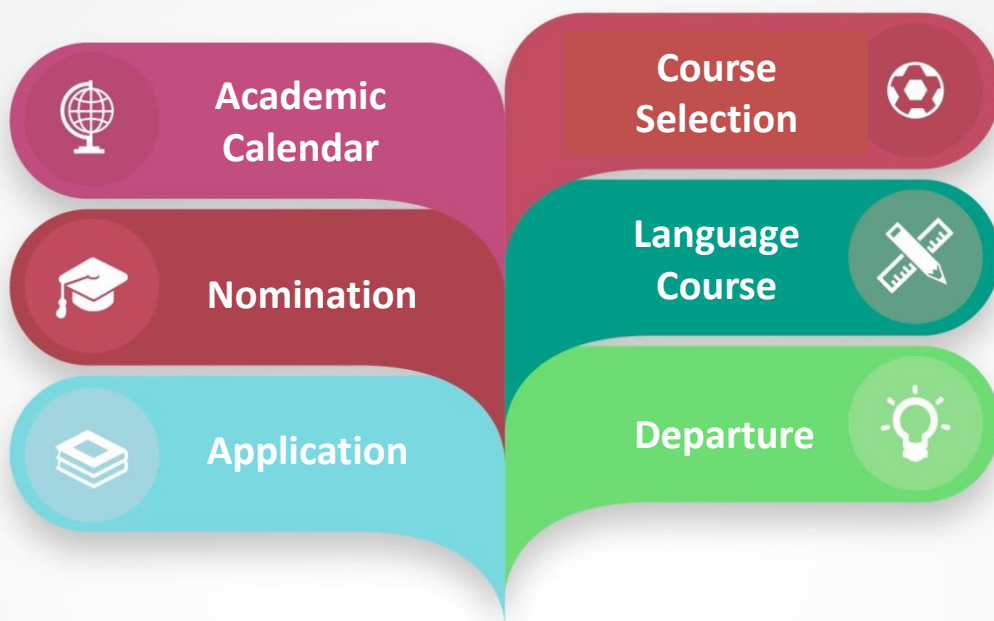


Exchange Students

Booklet



Academic Year 2017-2018

Academic Calendar 2017 - 2018

Undergraduate

Fall semester: 4th of September 2017 – 24th of January 2018

Spring semester: 5th of February 2018 – 19th of June 2018

Undergraduate Academic Calendar 2017/18:

- <https://www.clsbe.lisboa.ucp.pt/Undergraduate/Academic/calendar/listview/2017/2018ENG>

Welcome Week:

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

Master

Fall semester: 4th of September 2017 – 21st of December 2017

Spring semester: 29th of January 2018 – 30th of May 2018

Master Academic Calendar 2017/18:

- <https://www.clsbe.lisboa.ucp.pt/Master/Academic/calendar/list/view/2017/2018>

Welcome Week:

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

Exchange/Erasmus Period:

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

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 student affairs' coordinator for information on how to apply.

Nomination Deadlines (for Partner Universities):

Fall Semester and Academic Year: **April, 1st -30th**

Spring Semester: **October, 1st - 31st**

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

All students nominated by partner universities must go through the following application procedures:

Deadline (for exchange students):

Fall Semester and Academic Year – May, 1st to 31st

Spring Semester – November, 1st to 30th

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)

Course Selection Information:

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 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

Workload allowed per semester:

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 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.

Assessment methods:

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

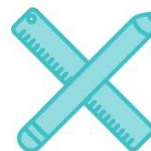
Grading:

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. 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 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

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.

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

Or

Extensive Course - Total of 54 hours (**4,5 ECTS** credit points)

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

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.



Preparation for Departure

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

Accommodation

International Student Affairs 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 Student Affairs will provide individual help to find permanent accommodation upon arrival, during the Welcome Week.

Visa/International Health Insurance

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.

Buddy Program

Under the Buddy Program, our Tutor Coordinators will select a CATÓLICA-LISBON 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.

Personal Information

In order to access all important academic and administrative information in the **CATÓLICA-LISBON students' personal area** we will send you by e-mail your personal data: **student number, login and password**.

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 schedule for the semester.

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

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 Student Affairs 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 Student Affairs;
 - 3)** Phone number and address of your provisional accommodation.



Useful Information

How to get to CATÓLICA-LISBON

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](#).

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:

Xavier Rajot

Executive Director for Pre-Experience Programs

Bárbara Soares

Head of International Student Affairs

Double Degree Students

E-mail: internationalaffairs.clsbe@ucp.pt

E-mail: doubledegree.clsbe@ucp.pt

Mariana Stoffel

Incoming Students

E-mail: incoming.clsbe@ucp.pt

Ana Filipa Martins

Outgoing Students

E-mail: outgoing.clsbe@ucp.pt

International Student Affairs

Location and Walk-in Hours

International Student Affairs is located on:

2nd floor – Room 524

Monday to Friday 11am - 5pm

(lunch break: 01:00 p.m. to 02:00 p.m.)