

Católica Porto Business School

Student's Handbook

Moving > Forward

Masters 2023–2024

catolicabs.porto.ucp.pt



CATÓLICA
CATÓLICA PORTO
BUSINESS SCHOOL

PORTO

EMPOWER
YOUR
FUTURE

An aerial photograph of a historic city, likely Porto, Portugal, featuring a dense cluster of buildings with red-tiled roofs situated along a river. The sky is clear and blue. In the foreground, several boats are docked at a pier. The text 'Welcome :)' is overlaid in the bottom left corner.

Welcome :)

A leading school like
Católica Business School
gives more power
to your future

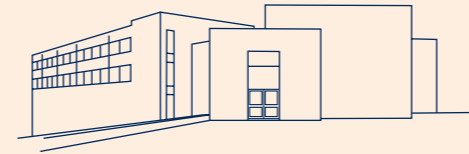
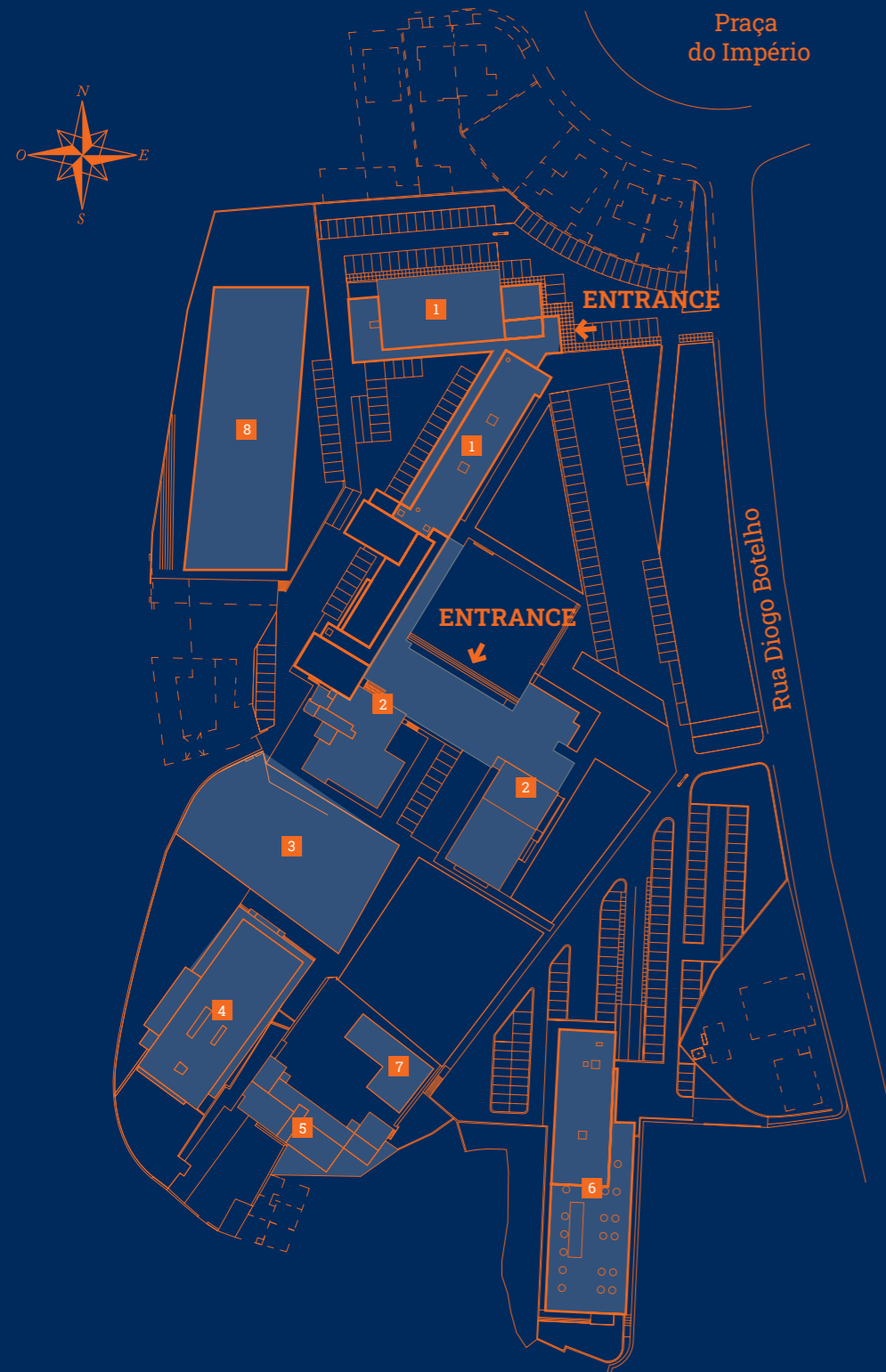


Index

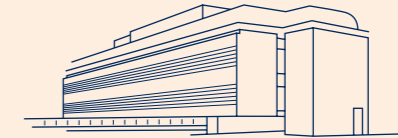
01	Map of the Foz Campus	4
02	Welcome message from the Dean of Católica Porto Business School	6
03	Master's Programmes at the Católica Porto Business School	7
04	Programme Outline	9
05	Double Degree	16
06	Research Seminars	18
07	Academic Writing Programme	19
08	Career and Development Office	20
09	Ethical and Citizenship Awareness	22
10	FAQ's	24
11	Academic calendar for 2023 – 24	28
12	Assessment timetable 1 st Semester	30
13	Assessment timetable 2 nd Semester	34
14	FAQ's about master's final assignment	38
15	Master's final assignment timetable 2023 – 24	40
16	Course Registration	42
17	Regulations	44
18	Contacts	53

Map of the Foz Campus

Find where your journey starts.



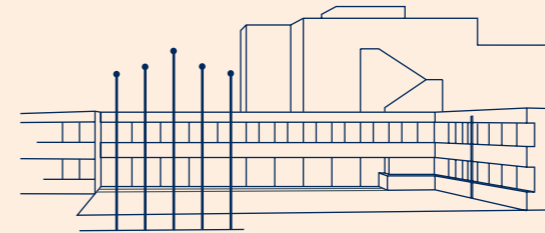
- 1 ART'S BUILDING**
 Ilídio Pinho Auditorium
 Arts' Building Coffee Bar
 Communications Office
 Students and Employability
 Bookshop
 Board Offices
 Study Spaces
 Rooms EA001 – EA107



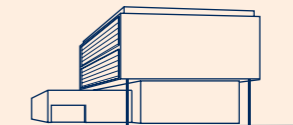
- 4 AMÉRICO AMORIM BUILDING**
 Católica Porto Business School
 Applied Research Centre (CEGEA)
 Faculty Offices
 Education Office (2nd floor)
 Restaurant
 Executive Education Programmes
 Rooms EAA001 – EAA102



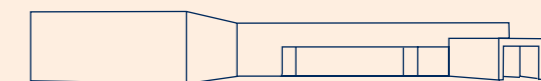
- 5 PARADISE BUILDING**
 Católica Porto Business School
 Faculty Offices
 Rooms EP001 – EP004



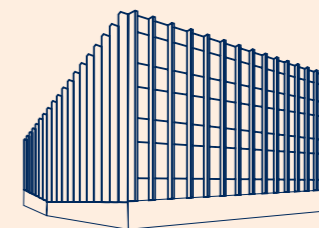
- 2 MAIN BUILDING**
 Students' Union (AECPBS)
 Carvalho Guerra Auditorium
 Bank Branch
 Main Building's Coffee Bar
 Campus Library
 Chapel
 Career and Development Office
 Information / Welcome Office
 Computer Labs
 Copy Centre
 Reading Room
 Academic Staff Room
 Academic Office
 IT Office – Support
 Treasurer's Office
 UDIP
 Study Spaces
 Rooms EC001 – EC139



- 6 RESTORATION BUILDING**
 Research Centre in Management and Economics (CEGE)
 LEAD.Lab – Leadership Lab
 SLab – Centre for Excellence in Services
 International Office
 Rooms ER102 – ER207



- 7 CANTEEN**



- 8 BIOTECHNOLOGY BUILDING**
 Faculty of Biotechnology

- 3 LAWN AREA**
 Católica Students' Consulting (CSC)
 Católica Solidária (CASO)
 Room 22



02

Welcome to Católica Porto Business School!

