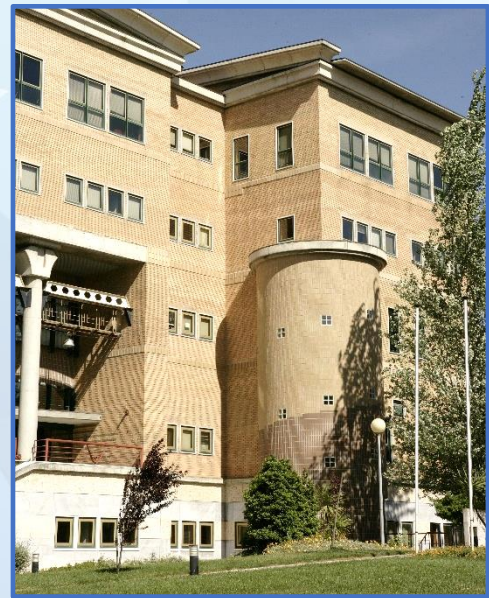




UNIVERSIDADE  
CATÓLICA  
PORTUGUESA



CATÓLICA  
LISBON  
BUSINESS & ECONOMICS



## Nomination & Registration Procedures

### Partner Universities Nominations

All nominations should be submitted through our incoming platform [MyExchange](#). 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**

*Nominations of students' replacements are only accepted when:*

- Replacement for the same semester: if the withdrawal occurs still during the nomination period;
- Replacement for the next semester: the withdrawal must be communicated to our School until 15 days after the beginning of the Fall Semester. After this period, the slot cannot be replaced.

### Students Registration

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

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**

Students must complete their:

Online Application Profile (link for [MyExchange](#) platform sent to students by e-mail)  
Online Course Enrollment (instructions sent to students by e-mail)

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

#### 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:

<https://www.clsbe.lisboa.ucp.pt/current-students/international-relations>

#### Dean of CATÓLICA-LISBON:

Professor Filipe Santos

#### International Relations Office Team:

##### Xavier Rajot

*Executive Director of International  
Program Development*

##### Bárbara Soares

[internationalaffairs.clsbe@ucp.pt](mailto:internationalaffairs.clsbe@ucp.pt)  
*Head of International Relations Office*

##### Mariana Stoffel

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

##### Beatriz Duarte

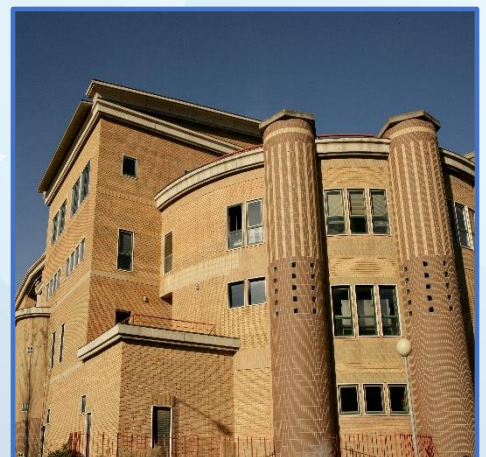
[outgoing.clsbe@ucp.pt](mailto:outgoing.clsbe@ucp.pt)  
*Outgoing Students*

##### Felipe Breviglieri

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

**PIC Code:** 999907623

**Erasmus Code:** PLISBOA01



CFA Program  
Partner of



CFA Institute



## Academic Calendar

### Undergraduate Program

**Fall Semester: 1<sup>st</sup> of September 2021 – 22<sup>nd</sup> of January 2022**

#### **Welcome Day & Outdoor Activities**

Before or during the first week of classes (compulsory)

**Spring Semester: 31<sup>st</sup> of January 2022 – 24<sup>th</sup> of June 2022**

#### **Welcome Day & Outdoor Activities**

Before or during the first week of classes (compulsory)

**Undergraduate Academic Calendar 2021/22:**

[Academic Calendar | CATÓLICA-LISBON \(ucp.pt\)](#)

### Master Program

**Fall Semester: 1<sup>st</sup> of September 2021 – 20<sup>th</sup> of December 2021**

#### **Welcome Day & Outdoor Activities**

Before or during the first week of classes (compulsory)

**Spring Semester: 31<sup>st</sup> of January 2022 – 31<sup>st</sup> of May 2022**

#### **Welcome Day & Outdoor Activities**

Before or during the first week of classes (compulsory)

**Master Academic Calendar 2021/22:**

[Timetables & Timelines | CATÓLICA-LISBON \(ucp.pt\)](#)

## Student Life

### **Welcome Day**

Our primary goal is to assist students in getting to know each other and our School in a short timescale. We believe the special activities organized during the Welcome Day hasten the integration of the exchange students, facilitating contact amongst them and providing all the necessary information about our University and life in Lisbon.

Attendance is **mandatory**. Detailed information about the Welcome Day and outdoor activities is sent to all students by e-mail.



## Academic Information

### **Language of Instruction**

At **Undergraduate level** elective courses are mainly taught in English and most of the core courses are taught in Portuguese.

At **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 are sent by email to all students.





## Course Availability and Course Descriptions

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

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

<https://clsbe.lisboa.ucp.pt/current-students/undergraduate-students/student-tools/course-catalogue>

### **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 universities 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 the 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 universities guidelines. In 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 one 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 calendar 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:** subjected to the approval of the **Academic Direction, Professor of the course and Partner University**.



### **Accommodation**

CATÓLICA-LISBON does not have accommodation on-campus. Hence, the International Relations Office provides help to all exchange students to find permanent accommodation in Lisbon: useful accommodation search links and a list of our accommodation partners that offer special discounts is sent by e-mail to all students. A short list of provisional and permanent accommodation search links can also be downloaded from our website. During the first days of classes, the International Relations Office 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: €300-€600

Apartment: €600- €900

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:

- <https://www.sef.pt/en/Pages/homepage.aspx>
- <https://imigrante.sef.pt/en/>

