



CATÓLICA  
LISBON  
BUSINESS & ECONOMICS

# Exchange Students Booklet

Academic Year 2018-2019



Academic  
Calendar

Nomination

Application

Course  
Selection

Language  
Course

Departure



# Academic Calendar

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## Undergraduate

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### Fall Semester

September, 3<sup>rd</sup> 2018  
January, 23<sup>th</sup> 2019

### Spring Semester

February, 1<sup>st</sup> 2019  
June, 25<sup>th</sup> 2019

### › Undergraduate Academic Calendar



[Click here](#)

### › Welcome Week

During/One week prior to the first week of classes (mandatory)

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## Master

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### Fall Semester

September, 3<sup>rd</sup> 2018  
December, 21<sup>st</sup> 2018

### Spring Semester

February, 1<sup>st</sup> 2019  
June, 1<sup>st</sup> 2019

### › Master Academic Calendar



[Click here](#)

### › Welcome Week

During/One week prior to the first week of classes (mandatory)

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## Exchange / Erasmus Period

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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

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## Exchange Students

In order to study as an Exchange student, 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  
31<sup>st</sup> 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

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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  
30<sup>th</sup> of November

Submit the **Online Application Form 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)

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## **Course Selection Information:**

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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 with the pre-requisites of the courses.

# Application and Course Selection

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## Workload allowed per semester

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**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 university guidelines.

The **maximum workload** per semester for an exchange student is **33 ECTS** (including the optional and paid Portuguese 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:

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



## Grading:

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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, Professors of the course and Partner University.**

# Portuguese Language Course

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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.

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## Crash Course

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

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

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## Extensive Course

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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.

**[The Portuguese Language Courses are paid separately. Information about fees sent by e-mail.](#)**



# Preparing for Departure

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

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## Accommodation

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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 a list of accommodation search links by e-mail.

Additionally, International Relations Office will provide individual help to find permanent accommodation upon arrival, during the Welcome Week.

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## Visa/International Health Insurance

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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 university 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

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## Buddy Program

Under the Buddy Program, our Tutor Coordinators will select a CATÓLICA-LISBON's student to be your tutor during your stay in our school. He/she will help you upon arrival and along the semester. You will receive by e-mail the name and contacts of your tutor.

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## 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**.

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## 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.

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## Welcome Week

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



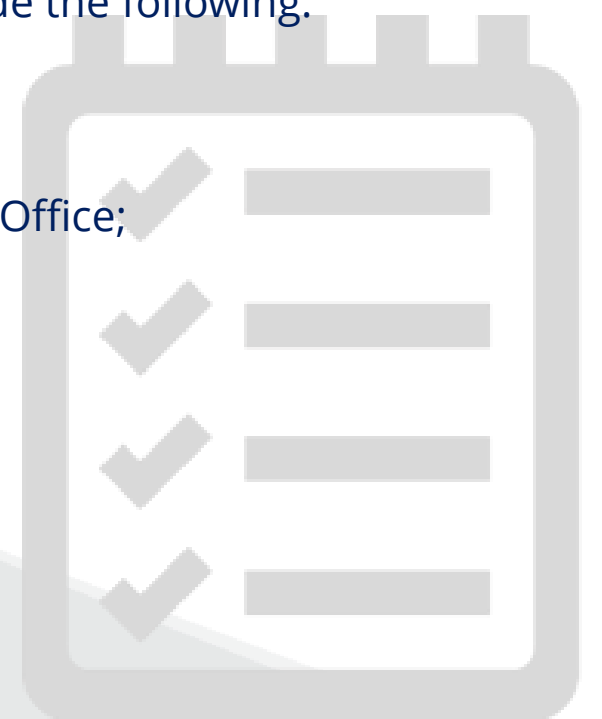


# Before Leaving Home

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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 International Relations Office has received your online application form and required documents.
- b)** Make sure you bring your 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. Have an idea of the **living costs [here](#)**.
- g)** Make sure your tutor is informed about your travel arrangements (date, place, time of arrival and flight number) and that he/she has confirmed to meet you upon arrival.
- h)** Make sure you have a list of useful contact numbers and remember to include the following:
  - 1)** Contact of your tutor at CATÓLICA-LISBON;
  - 2)** Phone number and address of CATÓLICA-LISBON International Relations Office;
  - 3)** Phone number and address of your provisional accommodation.



# Useful Information

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## How to get to CATÓLICA-LISBON

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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

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## How to get to CATÓLICA-LISBON

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### › 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

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## International Relations Office

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### **Xavier Rajot**

Executive Director for Pre-Experience Programs

### **Bárbara Soares**

Head of International Relations Office

E-mail: [internationalaffairs.clsbe@ucp.pt](mailto:internationalaffairs.clsbe@ucp.pt)

### **Mariana Stoffel**

Incoming Students

E-mail: [incoming.clsbe@ucp.pt](mailto:incoming.clsbe@ucp.pt)

### **Ana Filipa Martins**

Outgoing Students

E-mail: [outgoing.clsbe@ucp.pt](mailto:outgoing.clsbe@ucp.pt)

### **Dora Feijão**

Double Degree Students

E-mail: [doubledegree.clsbe@ucp.pt](mailto:doubledegree.clsbe@ucp.pt)

## **Location and Walk-in Hours**

International Relations Office is located on:

**2<sup>nd</sup> floor – Room 524**

**Monday to Friday 10:30am – 4:00pm**

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