Católica Porto Business School is part of the Universidade Católica Portuguesa and is the result of a fusion of humanist values, Porto spirit, academic excellence, practical experience, and global vision. Our approach ensures that students develop the skills necessary to be adaptable and agile when faced with the dynamic business landscape and actively contribute to a more ethical and sustainable society.

In our Master's degree programmes, we train specialists with scientific and technical knowledge and transversal skills. Our school stands out for its differentiated and quality teaching, the production of cutting-edge knowledge in Economics and Management, close ties to the community, and robust relationship with companies. This allows us to innovatively adjust programmes, integrating emerging trends and technological advances. We are leaders in addressing the topics of ethics, governance, sustainability, and responsible leadership, determining factors in the success of organisations.

At Católica Porto Business School, students develop a global mindset and will work with lecturers and students from a wide variety of nationalities. Most programmes are taught in English; there are a number of international weeks and exchange programmes in several countries. Students can also apply for a Double Degree programme with international reference partners.

All this takes place on a vibrant university campus, under the close coordination of several faculties and many student initiatives. Our campus is located very close to the beaches of Porto and the Douro River. Our graduates also achieve high employability rates and form an active community spread around the globe.

Internationally recognised, Católica Porto Business School is part of a select group of business schools worldwide with triple accreditation EQUIS, AACSB and AMBA. Our Master's degrees in Management, Finance and Marketing are ranked amongst the best in the world in the QS Business Master's Rankings.

For those of you starting your master's degree, this is the path to an excellent future.

JOÃO PINTO
Dean of Católica Porto Business School

Master's Programmes at Católica Porto Business School

03

	18 MONTHS	24 MONTHS
GENERIC PROGRAMMES	BUSINESS ECONOMICS*	
	MANAGEMENT*	
SPECIALIZED PROGRAMMES	AUDITING AND TAXATION**	HUMAN RESOURCE MANAGEMENT**
	MARKETING*	
	FINANCE*	
	MANAGEMENT <ul style="list-style-type: none"> Specialization in Services Management* Specialization in Business Analytics* Specialization in Management Control 	

* Masters taught in English.
** Partnerships with companies.



Programme Outline

04

Auditing and Taxation



MARIA JOSÉ FONSECA
(MSc AF Coordinator)
msc.auditingtaxation.cpbs@ucp.pt

Semester I	Scientific Area	ECTS	Hours
Accounting and Management Control	AA	6	30
Accounting and Financial Reporting	AA	6	30
Corporate Law	L	6	30
Tax Law	L	6	30
Corporate Finance	M	6	30

Semester II	Scientific Area	ECTS	Hours
Audit	AA	6	30
International Accounting	AA	3	15
Accounting Quality*	AA	3	15
Securities Law	L	3	15
Labour Law	L	3	15
Tax Management	L	3	15
Tax Litigation	L	3	15
Information Technology for Auditing	AA	3	15
Advanced Issues on VAT	L	3	15
Research Seminars	-	—	18

Semester III	Scientific Area	ECTS	Hours
Master's Final Assignment	AATFI	36	—

Abbreviations

AA Accounting and Auditing
AATFI Accounting, Auditing, Tax, Financial Information
L Law
M Management

* Course unit taught in english

Business Economics



MARISA TAVARES
(MSc BE Coordinator)
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Semester I	Scientific Area	ECTS	Hours
Business Econometrics	E	6	30
Business Macroeconomics	E	6	30
Business Microeconomics	E	6	30
Business Strategy	M	6	30
Financial Statement Analysis and Performance	M	6	30

Semester II	Scientific Area	ECTS	Hours
Financial Economics	M	6	30
Human Resources Economics and Management	M	6	30
International Business	M	6	30
Elective I*	M or E or SEV	6	30
Elective II*	M or E or SEV	6	30
Research Seminars	—	—	18

Semester III	Scientific Area	ECTS	Hours
Master's Final Assignment	M or E	36	—

Elective Courses*	Scientific Area	ECTS	Hours
Applied Economics	E	3	15
Mathematical Tools for Business and Economics	E	3	15
Sustainability and Business Innovation	E	6	30

Abbreviations

E Economics
M Management
SEV Several

* To be selected from a set of courses offered by other Católica Porto Business School's master programmes.

Finance



PAULO ALVES
(MSc F Coordinator)
msc.finance.cpbs@ucp.pt

Semester I	Scientific Area	ECTS	Hours
Valuation	FIN	6	30
Finance	FIN	6	30
Financial Statement Analysis and Performance	FIN	6	30
Fixed Income	FIN	6	30
Quantitative Methods in Finance	QM	6	30

Semester II	Scientific Area	ECTS	Hours
Corporate Financial Strategy	FIN	6	30
Research Methods	RM	6	30
Financial Derivatives and Risk Management	FIN	6	30
Elective I*	FIN	6	30
Elective II*	FIN or SEV	6	30
Research Seminars	—	—	18

Semester III	Scientific Area	ECTS	Hours
Master's Final Assignment	FIN	36	—

Elective Courses*	Scientific Area	ECTS	Hours
Advanced Topics in Finance	FIN	3	15
Corporate Restructuring	FIN	3	15
ESG and Sustainable Finance	FIN	3	15
Financial Intermediation	FIN	3	15
Programming for Finance - VBA	FIN	3	15

Abbreviations

FIN Finance
QM Quantitative Methods
RM Research Methods
SEV Several

* To be selected from the portfolio of specific courses or from a set of courses offered by other Católica Porto Business School's master programmes.

Management



SUSANA COSTA E SILVA
(Diretor MSc G)
msc.management.cpbs@ucp.pt

Semester I	Scientific Area	ECTS	Hours
Advanced Topics in Marketing	MKT	6	30
Operations Management	OM	6	30
Personnel Management	OB	6	30
Financial Statement Analysis and Performance	FIN	6	30
Strategy and Organization	STR	6	30

Semester II – Management	Scientific Area	ECTS	Hours
Business Law	L	6	30
International Business Law *	L	6	30
Elective I*	SEV	6	30
Elective II*	SEV	6	30
Elective III*	SEV	6	30
Elective IV*	SEV	6	30
Research Seminars	—	—	18

* As an alternative to Business Law

Semester II – Optional Courses*	Scientific Area	ECTS	Hours
Accounting and Management Control	AA	6	30
Design Thinking	M	6	30
Entrepreneurship and Opportunity Recognition	M	6	30
Interactive Data Analysis and Visualization	IS	3	15

Semester III	Scientific Area	ECTS	Hours
Master's Final Assignment	M	36	—

Students who choose the generic branch of the Master's in Management will have to choose their elective courses from a list of specific electives of the generic branch or from some courses of the master's programmes at Católica Porto Business School, if approved by the Master's Director. At the end of the 1st semester, the electives courses approved by the Master's Director are listed on Campus online.

Semester II – Specialization in Services Management	Scientific Area	ECTS	Hours
Management of Innovation in Services*	OM	6	30
Project Management	OM	6	30
Quality Management and Lean Thinking	OM	6	30
Services Management	OM	6	30
Information Technology and E-Business	IS	6	30
Research Seminars	—	—	18

Semester II – Specialization in Business Analytics	Scientific Area	ECTS	Hours
Business Analytics	QM	3	15
Business Intelligence	IS	6	30
Data Mining	QM	6	30
Optimization Models	QM	6	30
Python Programming	QM	3	15
Regression Analysis and Multivariate Data Analysis	QM	6	30
Research Seminars	—	—	18

Semester II – Specialization in Management Control	Scientific Area	ECTS	Hours
Management Accounting for Decision Making and Value Creation	M, A	6	30
Corporate Finance	FIN	6	30
Risk Management and Corporate Governance	FIN	6	30
Management Control Systems	A	6	30
Integrated Systems for Strategy Execution	M, A	6	30
Research Seminars	—	—	18

Abbreviations

A	Accounting
AA	Accounting and Auditing
FIN	Finance
IS	Information Systems
L	Law
M	Management
MKT	Marketing
OB	Organizational Behaviour
OM	Operations Management
QM	Quantitative Methods
SEV	Several
STR	Strategy

* The course unit Management of Innovation in Services from the specialization area in Service Management can be replaced by Business Analytics and Programming for Finance - VBA.

