

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: **1st - 30th April**
Spring Semester: **1st - 31st October**

Nominations of students replacement are only accepted:

- 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 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: **1st - 31st May**
Spring Semester: **1st - 30th November**

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

Address:

Católica-Lisbon School of Business & Economics
Universidade Católica Portuguesa
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Room 524 - 2nd Floor
Palma de Cima 1649-023
Lisbon - Portugal

Phone:

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Website:

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

Website for Exchange Students:

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

Dean of CATÓLICA-LISBON:

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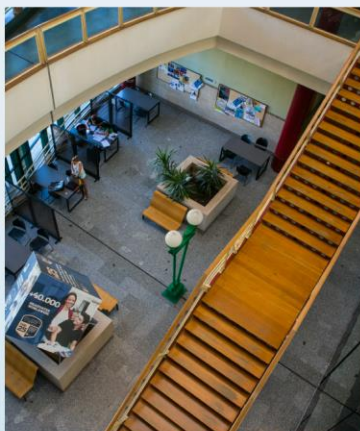
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Incoming Students

Beatriz Luengo

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Outgoing Students

Yasmina Stupak

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Double Degree Students





Academic Calendar

Undergraduate Program

Fall Semester 30th of August 2019 – 25th of January 2020

Welcome Week

Before or during the first week of classes (compulsory)

Spring Semester 3rd of February 2020 – 24th of June 2020

Welcome Week

One week before the start of classes (compulsory)

Undergraduate Academic Calendar 2019/20:

<https://www.clsbe.lisboa.ucp.pt/Undergraduate/AcademicCalendar/listversion/2019.20/ENG>

Master Program

Fall Semester 30th of August 2019 – 20th of December 2019

Welcome Week

Before or during the first week of classes (compulsory)

Spring Semester 3rd of February 2020 – 30th of May 2020

Welcome Week

One week before the start of classes (compulsory)

Master Academic Calendar 2019/20:

<https://www.clsbe.lisboa.ucp.pt/Master/AcademicCalendar/listversion/2019.20>

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/current-students/undergraduate-notice-board/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: €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/pt/Pages/Homepage.aspx>
- <http://www.imigrante.pt/Pages/EN/Default.aspx>

