



CATÓLICA
LISBON
BUSINESS & ECONOMICS

Exchange Students Booklet

Academic Year 2020-2021



Academic
Calendar

Nomination

Application

Course
Selection

Language
Course

Departure



Academic Calendar

Undergraduate

Fall Semester

September, 2nd 2020
January, 23rd 2021

Spring Semester

February, 1st 2021
June, 23rd 2021

> Undergraduate Academic Calendar



[Click here](#)

> Welcome Day

Before or during the first week of classes (mandatory)

Master

Fall Semester

September, 3rd 2020
December, 19th 2020

Spring Semester

February, 1st 2021
May, 28th 2021

> Master Academic Calendar



[Click here](#)

> Welcome Day

Before or during the first week of classes (mandatory)

Exchange / Erasmus Period

The period of exchange is usually one or two semesters or one or two trimesters (this last option is for MSc students only!)

Nomination and Selection of Students

Exchange Students

In order to study as an Exchange student at our institution, you must first be selected and nominated by one of CATÓLICA-LISBON's partner Universities. Please contact your University International Relations' Coordinator for information on how to apply.

› Nomination Deadlines (for partner Universities)

Fall Semester and Academic Year

1st of April
30th of April

Spring Semester

1st of October
31st of October

After we receive your nomination and the nomination period is officially over, we will send you a link by e-mail to access our incoming platform [MyExchange Portal](#) and an e-mail with all the important information about your registration at CATÓLICA-LISBON.



Application and Course Selection

All students nominated by partner universities must go through the following application procedures:

› Deadlines (for exchange students)

Fall Semester and Academic Year

1st of May
31st of May

Spring Semester

1st of November
30th of November

Complete the **Online Application Profile for Incoming Students**

(link to access our incoming platform [MyExchange Portal](#) sent by e-mail)

Submit the **Online Course Selection**

(instructions sent by e-mail in due time)

Course Selection Information:

To complete the course selection procedures, we kindly ask you to:

Consult the **List of Courses** (available on our website).

Choose the courses you intend to be enrolled in during your exchange semester taking into consideration:

- **Number of ECTS:** credit points
- **Teaching Language:** There is a wide range of English-language elective courses.
- **Course content:** Please consult the **syllabus of the courses** [here](#) (UG) and [here](#) (MSC).

Note:

- › The list of courses offered to exchange students is made available on our website.
- › Courses have limited vacancies.
- › Places will be filled on a “first-come, first-served” basis.
- › Some courses require students to fulfill pre-requisites before reading. The pre-requisites are listed in the online course catalogue. Please note that students, along with their home University’s Academic Advisors, are responsible for checking if they have done similar pre-requisites in their home universities or not. Católica-Lisbon does not check if students comply or not with the pre-requisites of our courses.

Application and Course Selection

Workload allowed per semester

Exchange Students: 30 ECTS is the normal semester workload for a CATÓLICA-LISBON Undergraduate student and 28 ECTS for a Master student. Exchange students, however, should follow their home Universities guidelines.

The **maximum workload** per semester for an exchange student is **33 ECTS** (including an optional and paid Language course). There is no minimum workload per semester established for exchange students. However, students have to be enrolled at least in one course per semester.

Assessment methods:

- › Assiduity
- › Presentations/Group Projects/Assignments
- › Class participation
- › Quizzes
- › Examinations



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

In cases of overlapping of academic calendar or proven illness, CATÓLICA-LISBON may allow exams abroad:

- Sending CATÓLICA-LISBON's exams to be supervised at Partner Universities.

IMPORTANT: subjected to the **approval of the Academic Board of Directors, Professor of the course and Partner University.**

Portuguese Language Course

A **Portuguese Language Course** for exchange students is provided by the Faculty of Human Sciences. It aims to enable students to tackle the most important daily situations and to get to know Portuguese culture and traditions.

The course is offered **every semester**, starting at the beginning of September and February.

Crash Course

Total of 18 hours (1,5 ECTS credit points)

The **Crash Course** will take place during the first 3 weeks of each semester.

Extensive Course

Total of 54 hours (4,5 ECTS credit points)

The **Extensive Course** takes place along the semester and comprises 4,5 hours per week. The ECTS for language courses will be credited only to those students who pass the final exam.