Human Resources Management



EVA OLIVEIRA
(MSc GRH Coordinator)
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Semester I	Scientific Area	ECTS	Hours
Organizational Behaviour	HRM	5	30
Labour Law and Labour Relations	L	5	30
Economics of Human Resource	E	5	30
Strategic and International Human Resource Management	HRM	5	30
Research Methods in Human Resources Management	Me	5	30
Research Seminars in Human Resources Management	HRM	5	21

Semester II	Scientific Area	ECTS	Hours
Learning and Development	HRM	6	30
Performance Management, Compensation and Analytics	HRM	6	45
Leadership and Negotiation	HRM	3	30
Recruitment and Selection	HRM	6	30
Safety and Well-being at Work	P	3	24
MFA Project (supervised project) in Human Resources Management	HRM	3	6
Elective	M or IS	3	15

Semester II- Elective Courses	Scientific Area	ECTS	Hours
Interactive Data Analysis and Visualization	IS	3	15
Management Control in Human Resources	M	3	15

Semester III and IV	Scientific Area	ECTS	Hours
Master Final Assignment in Human Resources Management*	HRM	60	—

Abbreviations

E Economics
HRM Human Resource Management
IS Information Systems
L Law
M Management
Me Methodologies
P Psychology

*The Master's Final Assignment (MFA) focuses on a theme or a problem related to the area of Human Resources (HR). Students who do not work and have no experience in HRM will have to carry out the practical component of their MFA, this is the internship, in a business environment. Working students or students with relevant experience in HRM may complete their MFA in an academic or mixed environment.

Marketing



BOZIDAR VLACIC
(MSc M Coordinator)
msc.marketing.cpbs@ucp.pt

Semester I	Scientific Area	ECTS	Hours
Advanced Topics in Marketing	MKT	6	30
Advertising	MKT	3	15
Brand Management	MKT	6	30
Consumer Behaviour	MKT	3	15
Market Research	MKT	6	30
Strategy and Organization	STR	6	30

Semester II	Scientific Area	ECTS	Hours
International Marketing	MKT	6	30
Marketing Communications	MKT	3	15
Marketing Automation	MKT	3	15
Pricing	MKT	3	15
Service Marketing	MKT	3	15
Elective I*	MKT	3	15
Elective II*	MKT	3	15
Elective III*	MKT or M or QM or SEV	6	30
Research Seminars	—	—	18

Semester III	Scientific Area	ECTS	Hours
Master's Final Assignment	MKT	36	—

Elective Courses*	Scientific Area	ECTS	Hours
E-Commerce	MKT	3	15
E-Content Marketing	MKT	3	15
Neuromarketing	MKT	3	15
Sales Management	MKT	3	15
Search Marketing	MKT	3	15

Abbreviations

M Management
MKT Marketing
QM Quantitative Methods
SEV Several
STR Strategy

*To be selected from the portfolio of specific courses or from a set of courses offered by other Católica Porto Business School's master programmes.

Masters Double Degree

Double Degree with NEOMA Business School



Students from the Masters in Business Economics, Finance, Management or Marketing can take a second year at NEOMA Business School, benefitting from 2 Master degrees in 2 years and gaining academic experience abroad, in a top Business School, which is Triple Crown accredited. At NEOMA, Business School students can apply to the Master in Management, choosing between different specialisations, namely: International Marketing and Brand Management, Digital Expertise for Marketing, Wine & Gastronomy, International Business Development, Corporate Finance, Entrepreneurship and Innovation. As this is a two-way programme, Católica Porto Business School also receives, in the selected Masters, students from NEOMA coming from the Master in Management.

Double Degree with Corvinus University of Budapest



The double degree with the Corvinus University of Budapest was specially designed for Católica Porto Business School Students enrolled in the Master in Management that aims to complement their studies with an international experience in a globally recognised European management school. In fact, the double degree with Corvinus allows students to obtain two Master Degrees in 2 years: one from Católica Porto Business School and another from the partner university.

Entry into this double degree allows the Master in Management student at Católica Porto Business School to choose one of the following Master programmes at Corvinus University of Budapest: MSc in Business Informatics or MSc in Marketing.

Double Degree with Lancaster University Management School (LUMS)

Four of our master's programmes are part of the double degree scheme with Lancaster University Management School (LUMS). The double degree programme is open to students from the Business Economics, Finance, Management and Marketing programmes. At LUMS, students can apply for five master's programmes at their choice: Finance, International Business and Strategy, Management, Money, Banking and Finance and Business Analytics.

In their first year at Católica Porto Business School, double-degree students are required to complete the set of predefined course units that are part of the master's programme that they apply to. In the second year, they will attend the master's programme they apply to at LUMS. At LUMS, the term is divided into three periods: Michaelmas (from October to December), Lent (from January to March) and Summer (from April to September).

The dissertation may be completed at Católica Porto Business School or at LUMS. Regardless of where students complete their MFA, they will only be awarded their masters degree from Católica Porto Business School after public presentation of their work to an academic panel.

The double degree gives students the opportunity to take the following paths:



Double Degree in Business Analytics with Aston University



The Double Degree with Aston Business School, started in 2016 with the specialization in business analytics from the master degree in management and it reinforces our strategy of internationalization, innovation and excellence. Aston Business School like the Lancaster University Management School, is also a school of top management worldwide with triple accreditation and consistently integrates the top 10 universities from UK. The double degree in Business Analytics with Aston University allows a student to obtain two master's degrees in 2 years: one in Católica Porto Business School and another at Aston Business School.

When choosing the Master of Management in Porto, with specialization in Business Analytics students can access a second year at Aston University. As students make the first year in Porto they only have to do some selected courses in Aston and pay a reduced fee: 2/3 of the regular fee with a 10% discount.

For additional information related to the Double Degree programmes contact the Global Education Office, Raquel Correia (rcorreia@ucp.pt).

The Double Degree debriefing session will be held on 21 October.

Scholarships for international internships within the scope of the Master's Final Assignment (MFA)

In order to encourage Master's students to have an international experience, Católica Porto Business School (CPBS) created an internship scholarship program within the scope of the Master's Final Assignment (MFA).

The value of the Scholarship consists of a 20% discount on the MFA fee, for students who carry out an international internship that includes the completion of an MFA in a business environment. This Scholarship can be complemented by the Erasmus+ scholarship for international internships.

For more information, please contact the Global Education Office gloaledu.cpbs@ucp.pt

International Study Week

Católica Porto Business School, together with Tilburg University (The Netherlands), Luiss Business School (Italy) and Nottingham Business School (United Kingdom), has the privilege to be part of the network of Business Schools that offer their Master's students of the MSc in Management and MSc in Marketing, the possibility to participate in an International Study Week in one of these four Universities.

During this week, students from these four business schools have the chance to participate in a short-term international experience that will allow them to gain knowledge, broaden horizons and experience other cultural realities.

For further information about the International Study Week, please contact the Global Education Office gloaledu.cpbs@ucp.pt. We also invite you to attend the online session that will take place in January 2024.

Research Seminars

06

The Research Seminars (RS) aim at familiarising master's students with the stages of the research process. After completing the seminars, students are expected to draw up their Master Final Assignment's (MFA) Plan and provide their research with an adequate theoretical, methodological and, when needed, empirical framework.

