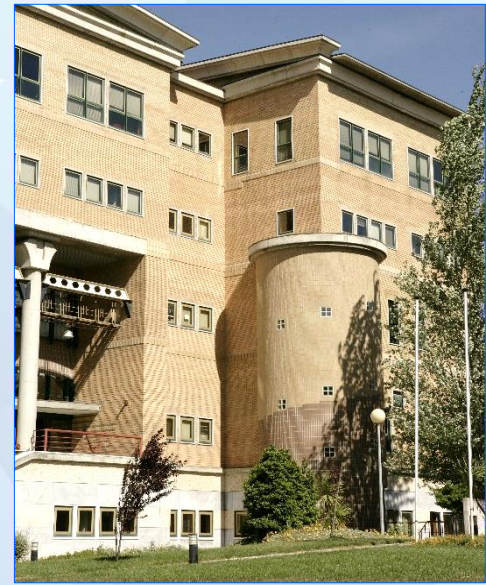




UNIVERSIDADE
CATÓLICA
PORTUGUESA



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: **1st – 30th April**
Spring Semester: **1st – 31st 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: **1st – 31st May**
Spring Semester: **1st – 30th 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)

Católica Lisbon School of Business & Economics

Dean

Professor Filipe Santos

International Relations Office Team

*Inter-Institutional Agreements &
Partnerships*
internationalaffairs.clsbe@ucp.pt

Incoming Students
incoming.clsbe@ucp.pt
summer.academy.clsbe@ucp.pt

Outgoing Students
outgoing.clsbe@ucp.pt

Double Degree Students
doubledegree.clsbe@ucp.pt

PIC Code: 999907623
Erasmus Code: PLISBOA01

Address:

Católica Lisbon School of Business
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Universidade Católica Portuguesa
International Relations Office
Room 5206 – 2nd 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:
[Exchange Programs | CATÓLICA-LISBON \(ucp.pt\)](#)



CFA Program
Partner of  CFA Institute



Academic Calendar

Undergraduate Program

Fall Semester: 1st of September 2022 – 21st of January 2023

Welcome Day & Outdoor Activities

Before or during the first week of classes (compulsory)

Spring Semester: 30th of January 2023 – 23rd of June 2023

Welcome Day & Outdoor Activities

Before or during the first week of classes (compulsory)

Undergraduate Academic Calendar 2022/23:
[Academic Calendar | CATÓLICA-LISBON \(ucp.pt\)](#)

Master Program

Fall Semester: 1st of September 2022 – 21st of December 2022

Welcome Day & Outdoor Activities

Before or during the first week of classes (compulsory)

Spring Semester: 30th of January 2023 – 31st of May 2023

Welcome Day & Outdoor Activities

Before or during the first week of classes (compulsory)

Master Academic Calendar 2022/23:
[Academic Calendar | 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 **Course Catalogue** for Exchange students can be accessed according to the instructions below:

1. Go to [CATÓLICA-LISBON's website](#) and log-in on the tab **Access>Students** at the top right corner using the following credentials:

Username: incomingstudent

Password: incomingstudent

2. Select the desired level and semester (**without logging in first, it will not be possible to access the links below**):

[Undergraduate Exchange Courses \(Fall 2022\)](#)

[Undergraduate Exchange Courses \(Spring 2022\)](#)

[Master Exchange Courses \(2022-2023\)](#)

- **Course enrollment is made on a “first-come, first-served” basis, which means we cannot guarantee slots in courses.**

- Our programs are full-time, and classes take place during working hours.

Expected Workload

Undergraduate level

30 ECTS is the regular 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 regular semester 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.

Long-distance Exams

In case of overlapping academic calendars or proven illness, CATÓLICA-LISBON may allow the performance of long-distance exams, either sending CATÓLICA-LISBON's exams to be supervised at the Partner Universities or invigilating exams from Partner Universities.

IMPORTANT: the performance of exams abroad is dependent on the approval of the **Academic Direction, Professor of the course and Partner University**.

Transcripts of Records

The official Transcripts of Records will be sent by email directly to students and partner Universities at the end of February and at the end of July.



Accommodation

CATÓLICA-LISBON does not offer on-campus accommodation. 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.

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/>