



FACT SHEET 2014/2015

CATÓLICA-LISBON International Office

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Website <http://www.clsbe.lisboa.ucp.pt/>

Website for Exchange Students <http://www.clsbe.lisboa.ucp.pt/site/custom/template/fceetplhome2.asp?sspaqeID=16&lang=2>

GENERAL INFORMATION

CATÓLICA-LISBON School of Business & Economics

Name of Institution	Universidade Católica Portuguesa
Erasmus Code	P LISBOA 01
Rector of UCP	Prof. Maria da Glória Garcia
Dean of CATÓLICA-LISBON	Prof. Francisco Veloso

INTERNATIONAL OFFICE CATÓLICA-LISBON

Prof. Ricardo Reis Associate Dean for International Relations	rireis@clsbe.lisboa.ucp.pt
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NOMINATION & APPLICATION PROCEDURES

Partner Universities Nomination

Please fill in the on-line **Nomination Form**:
https://ucplbusiness.co1.qualtrics.com/SE/?SID=SV_1UppTqjJvSeUiq1

Fall Semester: **1st - 30th April**
 Spring Semester: **1st - 31st October**

Students Registration

Documentation required:

- On-line Application Form (sent to the students by e-mail)
- Scanned Copy of National Identity Card or Passport
- On-line Course Proposal Form (sent to the students by e-mail)

Fall Semester: **1st – 31st May**

Spring Semester: **1st – 30th November**

ACADEMIC CALENDAR

Bachelor Program

Fall Semester	1st of September 2014 – 24th of January 2015
Welcome Week	During the first week of classes (compulsory)
Spring Semester	2nd of February 2015 – 20th of June 2015
Welcome Week	One week before the start of classes (compulsory)
Undergraduate Academic Calendar 2014/15: http://www.clsbe.lisboa.ucp.pt/site/custom/template/fceetplgeneric.asp?sspageID=655&lang=2	

Master Program

Fall Semester	1st of September 2014 – 14th of January 2015
Spring Semester	2nd of February 2014 – 6th of June 2015
Welcome Week	During the first week of classes (compulsory)
Master Academic Calendar 2014/15: http://www.clsbe.lisboa.ucp.pt/site/custom/template/fceetplgeneric.asp?sspageID=670&lang=2	

ACADEMIC INFORMATION

Language of Instruction

- At the **Undergraduate level**, elective courses are mainly taught in English and most of the core courses are taught in Portuguese. A full English-taught program is planned to start for the academic year 2014-2015.
- At the **Master of Science level** all courses are taught in English.

Language Requirements

Please note that in order to participate in our courses and pass the exams it is necessary for your students to have a high level of English proficiency.

Therefore we ask you to guarantee that your students have the required level of spoken and written English equivalent to B1 level, according to the [Common European Framework of Reference for Languages](#).

Portuguese Language Course

A Portuguese language course for exchange students is provided in collaboration with the Faculty of Human Sciences. The course is offered every semester, starting at the beginning of September and February. There is an intensive and an extensive course, and full details on costs is sent by email to all students.

ACADEMIC INFORMATION (cont.)

Course Availability and Course Descriptions

- **Undergraduate courses (1st cycle):**

- The List of Courses lectured in English is sent to the nominated students every semester
- The **Syllabus** of all the undergraduate courses offered (Portuguese and English language) can be consulted here:

<http://www.clsbe.lisboa.ucp.pt/site/custom/template/fceetplgeneric.asp?sspageID=656&lanq=2>

- **Master of Science courses (2nd cycle):**

<http://www.clsbe.lisboa.ucp.pt/site/custom/template/fceetplgeneric.asp?sspageID=671&lanq=2>

Expected Workload

- **Undergraduate level**

30 ECTS is the normal semester workload for a CATÓLICA-LISBON's student; exchange students, however, should follow their home university guidelines. 1 ECTS-Credit Point stands for an estimated workload around 25 to 30 hours.

The maximum advised workload per semester is **33 ECTS** (including Portuguese Language course).

- **Master of Science Level**

The normal semester course workload for a CATÓLICA LISBON's MSc student is **27 to 28 ECTS**. Exchange students, however, should follow their home university guidelines. At the MSc Programs, 1 ECTS-credit point stands for close to 6 contact hours and an estimated workload of around 25 to 30 hours.

The Maximum workload per semester is **33 ECTS** (including Portuguese Language course), corresponding to a maximum of **8 courses per semester** and an **average of 4 courses per trimester**.

Grading

Students grading is based on their semester work. It may include questionnaires, mid-term tests, group assignments, etc. There is also a final exam at the end of the semester.

Grading Scale

CATÓLICA-LISBON grading scale is 0-20, 10 being the passing mark.

Exams Abroad

In case of overlapping academic calendars, CATÓLICA-LISBON may allow exams abroad:

- Supervision of exams from Partner Universities
- Sending CATÓLICA-LISBON exams to be supervised at Partner Universities

IMPORTANT: subject to the **approval of the Academic Direction and Partner University**

STUDENTS' LIFE



Welcome Week Activities

Every semester, the International Office prepares special activities to introduce the incoming students to the university and the city, during the welcome week.

Our primary goal is to help students get to know our school and other Exchange Students in a short timescale. We believe the activities organized during the welcome week hasten the **integration of the exchange students**, facilitating contact with the other students and providing all the necessary information about the school and life in Lisbon.

Attendance is **mandatory**.

Detailed information about the Welcome Week dates and activities is sent to the nominated students by e-mail.

Accommodation

CATÓLICA-LISBON does not have on campus housing.

The International Office provides help to all exchange students to find permanent accommodation in Lisbon:

- Useful accommodation search links (sent by e-mail)
- A list of provisional and permanent accommodation contacts (sent by e-mail)
- Personal help upon arrival. During the welcome week, the International Office staff will help you find suitable accommodation offers and will help schedule visits.

Expected living expenses

- Academic expenses (e.g. books, stationary): €90 - €120
- Room: €250-€400 / Apartment: €450 - €850
- Insurance: €25 - €40 monthly
- Groceries: €80 - €150
- Transportation: €35 - €50
- Others: €100

Visa & Health Insurance

• EU Students

Need to travel with a valid national ID card or a valid Passport and the European Health Card.

• Non EU-Students

Non-EU students must apply for a student visa before entry into Portugal and need a valid international Insurance.

More information on: <http://www.sef.pt/portal/V10/EN.aspx/page.aspx>.