RS do not deliver any credits, but they are **binding** for all Master Programmes (except Human Resources Management), since passing the RS module is a prerequisite for enrollment in MFA. RS take place during the academic year in two distinct modules. A first module of 5 sessions, which addresses the formal aspects related to the development of a research work: definition of a research question, literature review, theoretical framework, method, data (if applicable) and bibliography. The second module is designed to help students to develop their own MFA plan, which must be submitted for approval by the supervisor assigned by Católica Porto Business School.

The rules for the approval of each of the two modules are defined annually in the Syllabus.

Attendance is a mandatory condition for approval in RS. A student who does not comply with the pre-defined rules automatically fails and consequently is unable to enroll in MFA.

Academic Writing Programme

07

Academic Writing (AWP) is a programme aiming to help graduate students from CPBS with their writing. AWP is on offer in two separate 15-hour series. The first takes place in the first fortnight of September. Each session takes 3 hours, from 7 to 10 pm. Students are encouraged to work intensively on the style, form, referencing (APA 7th ed.) academic language and common mistakes. At the end of this first series, the enrolled students (up to 20) will have completed their dissertation project or a first draft of what might become their dissertation. The second series will be open to all graduate students from CPBS. It will take place in five free sessions which will take place from October to December. The purpose of this second set is to help students with specific difficulties regarding their writing up. Students are required to sign up at academic services.

Students who receive a fail grade case in the Research Seminars (module 1) are required to attend the first series of the AWP to be held in September.

The attendance rules for the first series of the Academic Writing Programme are the same as those for the Research Seminars, which means that attendance at all sessions is a mandatory requirement for the successful completion of the Academic Writing Programme. Students who do not comply with these rules will fail automatically and be prevented from enrolling in the MFA.

At completion of the first series of the Academic Writing Programme in the 3rd week of September, students must submit the MFA plan and the supervisor will have one week to approve it.

Schedule:
evening

Programme
does
not have
assessment

Programme is
offered
free of charge

Career and Development Office

08

The Career and Development Office offers career guidance and support in skills development to CPBS students of all levels. It aims to be a strategic hub that brings together students, alumni, and employers.

The Career and Development Office seeks to enhance students' skills development across different fields of expertise, support their academic project and boost their employability skills while seeking to gather and meet the needs and expectations of the labour market through a range of activities designed to promote proximity and cooperation with employers.

To access job offers and internships, find out about events tailored for students and alumni, arrange meetings and have access to a variety of resources related with your academic and professional development, please go to Career and Development Office and click on the link: <https://catolicabs-porto.jobteaser.com> (use the University's email address to login) to register.



MSc students may have access to the following types of intervention and initiatives:

ADVISORY

Sessions aimed at helping students optimize their approach to the labour market, reinforce their academic performance and development of cross-sectoral skills, individually or in small groups. Based on feedback and simulation, the sessions focus on topics such as CV, professional profile, cover letters, preparation of interviews, oral presentations and study methods.

CAREER AND EDUCATIONAL DEVELOPMENT COUNSELLING

Individual process focused on the promotion of students' personal and professional development. The aim is to foster the building and development of their life project, academically and in terms of career options, by enhancing self-knowledge, exploiting career opportunities, setting goals, defining actions and facilitating an informed decision process.

MENTORING PROGRAMME

Privileged process of vocational and career exploration that allows students systematic contact with a mentor, a professional in the fields of economics, management, and others, selected according to the mentee's interests and objectives.

SKILLS CENTRE

Initiative promoted by a HR consultant that allows the skills assessment of the transversal skills of each master student. Possibility to participate in real exercises used in recruitment processes and with personalized and written feedback.

DEVELOPMENT WORKSHOPS

Workshops with a practical and interactive orientation designed to promote the development of cross-sectoral skills.

CAREER DAY FOR UNDERGRADS & MASTERS

Event that aims to approach the labour market, including participation in speed interviews with companies from different sectors of activity.

Contacts: careers.cpbs@ucp.pt | 226 196 200 (ext. 229/253/238/443/223)
<https://catolicabs-porto.jobteaser.com/pt>

Ethical and Citizenship Awareness

09

Turning the world into a better place is also a part of your future

Where do you want to be in a few years? Taking responsibility and thinking about your future is more than just thinking about a career. Contributing to the collective well-being demands capacity and talent.

Promoting an ethical conscience and citizenship is part of Católica Porto Business School's goals. Due to our Catholic identity, we advocate, via UDIP – the Unit for the Integral Development of the Person, a set of activities seeking to positively impact our society.

We hereby invite you to join these initiatives which strong human dimension will significantly contribute to your own development. These are moments of sharing and socializing you will not want to miss.



CASO | Católica Solidária

Opportunity to engage in various types of voluntary activities:

Regularly: at least once a week - in one of the 8 SER+ areas: Shelter, Environment, Cultural, Special, Example, Professional, Wisdom and Life, with the monitoring of the CASO Team.

Occasionally: involvement in short-term initiatives such as food and goods collection campaigns (Banco Alimentar Contra a Fome, Cáritas Diocesana do Porto, Liga Portuguesa Contra o Cancro, among others).

GAS ÁFRICA

Opportunity to spend two months doing voluntary work in Africa after a one-year training programme.

Fly: international voluntary service scheme involving the Universities of Comillas (Madrid), Deusto (Bilbao), ESADE (Barcelona), Loyola (Andalusia), LUMSA (Rome, Italy), Mateja Bela (Banská Bystrica, Slovakia). The scheme is aimed at developing volunteering and/or service-learning schemes lasting 15 days on average in the country of origin of the university that invites students.

GIVING BLOOD

Organized twice a year with the support of the Instituto Português do Sangue e da Transplantação.

CHAPLAINCY

Celebration of the Eucharist in both campuses, celebration of the main moments of Christian life (Advent, Christmas, Lent, Easter). Chaplain: Fr. José Pedro Azevedo (capelao.porto@ucp.pt).

CASUS - CATÓLICA FOR SUSTAINABILITY

Project that develops several actions to raise awareness and create good practices on sustainability at the University.

DEEP INSPIRATION SESSIONS

Brief informal meetings on inspiring topics with our teachers collaboration.

SANTIAGO ROUTES

During 4 to 5 days we walk the last stages of the Portuguese or French route.

Contacts:

226196272/939196278 | udip.porto@ucp.pt | caso.porto@ucp.pt | www.udip.porto.ucp.pt



Professor Alberto Castro Students' Ombudsman

provedorestudante.porto@ucp.pt

The mission of the Students' Ombudsman is to promote and uphold the rights and interests of Católica Porto students in the context of university life.

FAQ'S

10



When should I apply for equivalencies?

You must submit your application for equivalencies together with your registration application or by written request sent, as soon as possible, to the Associate Dean for MSc Programmes. A copy of the outline of all the courses completed and a transcript of examination marks must be submitted with the application for equivalencies (certificate with the respective marks, credits and hours).

What is the campus online and how can I have access it?

The campus online can be accessed through the Católica Porto portal (www.porto.ucp.pt) at the Católica Porto Business School's website, eSCA or directly at <https://campus.porto.ucp.pt>.

The campus online is organised into communities, one part of which is public and the other private, and you can access it using a username and password. You will be emailed a username and password after you complete your registration, but you can also get it from the Information Systems and Technology office (suporte.porto@ucp.pt).

The private section of the campus online enables you to have access to the WebPages of the course modules you have registered for, to view their contents and activities. You can also access the Community of the Católica Porto Business School which comprises all the School's students, faculty and staff. This section is edited by the School's Board and provides MSc students with shared documents file containing announcements from the Board, schedule, regulations, course forms, etc.

For additional information on the campus online, please check the documents available at the Students' Community or send an email to campus.online.porto@ucp.pt

What is eSCA and how can I have access?

The campus online allows students electronic access to the Academic Office and to the Treasurer's Office (eSCA Academic Citizen Services). Through eSCA, students can access their final marks, register for courses and edit their personal data and contact details. If you have any problems or queries about eSCA, please contact the Academic Office

When should I pay for my tuition fees? Is there any financial aid available?