[Portuguese Language Courses are paid separately. Information on the fees are sent by e-mail.](#)



Preparing for Departure

After completing the Application and Course Selection procedures, the International Relations Office will provide you with the following information by e-mail:

Accommodation

The International Relations Office offers you assistance to find both [Provisional and Permanent accommodation](#) in Lisbon. To help you prepare your stay, we will send you by e-mail a list of accommodation search links, information on our accommodation partners and other useful information.

Visa/International Health Insurance

Non-European exchange students are required to apply for a student visa prior to their arrival in Lisbon. CATÓLICA-LISBON issues a special acceptance letter for visa purposes. This letter is sent directly to the students' home Universities so they can present it at the Portuguese Consulate/Embassy of their country of origin, along with the remaining documentation, to apply for the student visa.

Exchange students are required to have international health insurance only for visa application purposes.



Preparing for Departure

Personal Information

In order to access all important academic and administrative information in [CATÓLICA-LISBON students' personal area](#) we will send you by e-mail your personal data: **student number, login and password.**

Course Enrollment

After the course selection procedures are complete you will be able to access the list of courses in which you are enrolled in and your final schedule for the semester.

Welcome Day & Outdoor Activities

Before your arrival, you will receive detailed information about the [special activities](#) prepared for you, to introduce you to the University and Lisbon.



Before Leaving Home

To ensure a smooth transition to student life in Lisbon, it is important to make sure all your paperwork and documentation is valid before you depart. Take a look at the checklist below to have a stress-free arrival in Portugal.

- a) Make sure the International Relations Office has approved your online application profile and required documents.
- b) Make sure you bring your national identity card or a valid passport.
- c) Bring your medical/travel insurance and other relevant documents. If you are from an EU country, make sure you have the [European Health Insurance Card](#).
- d) Take any routine medical checks or vaccinations, if necessary.
- e) Order travelers *cheques* or enough Euros for your first couple of weeks.
- f) Budget for your life in Portugal - check airfares, tuition fees and living expenses. You can have an idea of the [living costs here](#).
- g) Make sure you have a list of useful contact numbers and remember to include the following:
 - 1) Phone number and address of CATÓLICA-LISBON International Relations Office;
 - 2) Phone number and address of your provisional accommodation.



Useful Information

How to get to CATÓLICA-LISBON

You can get to the University easily by bus or subway.

> By Bus

There is a bus stop directly outside the University, the buses that stop there are: 768, 64 and 755. You can also catch a bus to the nearby University Hospital (Hospital Santa Maria) (3 minutes on foot). The buses that travel this route are: 35, 732, 701 and 738.

For more information visit [Carris](#) website.

> By subway

There are two subway stops close to the University. Both are 7 minutes away on foot: the "Laranjeiras" metro stop on the blue line; and the "Cidade Universitária" stop on the yellow line.

For more information visit [Metro](#) website.

> Taxi Voucher

If you prefer catching a taxi from the airport or to go to the University, this option is always available. For that purpose you can buy a Taxi Voucher. This pre-paid service created by Lisbon Tourism in partnership with Lisbon Airport and the taxi association price chart allows visitors to use the taxi service in a more secure way.

For more information go to [Taxi Voucher](#).



Useful Information

How to get to CATÓLICA-LISBON

› CATÓLICA-LISBON building

The Campus is located at the intersection of Av. dos Combatentes and Palma de Cima (the flyover crossing the North-South Axis road) and has five buildings. [CATÓLICA-LISBON is building number V.](#)

› Openings hours

24 hours a day/7 days a week, with the following exceptions:

Christmas time (24-26 December);

Religious holidays;

2 January;

Easter period;

Second fortnight of August (15-31 August).

› Entrances

Anyone (students, staff, visitors, etc.) can freely access the CATÓLICA-LISBON building during normal class period from the:

Ground floor;

1st floor.

From 8:00 pm onwards only individuals duly identified with a UCP card can enter the CATÓLICA-LISBON building.



Contacts

International Relations Office

Xavier Rajot

Executive Director for International Program Development

Bárbara Soares

Head of International Relations Office

E-mail: internationalaffairs.clsbe@ucp.pt

Mariana Stoffel

Incoming Students

E-mail: incoming.clsbe@ucp.pt

Beatriz Duarte

Outgoing Students

E-mail: outgoing.clsbe@ucp.pt

Felipe Breviglieri

Double Degree Students

E-mail: doubledegree.clsbe@ucp.pt

Location and Office Hours

International Relations Office is located on:

2nd floor – Room 524

Monday to Friday 10:30am – 4:00pm

(lunch break: 12:30 pm to 02:00 pm)

