



UNIVERSIDADE  
CATÓLICA  
PORTUGUESA



CATÓLICA  
LISBON  
B/SINESS & ECONOMICS



## Nomination & Registration Procedures

### Partner Universities Nominations

All nominations should be submitted through our incoming platform [MyExchange Portal](#). Nominations sent by e-mail will not be considered.

Fall Semester and Academic Year: **1<sup>st</sup> - 30<sup>th</sup> April**  
Spring Semester: **1<sup>st</sup> - 31<sup>st</sup> October**

### Students Registration

All applications should be submitted through our incoming platform [MyExchange Portal](#). Students will be contacted directly by e-mail after the nomination period is officially over.

#### Documentation required:

Online Application Form (link for [MyExchange Portal](#) sent to students by e-mail)  
Online Course Proposal Form (instructions sent to students by e-mail)

Fall Semester and Academic Year: **1<sup>st</sup> - 31<sup>st</sup> May**  
Spring Semester: **1<sup>st</sup> - 30<sup>th</sup> November**

**Name of Institution:** Católica-Lisbon School of Business & Economics  
Universidade Católica Portuguesa

**Erasmus Code:** PLISBOA01

**PIC Code:** 999907623



### Address:

Católica-Lisbon School of Business & Economics  
Universidade Católica Portuguesa  
International Relations Office  
Room 524 – 2<sup>nd</sup> Floor  
Palma de Cima 1649-023  
Lisbon – Portugal

### Phone:

+351 21 727 02 50

### Website:

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

### Website for Exchange Students:

<http://www.clsbe.lisboa.ucp.pt/about/services/student-affairs/incoming-students>

### International Student Affairs Team:

#### Xavier Rajot

*Executive Director for  
Pre-Experience Programs*

#### Bárbara Soares

[internationalaffairs.clsbe@ucp.pt](mailto:internationalaffairs.clsbe@ucp.pt)  
*Head of International Student Affairs  
(Agreement Renewals &  
Negotiation of Exchange Slots)*

#### Mariana Stoffel

[incoming.clsbe@ucp.pt](mailto:incoming.clsbe@ucp.pt)  
*Incoming Students*

#### Ana Filipa Martins

[outgoing.clsbe@ucp.pt](mailto:outgoing.clsbe@ucp.pt)  
*Outgoing Students*

#### Dora Feijão

[doubledegree.clsbe@ucp.pt](mailto:doubledegree.clsbe@ucp.pt)  
*Double Degree Students*



CFA Program Partner of CFA Institute



## Academic Calendar

### Undergraduate Program

**Fall Semester 3<sup>rd</sup> of September 2018 – 23<sup>th</sup> of January 2019**

**Welcome Week**

During the first week of classes (compulsory)

**Spring Semester 1<sup>st</sup> of February 2019 – 25<sup>th</sup> of June 2019**

**Welcome Week**

One week before the start of classes (compulsory)

**Undergraduate Academic Calendar 2018/19:**

<https://www.clsbe.lisboa.ucp.pt/undergraduate-academic-calendar-list-view-2-18-19-eng>

### Master Program

**Fall Semester 3<sup>rd</sup> of September 2018 – 21<sup>st</sup> of December 2018**

**Welcome Week**

During the first week of classes (compulsory)

**Spring Semester 1<sup>st</sup> of February 2019 – 1<sup>st</sup> of June 2019**

**Welcome Week**

During the first week of classes (compulsory)

**Master Academic Calendar 2018/19:**

<https://www.clsbe.lisboa.ucp.pt/master-academiccalendar-list-view-2-18-19>

## 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 started in September 2014.

At the **Master of Science level** all courses are taught in English.

### Language Requirements

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.



## Student Life

### Welcome Week Activities

Our primary goal is to help students get to know our school and other Exchange Students in a short timescale. We believe the special 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.



### Course Availability and Course Descriptions

- The **List of Courses** lectured in English is made available on our website every semester
- The **Syllabus** of all the courses offered (Portuguese and English language) can be consulted here :

#### Undergraduate courses (1st cycle):

<https://www.clsbe.lisboa.ucp.pt/about/services/undergraduate-student-affairs/undergraduate-student-affairs-academic-information/courses-offered>

#### Master of Science courses (2nd cycle):

<https://www.clsbe.lisboa.ucp.pt/msc/coursesoffered/exchange-students>

### 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 of academic calendars or proven illness, CATÓLICA-LISBON may allow exams abroad:

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

**IMPORTANT:** subject to the approval of the **Academic Direction, Professor of the course and Partner University**.



### Accommodation

CATÓLICA-LISBON does not have on-campus housing. International Student Affairs provides help to all exchange students to find permanent accommodation in Lisbon: useful accommodation search links (sent by e-mail). A short list of provisional and permanent accommodation search links can be downloaded from our website. During the welcome week, the International Student Affairs staff will help students to find suitable accommodation offers and if needed will also provide help to schedule visits.

### Expected living expenses

Academic expenses (e.g. books, stationary): €90 - €120  
Room: €250-€450  
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 VISA:

- <http://www.sef.pt/portal/V10/EN.aspx/page.aspx>
- <http://www.imigrante.pt/Pages/EN/Default.aspx>