Tuition fees must be paid by the 10th of each month from October to July. Students can also pay in full for the semester/year when they start the programme. A penalty will be imposed if tuition fees are not paid on time. Tuition fees are payable on-site at the Treasurer's Office or in an ATM machine (go to eSCA's personal webpage for ATM references). If you are unable to pay for your tuition fees, please make sure you contact the Treasurer's Office on time.

The School has a number of Social Scholarships available. For additional information on these scholarships, please go to the Student and Employability office (EE) or send an email to ee.geral@ucp.pt

What is Career and Development Office?

The Career and Development Office is the strategic department of the Católica Porto Business School that places an emphasis on the development of soft skills and on the building of strong links with the business world and the business alumni network. It intervenes across the various levels of education: undergraduate, masters and executive training. For more information, please consult pages 20 and 21 of this guide.

To whom are the results of skills centres disclosed?

The results of the Skill Centres are only disclosed to students through personalised feedback and a skills assessment certificate. Students shall, at their discretion, decide whether or not they will share the results with the organisations they wish to apply to. The results of Skills Centres are not included in the Master's Diploma, the Diploma Supplement or the Master's Degree Certificate.

I would like to apply for an internship or to have a job. Where can I get information?

Career and Development Office provides information on internship opportunities within the scope of the Master's Final Assignment (MFA) and other opportunities through the platform: <https://catolicabs-porto.jobteaser.com/pt>, exclusively for current and former students of Católica Porto Business School.

You can also use the online platform of Student's and Employability office (EE) - Career Services: <https://www.ee.porto.ucp.pt/pt/portal-career-services-catolica-porto>

How can I take advantage of Católica Porto Business School's International dynamics?

The Católica Porto Business School offers a number of international mobility schemes (ERASMUS + and others) which give MSc students the opportunity to spend a semester in a foreign university which may be academically recognised when they return to their home country.

Students may also complete their Master's final assignment (MFA) in an international organisation or firm when carrying out an internship that includes the completion of an MFA in a business environment.

For additional information on mobility schemes and other international opportunities, in particular the list of Católica Porto Business School's partner universities, regulations, etc., please go to the School's website, refer to the documentation available on campus online or contact Católica Porto International Office, Restoration Building (international.porto@ucp.pt).

Do I need to register for examinations?

Students do not need to register for examinations taken during the normal assessment period. However, registration is mandatory for resit examinations and must be submitted in a proper form within the deadline set. All information about this registration and assessment timetables will be available before the examination periods and posted on FEG/CPBS-UCP management's campus online.

In order to enroll in an resit exam, students must pay a fee at the School Treasury or using an online form, up to 2 work days (48 hours) before the date of examination.

In the absence of registration the student is prevented from taking the exam.

I have been admitted to a Católica Porto Business School masters programme? Can I apply for a transfer to another programme?

Yes, you can. Students are required to attend a given masters for at least one semester before they can apply for transfer to a different programme. For that you need to submit a written request to the School's Management Board asking to be transferred to another programme. The latter will come into effect if the request is approved.

It is for the School's Management Board to decide whether or not this request is approved after hearing the coordinators of the programmes involved.

Two exams on the same day and time. What should I do?

You must take one of these exams in the resit examination period. There are no special examination periods, which means that students can only take their exams in the normal assessment period and in the resit period.

Can I enroll in the Final Master's Assignment with my master's degree programme incomplete?

In accordance with the provisions of Article 25, paragraph 2, students must comply with the following cumulative requirements:

- a) Successful completion of the master's degree programme. Students with pending course units up to a maximum of 6 ECTS credits may also enter the MFA following the assent of the programme's director.
- b) Approval of the MFA's plan;
- c) Successful completion of the research seminars in the masters programmes in which research seminars are a core course. The successful completion of research seminars implies the approval of the MFA's plan.

Scholarships for international internships within the scope of the Master's Final Assignment (MFA)

In order to encourage Master's students to have an international experience, Católica Porto Business School (CPBS) created an internship scholarship program within the scope of the Master's Final Assignment (MFA).

The value of the Scholarship consists of a 20% discount on the MFA fee, for students who carry out an international internship that includes the completion of an MFA in a business environment. This Scholarship can be complemented by the Erasmus+ scholarship for international internships.

For more information, please contact the Global Education Office gloaledu.cpbs@ucp.pt

International Study Week

Católica Porto Business School, together with Tilburg University (The Netherlands), Luiss Business School (Italy) and Nottingham Business School (United Kingdom), has the privilege to be part of the network of Business Schools that offer their Master's students of the MSc in Management and MSc in Marketing, the possibility to participate in an International Study Week in one of these four Universities.

During this week, students from these four business schools have the chance to participate in a short-term international experience that will allow them to gain knowledge, broaden horizons and experience other cultural realities.

For further information about the International Study Week, please contact the Global Education Office gloaledu.cpbs@ucp.pt We also invite you to attend the online session that will take place in January 2024.

Academic Calendar 2023-24

SEMESTER I

Month	scc	sl	Monday	Thursday	Wednesday	Tuesday	Friday	Saturday	Sunday
Aug Sep	35		28	29	30	31	1	2	3
September	36		4	5	6	7	8	9	10
September	37		11	12	13	14	15	16	17
September	38		18	19	20	21	22	23	24
Sep Oct	39	1	25	26	27	28	29	30	1
October	40	2	2	3	4	F 5 Republic Day	6	7	8
October	41	3	9	10	11	12	13	14	15
October	42	4	16	17	18	19	20	21	22
October	43	5	23	24	25	26	27	28	29
Oct Nov	44	6	30	31	F 1 All Saints	2	3	4	5
November	45	7	6	7	8	9	10	11	12
November	46	8	13	14	15	16	17	18	19
November	47	9	20	21	22	23	24	25	26
Nov Dec	48	10	27	28	29	30	F 1 Rest. of Independence	2	3
December	49	11	4	5	6	7	F 8 Immaculate Conception	9	10
December	50	12	11	12	13	14	15	16	17
December	51	13	18	19	20	21	22	Christmas Holidays	24
December	52		F 25 Christmas	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	Christmas Holidays	30
January	1		F 1 New Year	2	3	4	5	6	7
January	2		8	9	10	11	12	13	14
January	3		15	16	17	18	19	20	21
January	4		22	23	24	CDO 25 workshops	CDO 26 workshops	27	28
Jan Feb	5		CDO 29 workshops	CDO 30 workshops	CDO 31 workshops	CDO 1 workshops	CDO 2 workshops	3	4

NB: The Research Seminars module is designed to help students develop their MFA plan. The meeting with the supervisor to prepare the MFA plan must take place within the deadline set in the academic calendar. cw - calendar week; aw - academic week;

Classes
 Normal Assessment period
 Resit Examination period 1st Semester + CDO Workshops
 Sundays, Holidays, no classes

SEMESTER II

Month	scc	sl	Monday	Thursday	Wednesday	Tuesday	Friday	Saturday	Sunday
February	6	1	CDO 5 workshops	CDO 6 workshops	CDO 7 workshops	8	9	10	11
February	7	2	12	Mardi-Gras	14	15	16	17	18
February	8	3	19	20	21	22	23	24	25
Feb Mar	9	4	26	27	28	29	1	2	3
March	10	5	4	5	6	M 7 Mentoring	8	9	10
March	11	6	11	12	13	14	15	16	17
March	12	7	18	19	20	21	22	23	24
March	13	8	25	26	27	28	F 29 Good Friday	30	F 31 Easter
April	14	9	Easter Holidays	2	3	4	5	6	7
April	15	10	8	9	10	11	12	13	14
April	16	11	15	16	17	18	19	20	21
April	17	12	22	23	CD 24 Career Day	F 25 Liberty Day	26	27	28
May	18	13	29	30	F 1 Labour Day	2	3	4	5
May	19	14	6	7	8	9	10	11	12
May	20	15	13	14	15	16	17	18	19
May	21	16	20	21	22	23	24	25	26
May Jun	22	17	27	28	29	F 30 Corpus Christi	31	1	2
June	23		3	4	5	6	7	8	8
June	24		F 10 Portugal Day	11	12	13	14	15	16
June	25		17	18	19	20	21	22	23
June	26		F 24 Saint John's Day	25	26	27	28	29	30
July	27		RS 1	RS 2	RS 3	RS 4	RS 5	RS 6	7
July	28		8	9	10	11	12	13	14
July	29		15	16	17	18	19	20	21
July	30		RS 22	RS 23	RS 24	RS 25	RS 26	RS 27	28
July	31		RS 29	RS 30	RS 31				

