



UNIVERSIDADE
CATÓLICA
PORTUGUESA



CATÓLICA
LISBON
B/SINESS & ECONOMICS



Nomination & Application Procedures

Partner Universities Nomination

Link to online form sent to all partners by e-mail.

Fall Semester: **1st - 30th April**

Spring Semester: **1st - 31st October**

Students Registration

Documentation required:

Online Application Form (sent to students by e-mail)

Online Course Proposal Form (instructions sent to students by e-mail)

Fall Semester: **1st - 31st May**

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

Name of Institution: CATÓLICA-LISBON School of Business & Economics
Universidade Católica Portuguesa

Erasmus Code: PLISBOA01 **PIC Code:** 999907623

Dean of CATÓLICA-LISBON: Professor Francisco Veloso

Address:

CATÓLICA-LISBON School of
Business & Economics
Universidade Católica Portuguesa
International Student Affairs
Room 524
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>

Xavier Rajot

*Executive Director for
Pre-Experience Programs*

Bárbara Soares

internationalaffairs.clsbe@ucp.pt
*Agreement Renewals
Negotiation of Exchange Slots*

doubledegree.clsbe@ucp.pt
Double Degree Students

Mariana Stoffel

incoming.clsbe@ucp.pt
Incoming Students

Ana Filipa Martins

outgoing.clsbe@ucp.pt
Outgoing Students



CFA Program Partner of CFA Institute



Academic calendar

Undergraduate Program

Fall Semester 1st of September 2016 – 21st of January 2017

Welcome Week

During the first week of classes (compulsory)

Spring Semester 30th of January 2017 – 21st of June 2017

Welcome Week

One week before the start of classes (compulsory)

Undergraduate Academic Calendar 2016/17:

<https://www.clsbe.lisboa.ucp.pt/system/files/assets/files/calendar-academic-und2016.pdf>

Master Program

Fall Semester 1st of September 2016 – 21st of December 2016

Welcome Week

During the first week of classes (compulsory)

Spring Semester 26th of January 2017 – 31st of May 2017

Welcome Week

During the first week of classes (compulsory)

Master Academic Calendar 2016/17:

<https://www.clsbe.lisboa.ucp.pt/system/files/assets/files/calendario-academico-msc2016.pdf>

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/about/services/masters-student-affairs/msc-student-affairs-academic-information/courses-offered/exchange-students-courses>

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**



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>

