

# Fact Sheet 2015-2016

## CATÓLICA-LISBON



**Address** CATÓLICA-LISBON School of Business & Economics  
Universidade Católica Portuguesa  
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>

## INTERNATIONAL STUDENT AFFAIRS | CATÓLICA LISBON

Prof. Ricardo Reis [rreis@ucp.pt](mailto:rreis@ucp.pt)  
Associate Dean for International Relations

Paula Bastos [studentaffairs.clsbe@ucp.pt](mailto:studentaffairs.clsbe@ucp.pt)  
Manager of Master and International Affairs

Mariana Stoffel  
Incoming Students

Ana Rita António  
Outgoing Students

[undergrad.affairs.clsbe@ucp.pt](mailto:undergrad.affairs.clsbe@ucp.pt) (Undergraduate Students)  
[master.affairs.clsbe@ucp.pt](mailto:master.affairs.clsbe@ucp.pt) (Master Students)

Sofia Rocha [master.affairs.clsbe@ucp.pt](mailto:master.affairs.clsbe@ucp.pt)  
Double Degree and Triangle Students

## GENERAL INFORMATION

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

**Erasmus Code:** P LISBOA 01

**Rector of UCP:** Prof. Maria da Glória Garcia

**Dean of CATÓLICA-LISBON :** Prof. Francisco Veloso

## NOMINATION & APPLICATION PROCEDURES

### Partner Universities Nomination

Please fill in the on-line **Nomination Form**:

[https://ucplbusiness.col.qualtrics.com/SE/?SID=SV\\_b7p4FJKUklynKHX](https://ucplbusiness.col.qualtrics.com/SE/?SID=SV_b7p4FJKUklynKHX)

Fall Semester: **1<sup>st</sup> - 30<sup>th</sup> April**

Spring Semester: **1<sup>st</sup> - 31<sup>st</sup> October**

### Students Registration

Documentation required:

- On-line Application Form (sent to the students by e-mail)
- On-line Course Proposal Form (sent to the students by e-mail)

Fall Semester: **1<sup>st</sup> - 31<sup>st</sup> May**

Spring Semester: **1<sup>st</sup> - 30<sup>th</sup> November**

## ACADEMIC CALENDAR

### Bachelor Program

#### Fall Semester

**1<sup>st</sup> of September 2015 - 23<sup>rd</sup> of January 2016**

#### Welcome Week

During the first week of classes (compulsory)

#### Spring Semester

**1<sup>st</sup> of February 2016 - 21<sup>rd</sup> of June 2016**

#### Welcome Week

One week before the start of classes (compulsory)

### Undergraduate Academic Calendar 2015/16:

[http://www.clsbe.lisboa.ucp.pt/system/files/assets/files/calendaracademic\\_u2015.pdf](http://www.clsbe.lisboa.ucp.pt/system/files/assets/files/calendaracademic_u2015.pdf)

## Master Program

### Fall Semester

1<sup>st</sup> of September 2015 – 12<sup>th</sup> of January 2016

#### Welcome Week

During the first week of classes (compulsory)

### Spring Semester

1<sup>st</sup> of February 2016 – 4<sup>th</sup> of June 2016

#### Welcome Week

During the first week of classes (compulsory)

### Master Academic Calendar 2015/16:

[http://www.clsbe.lisboa.ucp.pt/system/files/assets/files/academiccalendar\\_m2015.pdf](http://www.clsbe.lisboa.ucp.pt/system/files/assets/files/academiccalendar_m2015.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.

### Course Availability and Course Descriptions

#### *Undergraduate courses (1<sup>st</sup> cycle):*

- The List of Courses lectured in English is sent to the nominated students every semester
- The **Syllabus** of all the undergraduate courses offered (Portuguese and English language) can be consulted here: <http://www.clsbe.lisboa.ucp.pt/courses-offered-undergraduate>

*Master of Science courses (2<sup>nd</sup> cycle):*

<http://www.clsbe.lisboa.ucp.pt/courses-offered-0>

## 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**

## STUDENTS' 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.

### 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. Personal help upon arrival. During the welcome week, Student Affairs staff will help find suitable accommodation offers and will help schedule visits.

### Expected living expenses

Academic expenses (e.g. books, stationary): €90 - €120

Room: €250-€400 / 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: <http://www.sef.pt/portal/VIO/EN/asp/page.aspx>.