NB: The Research Seminars module is designed to help students develop their MFA plan. The meeting with the supervisor to prepare the MFA plan must take place within the deadline set in the academic calendar. cw - calendar week; aw - academic week;

Classes
 Normal Assessment period 2nd Semester
 Resit Examination period 2nd Semester
 Research Seminars (1st module)
 Sundays, Holidays, no classes
 Research Seminars (2nd module)

Assessment timetable

2023–24

12

SEMESTER I | NORMAL ASSESSMENT PERIOD (4 JANUARY – 24 JANUARY)

DATES	AUDITING AND TAXATION	BUSINESS ECONOMICS	FINANCE	MANAGEMENT	HUMAN RESOURCES MANAGEMENT	MARKETING
January, 4 (Thursday)	Corporate Finance 19h00	Financial Statement Analysis and Performance 19h00	Financial Statement Analysis and Performance 19h00	Financial Statement Analysis and Performance 19h00		
January, 5 (Friday)					Organizational Behaviour 17h30	
January, 8 (Monday)		Business Macroeconomics 14h30				Market Research 10h00
January, 9 (Tuesday)			Valuation 19h00			
January, 10 (Wednesday)				Personnel Management 19h00		
January, 11 (Thursday)	Accounting and Financial Reporting 19h00	Business Econometrics parte I 14h30				
January, 12 (Friday)		Business Econometrics parte II 14h30			Research Methods in Human Resources Management 17h30	
January, 13 (Saturday)				Advanced Topics in Marketing 10h00		Advanced Topics in Marketing 10h00
January, 15 (Monday)			Fixed Income 19h00			
January, 16 (Tuesday)						
January, 17 (Wednesday)	Accounting and Management Control 19h00	Business Strategy 14h30				
January, 18 (Thursday)				Strategy and Organisation 19h00		Strategy and Organization 19h00
January, 19 (Friday)					Economics of Human Resource 17h30	
January, 22 (Monday)	Tax Law 19h00	Business Microeconomics 14h30	Quantitative Methods in Finance 19h00			
January, 23 (Tuesday)				Operations Management 19h00		
January, 24 (Wednesday)						Consumer Behaviour 10h00

NB: Examinations scheduled on Saturdays start at 10h00

Exceptions:

MSc in Business Economics, which starts at 14h30.

MSc in Management-Specialization in Business Analytics, which starts at 10h00.

MSc in Management-Specialization in Services Management, which starts at 14h30.

MSc in Marketing: which starts at 10h00, with some exceptions at 19h00.

Exams (normal assessment period) of some courses that will be disclosed along with the class timetable for the 1st semester: Finance, of the Finance Programme.

 Courses taught in english (Erasmus students)

Assessment timetable

2023-24

SEMESTER I | RESIT EXAMINATION PERIOD (25 JANUARY-7 FEBRUARY)

DATES	AUDITING AND TAXATION	BUSINESS ECONOMICS	FINANCE	MANAGEMENT	HUMAN RESOURCES MANAGEMENT	MARKETING
January, 25 (Thursday)		Business Macroeconomics 14h30	Finance 19h00		Labour Law and Labour Relations 17h30	Brand Management 10h00
January, 26 (Friday)	Corporate Law 19h00		Valuation 19h00			Market Research 10h00
January, 27 (Saturday)				Personnel Management 10h00		
January, 29 (Monday)	Corporate Finance 19h00	Business Econometrics parte I 14h30	Fixed Income 19h00		Research Seminars in Human Resources Management 17h30	
January, 30 (Tuesday)		Business Econometrics parte II 14h30		Advanced Topics in Marketing 19h00		Advanced Topics in Marketing 19h00
February, 31 (Wednesday)						Advertising 10h00
February, 1 (Thursday)	Accounting and Financial Reporting 19h00		Quantitative Methods in Finance 19h00			
February, 2 (Friday)		Business Microeconomics 14h30		Strategy and Organisation 19h00	Organizational Behaviour 17h30	Strategy and Organization 19h00
February, 5 (Monday)	Accounting and Management Control 19h00	Business Strategy 14h30		Operations Management 19h00	Research Methods in Human Resources Management 17h30	
February, 6 (Tuesday)						Consumer Behaviour 10h00
February, 7 (Wednesday)	Tax Law 19h00	Financial Statement Analysis and Performance 19h00	Financial Statement Analysis and Performance 19h00	Financial Statement Analysis and Performance 19h00	Economics of Human Resource 17h30	

NB: Examinations scheduled on Saturdays start at 10h00

Exceptions:


MSc in Business Economics, which starts at 14h30.

MSc in Management-Specialization in Business Analytics, which starts at 10h00.

MSc in Management-Specialization in Services Management, which starts at 14h30.

MSc in Marketing: which starts at 10h00, with some exceptions at 19h00.

Exams (normal assessment period) of some courses that will be disclosed along with the class timetable for the 1st semester: Finance, of the Finance Programme.

 Courses taught in english (Erasmus students)

Assessment timetable

2023-24

13

SEMESTER II | NORMAL ASSESSMENT PERIOD (3 JUNE - 29 JUNE)

DATES	AUDITING AND TAXATION	BUSINESS ECONOMICS	FINANCE	MANAGEMENT	HUMAN RESOURCES MANAGEMENT	MARKETING
June, 3 (Monday)			Corporate Restructuring 19h00	Business Law (GEN) 19h00 Management of Innovation in Services (SM) 14h30 International Business Law (GEN) 19h00		
June, 4 (Tuesday)		Financial Economics 14h30		Optimization Models (BA) 10h00 Corporate Finance (MC) 19h00	Performance Management, Compensation and Analytics 17h30	Marketing Communications 10h00
June, 5 (Wednesday)	Accounting Quality 19h00					
June, 6 (Thursday)			Corporate Financial Strategy 19h00	Interactive Data Analysis and Visualization (GEN) 19h00	Leadership and Negotiation 17h30	
June, 7 (Friday)	Labour Law 19h00			Python Programming (BA) 10h00 Quality Management and Lean Thinking (SM) 14h30		International Marketing 19h00
June, 11 (Tuesday)		Applied Economics 14h30				Service Marketing 19h00
June, 12 (Wednesday)			Research Methods 19h00	Management Control Systems (MC) 19h00	Safety and Well-being at Work 17h30	
June, 13 (Thursday)		International Business 14h30		Data Mining (BA) 10h00		
June, 14 (Friday)	Audit 19h00			Project Management (SM) 14h30		E-Content Marketing 19h00
June, 17 (Monday)			Financial Derivatives and Risk Management 19h00	Strategy Execution Integrated Systems (MC) 19h00	Learning and Development 17h30	Neuromarketing 19h00
June, 18 (Tuesday)	International Accounting 19h00	Sustainability and Business Innovation 14h30				
June, 19 (Wednesday)				Regression Analysis and Multi-variate Data Analysis (BA) 10h00 Services Management (SM) 14h30		E-Commerce 10h00
June, 20 (Thursday)			ESG and Sustainable Finance 19h00		Management Control in Human Resources 17h30	
June, 21 (Friday)	Tax Litigation 19h00			Risk Management and Corporate Governance (MC) 19h00		Marketing Automation 10h00
June, 25 (Tuesday)			International Financial Management 19h00	Information Technology and E-Business (SM) 14h30		Pricing 19h00
June, 26 (Wednesday)				Design Thinking (GEN) 19h00		
June, 27 (Thursday)		Human Resources Economics and Management 14h30	Advanced Topics in Finance 19h00		MFA Project (supervised project) in Human Resources Management 17h30	
June, 28 (Friday)	Advanced Issues on VAT 19h00			Business Intelligence (BA) 10h00 Accounting Management for Decision Making and Value Creation (MC) 19h00		Sales Management 19h00
June, 29 (Saturday)				Accounting and Management Control (GEN) 10h00		

NB: Examinations scheduled on Saturdays start at 10h00

Exceptions:
MSc in Business Economics, which starts at 14h30.

