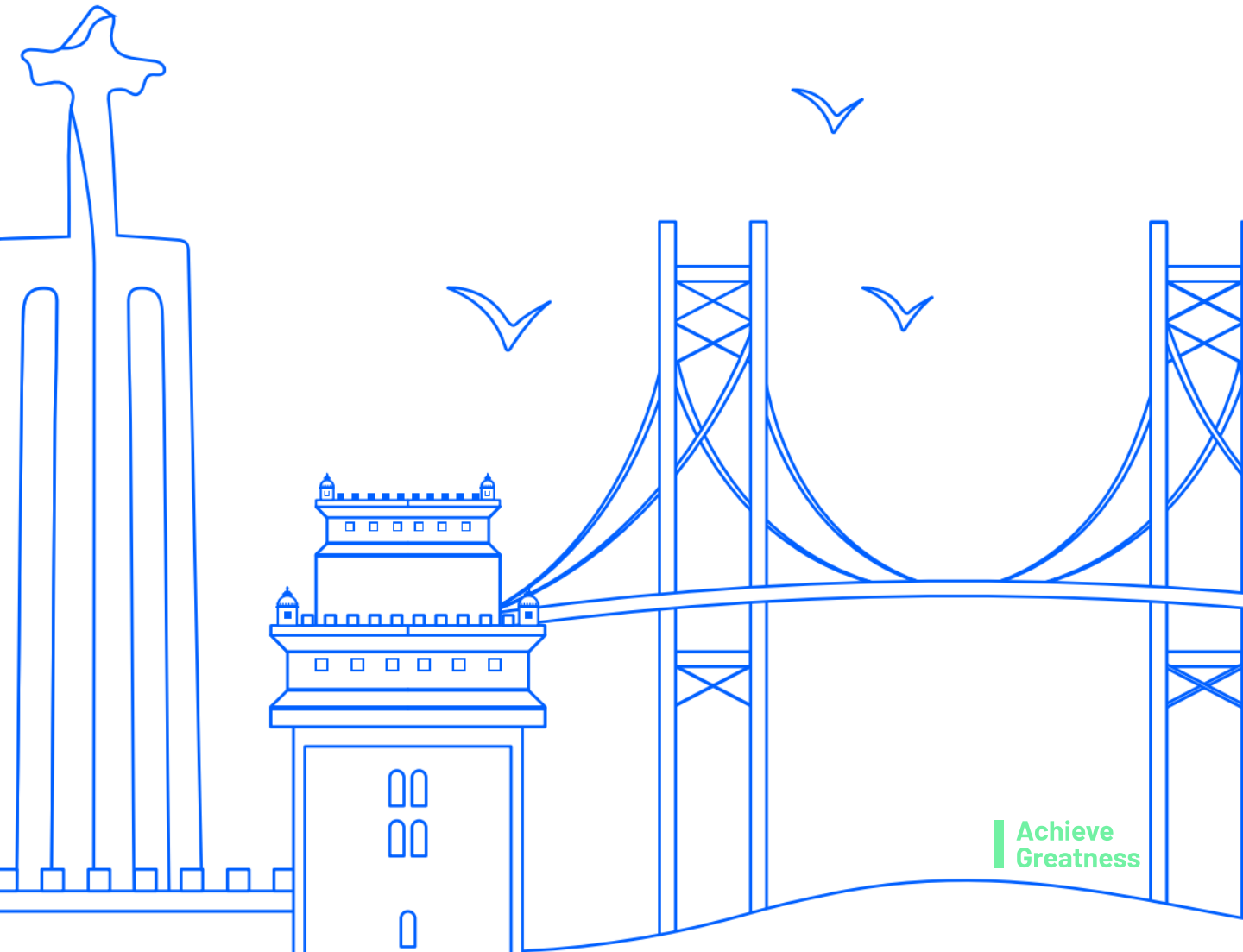




FACTSHEET

WELCOME TO CATÓLICA-LISBON

2024 - 2025



Achieve
Greatness

#22 GREATNESS
THAT SHAPES
THE FUTURE

TOP
EUROPEAN
BUSINESS SCHOOLS





NOMINATION AND APPLICATION PROCEDURES

PARTNER UNIVERSITIES' NOMINATIONS

All nominations should be submitted through our incoming platform [MyExchange](#).
Nominations sent by e-mail will not be considered.

First Semester | Fall Semester and Academic Year: **1st – 30th April**
Second Semester | 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' APPLICATIONS

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

Fall Semester and Academic Year: **1st – 31st May**
Spring Semester: **1st – 30th November**

Students must complete the following steps:

- › Online Application Profile (link for MyExchange platform sent by e-mail).
- › Online Course Enrollment (instructions sent via e-mail). Course Enrollment takes place 2 months after the Application Procedure. Before that, students will receive their individual credentials.

