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

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
Universidade Católica Portuguesa

Erasmus Code: PLISBOA01             PIC Code: 999907623

Address:
Católica-Lisbon School of Business & Economics
Universidade Católica Portuguesa
International Student Affairs
Room 524 – 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:
http://www.clsbe.lisboa.ucp.pt/about/services/student-affairs/incoming-students

International Student Affairs Team:

Xavier Rajot
Executive Director for Pre-Experience Programs

Bárbara Soares
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Head of International Student Affairs
(Agreement Renewals & Negotiation of Exchange Slots)

doubledegree.clsbe@ucp.pt
Double Degree Students

Mariana Stoffel
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Incoming Students

Ana Filipa Martins
outgoing.clsbe@ucp.pt
Outgoing Students
**Academic Calendar**

**Undergraduate Program**

**Fall Semester 4th of September 2017 – 24th of January 2018**

**Welcome Week**
During the first week of classes (compulsory)

**Spring Semester 5th of February 2018 – 19th of June 2018**

**Welcome Week**
One week before the start of classes (compulsory)

**Undergraduate Academic Calendar 2017/18:**

**Master Program**

**Fall Semester 4th of September 2017 – 21st of December 2017**

**Welcome Week**
During the first week of classes (compulsory)

**Spring Semester 29th of January 2018 – 30th of May 2018**

**Welcome Week**
During the first week of classes (compulsory)

**Master Academic Calendar 2017/18:**
https://www.clsbe.lisboa.ucp.pt/Master/Academic/calendar/list/view/2017/2018

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**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.

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**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.
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.

Expected living expenses
Academic expenses (e.g. books, stationary): €90 - €120
Room: €250 - €450
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 VISA:
- [http://www.imigrante.pt/PagesEN/Default.aspx](http://www.imigrante.pt/PagesEN/Default.aspx)