MSc in Management-Specialization in Business Analytics, which starts at 10h00.

MSc in Management-Specialization in Services Management, which starts at 14h30.


MSc in Marketing: which starts at 10h00, with some exceptions at 19h00.

Exams (normal assessment period) of some courses that will be disclosed along with the class timetable for the 2nd semester:

Tax Management and Securities Law, of the Auditing Programme.

Business Analytics of the Management Programme-Specialization in Business Analytics.

Financial Intermediation and Programming for Finance - VBA, of the Finance Programme.

 Courses taught in english (Erasmus students)

Assessment timetable

2023-24

SEMESTER II | RESIT EXAMINATION PERIOD (8 JULY - 20 JULY)

DATES	AUDITING AND TAXATION	BUSINESS ECONOMICS	FINANCE	MANAGEMENT	HUMAN RESOURCES MANAGEMENT	MARKETING
July, 8 (Monday)	Tax Management 19h00		Financial Intermediation 19h00	Business Law (GEN) 19h00 International Business Law (GEN) 19h00 Corporate Finance (MC) 19h00 Business Analytics (BA) 10h00		Marketing Communications 10h00
July, 9 (Tuesday)	Securities Law 19h00	Financial Economics 14h30	Corporate Financial Strategy 19h00	Management of Innovation in Services (SM) 14h30	Performance Management, Compensation and Analytics 17h30	International Marketing 19h00
July, 10 (Wednesday)	Accounting Quality 19h00			Optimization Models (BA) 10h00		Service Marketing 19h00
July, 11 (Thursday)	Labour Law 19h00	International Business 14h30	Corporate Restructuring 19h00		Safety and Well-being at Work 17h30	E-Commerce 10h00
Jul, 12 (Friday)	International Accounting 19h00	Applied Economics 14h30	Programming for Finance - VBA 19h00	Services Management (SM) 14h30 Management Control Systems (MC) 19h00 Interactive Data Analysis and Visualization (GEN) 19h00	Recruitment and Selection 17h30	E-Content Marketing 19h00
July, 15 (Monday)	Audit 19h00		Financial Derivatives and Risk Management 19h00	Strategy Execution Integrated Systems (MC) 19h00 Quality Management and Lean Thinking (SM) 14h30 Data Mining (BA) 10h00	Leadership and Negotiation 17h30	Pricing 19h00
July, 16 (Tuesday)		Sustainability and Business Innovation 14h30	Research Methods 19h00	Design Thinking (GEN) 19h00 Regression Analysis and Multivariate Data Analysis (BA) 10h00		Marketing Automation 10h00
July, 17 (Wednesday)	Tax Litigation 19h00		Advanced Topics in Finance 19h00	Risk Management and Corporate Governance (MC) 19h00 Project Management (SM) 14h30 Entrepreneurship and Opportunity Recognition (GEN) 19h00	Learning and Development 17h30	Neuromarketing 19h00
July, 18 (Thursday)	Advanced Issues on VAT 19h00		International Financial Management 19h00	Business Intelligence (BA) 10h00 Accounting and Management Control (GEN) 19h00	Management Control in Human Resources 17h30	Sales Management 19h00
July, 19 (Friday)	Information Technology for Auditing 19h00	Human Resources Economics and Management 14h30	ESG and Sustainable Finance 19h00	Python Programming (BA) 10h00 Information Technology and E-Business (SM) 14h30 Accounting Management for Decision Making and Value Criation (MC) 19h00	MFA Project (supervised project) in Human Resources Management 17h30	Search Marketing 19h00

NB: Examinations scheduled on Saturdays start at 10h00

Exceptions:
MSc in Business Economics, which starts at 14h30.

MSc in Management-Specialization in Business Analytics, which starts at 10h00.

MSc in Management-Specialization in Services Management, which starts at 14h30.

MSc in Marketing: which starts at 10h00, with some exceptions at 19h00.

Exams (normal assessment period) of some courses that will be disclosed along with the class timetable for the 2nd semester:

Tax Management and Securities Law, of the Auditing Programme.

Business Analytics of the Management Programme-Specialization in Business Analytics.

Financial Intermediation and Programming for Finance - VBA, of the Finance Programme.

FAQ's about master's final assignment



How does the choice of topics for the master's final assignment work?

Every year, the Católica Porto Business School asks teachers and organisations to suggest a set of topics for the Master's Final Assignment (MFA). The latter are then allocated to students through a competition. Before the competition takes place, students have access to the topics approved by the coordinators of each master's programme on campus online. Students wishing to register for the MFA but who do not enter the competition must choose from the list of topics available after the competition (remaining topics). The Master's Final Assignment begins in the semester following the allocation of the topics. Students are required to comply with the conditions laid down in Article 25 of the Master's Programmes General Regulations.

Who should I get in touch with to clarify doubts about the master's final assignment topics suggested by Católica Porto Business School?

In the case of topics suggested by organisations, students are welcome to get in touch with Career and Development Office to clarify their doubts (careers.cpbs@ucp.pt). All doubts regarding the topics suggested by lecturers must be clarified with them.

Can I suggest a topic for the master's final assignment?

Yes, you can, provided that you comply with the terms, conditions and deadlines set by the School's Board of the Directors. The students who suggest topics of their own are not allowed to apply for the topics offered by the School, unless the topic that they have suggested is not accepted by the School.

What should I include in the master's final assignment's plan? What kind of support is available to me?

Your plan should include all the elements that are specified in the Research Seminars I form and teaching materials annually posted on FEG/CPBS-UCP management's campus online. Approval of this plan is a critical condition to be granted access to the Master's Final Assignment. Regarding the topics suggested by organisations, students may contact the organisation to clarify doubts and ask for any information that they need to draw up their plan. All contacts with organisations must be communicated to Career and Development Office (careers.cpbs@ucp.pt).

Can I extend the master's final assignment's submission deadline?

Students are normally expected to submit their Master's Final Assignment (MFA) after completing their registration (one semester). However, under the terms of the Master's Programmes General Regulations (articles 11 and 30), students are entitled to a maximum of three registrations, provided that they do not exceed the maximum period laid down in article 11. In order to complete a second MFA application, students are required to submit an opinion from their supervisor. A third application to the MFA must be accompanied by an opinion from the supervisor and from the master's programme coordinator. Students who do not submit their MFA are only awarded a diploma regarding the curricular component of the master's programme.

Can I submit my master's final assignment before the submission deadline?

Yes, you can, with the agreement of your supervisor and provided students pay their MFA's tuition fees in full.

What is the maximum limit of words in the Master's Final Assignment?

The total length of the MFA shall not exceed 10 000 words (excluding the executive summary, references, annexes and appendixes) and must be formatted in accordance with the guidelines specified in FEG/CPBS's style guide available on campus online).

Is it possible to defend the master's final assignment without the curricular component completed?

No, in order to defend the MFA you must have the curricular component of the master's programme (master's course) completed.

Can I replace the final version of the Master's Final Assignment (MFA) after submitting it to the academic office?

Students are not allowed to make any changes to their Master's Final Assignment (MFA) after its submission to the academic office.