ACADEMIC CALENDAR*

UNDERGRADUATE

FIRST SEMESTER/ FALL SEMESTER

Start Date: Aug 30th
End Date: Jan 18th

SECOND SEMESTER/ SPRING SEMESTER

Start Date: Jan 24th
End Date: Jun 27th

MASTER

FALL SEMESTER

Start Date: Aug 30th
End Date: Dec 21st

1ST TRIMESTER

Start Date: Aug 30th
End Date: Oct 24th

2ND TRIMESTER

Start Date: Oct 28th
End Date: Dec 21st

SPRING SEMESTER

Start Date: Jan 24th
End Date: May 21st

3RD TRIMESTER

Start Date: Jan 24th
End Date: Mar 22nd

4TH TRIMESTER

Start Date: Apr 26th
End Date: May 31st

*Students must remain in Lisbon until the conclusion of the last day of classes. There are no alternative exam dates or assessment methods. Long-distance exams are only allowed in cases of proven illness or conflicting academic calendars.



ACADEMIC INFORMATION

LANGUAGE OF INSTRUCTION AND LANGUAGE REQUIREMENTS

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


Students must have the required level of spoken and written English equivalent to B1 level, according to the [Common European Framework of Reference for Languages](#). Nonetheless, no certificate needs to be delivered.

PORTUGUESE LANGUAGE COURSES

Portuguese language courses for exchange students are provided in collaboration with the Faculty of Human Sciences. These are **paid courses** offered every semester, starting at the beginning of September and February. There is an intensive (1.5 ECTS) and extensive (4.5 ECTS) course and full details on costs are sent by e-mail to all students.

COURSE OFFER

Our programs are full-time, and classes take place during working hours. After completing the application students will receive their individual credentials to access the updated Course Catalogue through CATÓLICA-LISBON's internal website.

 Course enrollment is made on a “*first-come, first-served*” basis, which means we cannot guarantee slots in courses. To ensure a smooth process, we recommend having contingency plans (plan B, plan C) with alternative courses for enrollment.



For reference, check the courses available in the 2023-2024 Academic Year:

[Undergraduate Exchange Courses](#)
[Master Exchange Courses](#)

Please be aware that these courses catalogues might suffer some changes.





ACADEMIC INFORMATION

EXPECTED WORKLOAD

30 ECTS is the normal semester workload for a CATÓLICA-LISBON Undergraduate student, and **28 ECTS** for a Master student. The workload may include lectures, quizzes, mid-term tests, group assignments and/or a test at the end of the semester.

The maximum workload per semester for an exchange student is 33 ECTS if including an optional and paid **Portuguese Language course**. Exchange students, however, should follow their home Universities' guidelines.

Please note that 1 ECTS-credit point stands for close to 6 contact hours and an estimated workload of around 25 to 30 hours. To determine the number of contact hours of a course, the process should be as follows:

NUMBER OF HOURS OF A CLASS PER WEEK x NUMBER OF WEEKS THE CLASS TAKES PLACE

For example, a 3.5 ECTS course equates to 3 hours of class per week, and because it is a trimester course, it runs for 6 weeks, therefore, $3 \times 6 = 18$ contact hours.

However, a 7 ECTS course equates to 4.5 hours of class per week, and being a semester-long course, it runs for 12 weeks, therefore, $4.5 \times 12 = 54$ contact hours.

GRADING



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.

Long-distance exams must be conducted on the same date and at the same time as they would occur in Portugal. If approved, the International Office and Students Affairs office will collaborate closely with the Partner University and the student to make all necessary arrangements.

ACADEMIC INFORMATION

TRANSCRIPTS OF RECORDS

The official Transcripts of Records will be sent by email directly to students and Partner Universities as well as uploaded to the MyExchange platform, **4 weeks after the end of the semester** (end of February or at the end of July).

CERTIFICATE OF ARRIVAL / DEPARTURE

Certificates will be made available at the MyExchange platform upon the student's arrival/departure. These Certificates are issued based on CATÓLICA-LISBON's template; if our template does not comply with the Home Institution guidelines, we kindly ask the Coordinators to reach out to the International Office team.

In case students arrive after the Welcome Day, or leave before the official semester end-date, they should contact the Incoming Coordination.

PRATICAL MATTERS



ACCOMMODATION

CATÓLICA-LISBON does not offer on-campus accommodation.

Room: 350€ - 700€ (monthly)

Useful accommodation search links and a list of our accommodation partners that offer special discounts is sent by e-mail to all students after the nomination period.



HEALTH INSURANCE

Students from the EU, EEA, Switzerland and UK can access the Portuguese National Health System by showing a valid European Health Insurance Card.


For students from other nationalities, valid International Insurance is necessary. Students should check with their healthcare service provider which health units students can use during their stay.



IMMIGRATION

Students from the EU, EEA, Andorra, and Switzerland can travel with a valid national ID card or a valid Passport.

Students from other nationalities must apply for a **student visa** before entry into Portugal.

 [Where should you lodge a visa application](#)

CATÓLICA LISBON SCHOOL OF BUSINESS & ECONOMICS







Universidade Católica Portuguesa

International Office
Room 5206 – 2nd floor

Palma de Cima, 1649-023 Lisboa
(+351) 217 270 250

PIC Code: 999907623

Erasmus Code: PLISBOA01

-  Inter-Institutional Agreements & Partnerships
internationalaffairs.clsbe@ucp.pt
-  Incoming Students
incoming.clsbe@ucp.pt
-  Outgoing Students
outgoing.clsbe@ucp.pt
-  Double Degree
doubledegree.clsbe@ucp.pt
-  Student Experience
we.are.clsbe@ucp.pt
-  Summer Academy
summer.academy.clsbe@ucp.pt