deadlines set by each trainer.



If you don't use your UCP email that much, to prevent missing important information related to workshops (such as assignments details and deadlines), you can forward it to an external e-mail account, following these steps:

Access the e-mail through [Office365](#). With the session started, you should click on "Settings" (icon with sprocket in the upper right corner of the screen). At the bottom of the panel, you should click on "View all Outlook settings"

and choose the "Forwarding" option. Then, inside the "Forwarding" panel, you should choose the "Enable Forwarding" option and enter the destination e-mail address. Note: It is recommended to activate the "Keep a copy of all forwarded messages" option. In case of any doubt contact: helpdesk@ucp.pt

Rules & Guidelines

Registration

Registration is done **online** on a **first come, first served basis**. **On workshops is per semester. On company sessions is per trimester.**

Registration is a commitment. You commit to responsibilities: confirming enrolment when in doubt, avoiding overlaps with other activities, being on time, submitting assignments within deadlines, etc.

You can only attend activities in the workshop and group you registered for: to avoid disrupting planning and activities, cancelations and schedule changes are not allowed after the registration period. If you attend a session that you are not enrolled in (e.g.: you attend group A when you are enrolled for group B), your attendance/participation will not be validated, and you will be required to retake it in the correct group.

Students can only cancel / add their registration in a workshop or activity during the registration period that starts before the beginning of every trimester.

Evaluation of activities is PASS / FAIL

To be considered approved and receive the points you must:

- **Attend all sessions and make sure your presence is registered** (in workshops with more than one session, you will automatically fail if you miss one of the sessions).
- Be on time and actively participate on the activities.
- Do the preliminary and/or final assignments in due time (when applicable).
- Have the camera on at all times in an online activity.

Students tend to fail Career Accelerator Lab activities due to:

- Missing a session;
- Arriving late
 - There is a **10-minute tolerance** for 50-minute or longer activities after the scheduled time;
 - Smaller sessions have **0-minute tolerance**, so you need to be at the session at the designated time, ideally 5 minutes before it starts;

- Being absent for part of the activity: physically or virtually (not answering to the trainer when called or an electronic registration of your absence in a virtual session);
- Forgetting to sign the attendance sheet (first AND last name);
- Forgetting to do the electronic check-in;
- Submitting an incomplete assignment;
- Submitting an assignment after the deadline;
- Attending a different group than the one they registered for;
- Not having their camera on during online sessions.

Preparation

You are expected to **come fully prepared** to the activities: doing the required reading/other preparation, bringing the requested materials, and being ready to take notes. Lack of preparation/materials may be considered inability to fulfill activity goals and fail the activity.

Many activities are experiential. In these activities your presence will determine the impact the experience has on others (e.g.: for working in pairs or as a group). As such, your timely attendance is expected:

- You are expected to be in the room (physical or virtual room) ready to start all the activities at the scheduled time. **No late entrances will be allowed after the 10-minute tolerance.** This applies to any break or interruption.
- You are expected to **attend all sessions**: missing part of the workshop (e.g.: after a break) means you fail the activity as a whole.
- Attendance is assessed by your signature on the attendance sheet when in-person, registration by the trainer or electronic registration during a virtual session. **When in presence make sure you sign the attendance sheet**, clearly writing first and last names (no abbreviations). If your signature is missing, it will indicate that you missed the activity. **When you are attending a virtual session, please make sure your presence is registered by the trainer.**
- You are also expected to have your camera on throughout online activities (mandatory requirement for approval).

You are expected to submit your complete assignments on time. Make sure that you are aware of the required assignments and deadlines for each activity, get confirmation that your assignment was received, and clarify any doubts you may have regarding these assignments. Late or incomplete submission of assignments will not be accepted, and this will imply failing the activity.

Absences

Following the same guidelines as the other courses of your Master's program, only absences due to extreme causes will be taken into account. If the absence is due to:

- i. student's serious illness or injury;
- ii. death of an immediate relative;
- iii. appointment in the Portuguese Immigration Services (AIMA) or
- iv. AIMA's delay concerning procedures related to the issuing of residence or student visas
- v. Recruitment processes (e.g. group dynamics, assessment center or job interview) where an alternative date cannot be agreed on. (*exclusive to Career Accelerator Lab*)

Students' absence will be considered justified as long as they fill in the Absence justification form ([available here](#)), attaching an evidence of absence.

This evidence should be one of the following documents:

- i. signed and stamped declaration issued by the competent healthcare authority: hospital or healthcare center of the National Health Service;
- ii. death certificate or declaration issued by a funerary agency;
- iii. official document with date/time of the AIMA appointment;
- iv. official document(s) proving date of visa application request and copy of the visa with date of issue, subjected to a case-by-case analysis.
- v. official confirmation e-mail from the company. The confirmation e-mail must contain the date and time of the recruitment activity.

The Absence Form should be submitted within two days after the date of the activity. If necessary, the substantiation documents can be provided within 5 working days after the date of the activity. After that date the justification will automatically be disregarded.

If you do not attend the activity, you cannot be approved. This means that you will need to complete other activities to make up for the points you did not gain. Don't forget that a not justified absence will impact the Professionalism section of your CAL grade.

FAQ

I've arrived late to a workshop (after the 10-minute tolerance), and the session had already started. I am aware that I will fail that workshop, but can I register for another workshop within this same trimester in order to compensate?	Yes, if the registration period is still open and there are slots available.
I'm registered for group A of the Surviving PowerPoint workshop. Due to unforeseeable circumstances, I've missed the last session of that workshop. Can I attend the last session of group B to avoid failing the workshop?	No. As with courses, students are not allowed to attend a different section or group than the one that they are enrolled in.
My name was not on the attendance list, but I have attended and signed it anyway. Will I pass the workshop?	No, if your name is not on the attendance list, it is probably because you are not enrolled in that workshop/ group. Always check your enrollments on the careerNETwork platform in order to avoid these situations.
I am enrolled for a 2-session workshop. Due to an important family matter I cannot attend one of the sessions. If I attend the other one, can I still pass the workshop and receive the points? Or get half of the points?	No. To successfully complete a workshop and obtain points you must fully participate in all sessions.
How many Career Accelerator Lab workshops/ activities can I enroll per trimester?	There is no limit. But we strongly advise you to distribute the workload throughout the different trimesters.
Are the Career Accelerator Lab activities included in the maximum of 4 courses per trimester?	No.
My grade is positive, but I don't have the minimum number of points. Is my CAL complete?	No. To complete your CAL requirement, you must have the mandatory minimum of points and an overall grade of 50% or more.

I have the minimum number of points, but my overall grade is negative. Is my CAL complete?

No. To complete your CAL requirement, you must have the mandatory minimum of points **and** an overall grade of 50% or more.



Contacts

careerlab.clsbe@ucp.pt

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Walk-in Hours

Monday, Wednesday & Friday > 14:30-16:30 – In-person
Tuesday & Thursday > 10:30-12:30 – [Online](#)



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