Master's Final Assignment Timetable 2023-24

15

MFA – Católica Porto Business School

		Deadline	Where
1 st round	Publication of MFA Topics	April 10, 2024	Campus online
	Application for MFA Topics	April 17, 2024	
	Allocation of MFA Topics Academic	May 17, 2024	
	Organisational / Mixed environment ⁽¹⁾	June 7, 2024	
2 nd round	Publication of MFA Topics - Academic Environmet	June 13, 2024	
	Application for MFA Topics	17 and 18 June 2024	
	Publication of allocated MFA Topics	June 26, 2024	
MFA Plan	Submission of the MFA Plan (to be completed in the 1 st semester 2024-25)	July 31, 2024	
	Approval of MFA Plan (to be completed in the 1 st semester 2024-25)	September 6, 2024	
	Academic Writing Course	September 2024	
Registration 2024/25	Registration for MFA (to be completed in the 1 st semester)	16 - 18 September 2024	Academic Office
	Submission of MFA 1 st semester	April 10, 2025 10 September 2025 ²	
	Submission of MFA 2 nd semester	November 10, 2025	

⁽¹⁾ Result through acceptance of internship by students within 24 hours after allocation.

⁽²⁾ this date is applicable only to the MSc Human Resource Management Students

MFA - Students'

		Deadline	Where
To be completed in the 2 nd semester 2023-24	Proposals of MFA Topics	January 23, 2024	Education Office and Campus online education.cpbs@ucp.pt (application form available on campus online)
	Acceptance / Allocation of MFA Topics	January 31, 2024	
	Research Seminars ^{(1) (2)}	1 - 7 February 2024	
	Submission of MFA 's Plan	February 16, 2024	
	Approval of the MFA 's Plan	February 23, 2024	
	Registration for MFA	4 - 7 March 2024	
	Submission of MFA	November 11, 2024	Academic Office sa.catholicabs.porto@ucp.pt
To be completed in the 1 st semester 2024-25	Research Seminars (1 st module) ⁽¹⁾	1 to 6 July 2024	Education Office and Campus online sa.catholicabs.porto@ucp.pt (application form available on campus online)
	Proposals of MFA Topics	March 27, 2024	
	Acceptance / Allocation of MFA Topics	April 10, 2024	
	Research Seminars (2 nd module) ^{(1) (2)}	15 - 31 July 2024	
	Submission of MFA 's Plan	July 31, 2024	
	Approval of the MFA 's Plan	September 6, 2024	
	Academic Writing Course	September de 2024	
	Registration for MFA	16 to 18 September 2024	Academic Office sa.catholicabs@porto.ucp.pt
Submission of MFA	April 10, 2025		
Deadline for submission of Proposals of MFA Topics for the Master in Human Resources Management Students	Proposals of MFA Topics ⁽³⁾	October 7, 2024	Career and Development Office careers.cpbs@ucp.pt (application form available on campus online)

⁽¹⁾ Not applicable to MSc Human Resource Management Students

⁽²⁾ The Research Seminars module is designed to help students develop their MFA plan. The meeting with the supervisor to prepare the MFA plan must take place within the deadline set in the academic calendar.

⁽³⁾ The internships for the Master in Human Resources Management will take place in the 2nd semester of the second year of the Master's degree, between January and July . For more information please visit our website

MFA's public defence periods

Deadline to Submission of MFA	MFA's public defence periods
10 April 2024	July 2024
10 July 2024	October 2024
10 September 2024 (*) 11 November 2024	December 2024
10 January 2025	March 2025

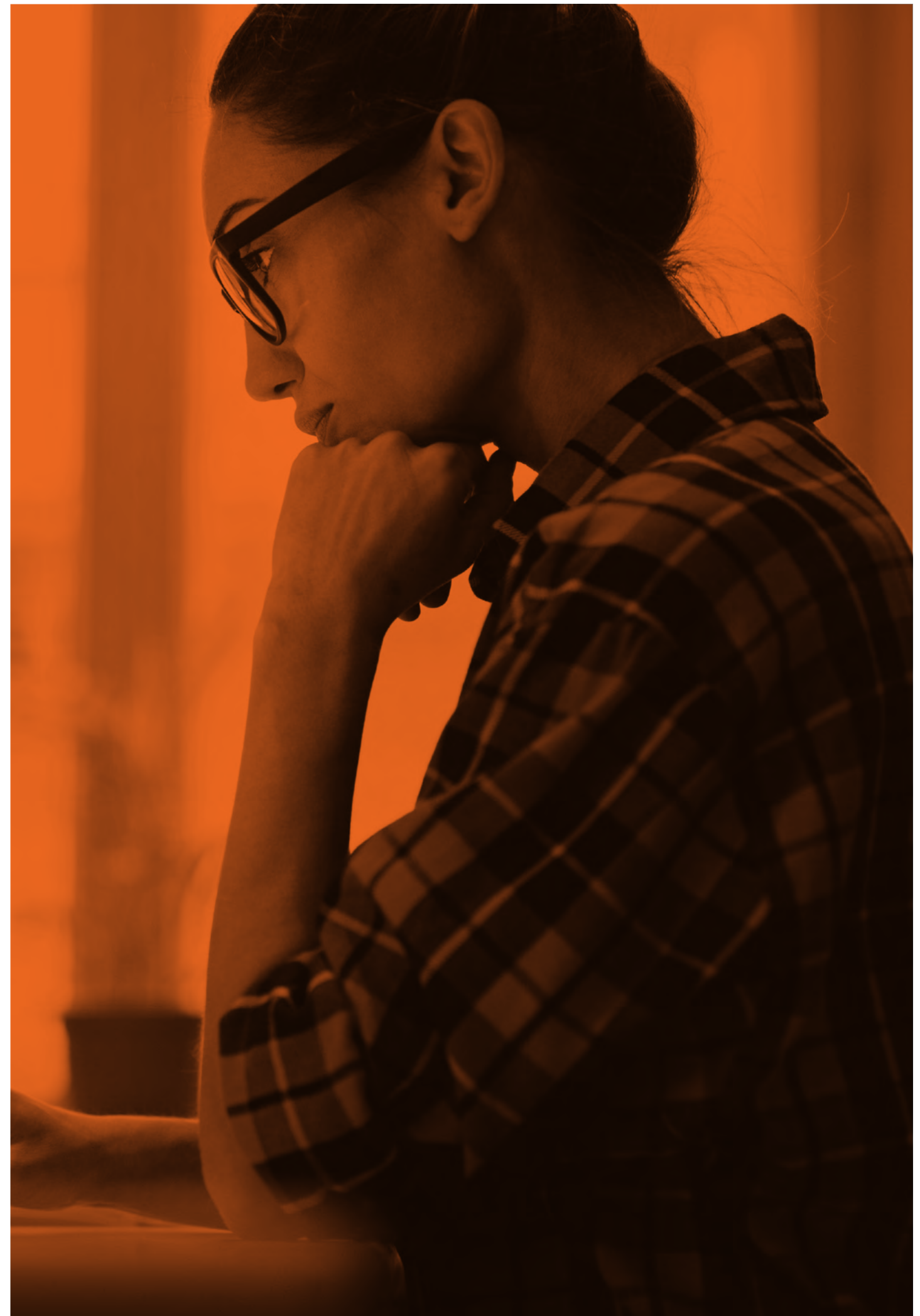
^(*) this date is applicable only to the MSc Human Resource Management Students

Registration Calendar

16

2 ND SEMESTER 2023/24	Deadline	Where
Registration for course units and classes	from 17 to 24 January 2024	Virtual Academic Office
1 st registration for MFA	from 4 to 7 March 2024	
Re-entry for MFA or Extension of MFA 's submission date	from 19 to 25 March 2024	
Application for reinstatement	until 31 January 2024	
Registration for Resit Examinations grade improvement	at least 48 hours (2 working days) before the date set for the examination	Online Form

1 ST SEMESTER 2024/25	Deadline	Where
1 st Registration for MFA	from 16 to 18 September 2024	Virtual Academic Office
Re-entry for MFA or Extension of MFA 's submission date	from 21 to 25 October 2024	
Registration for course units and classes	from 16 to 20 September 2024	
Application for reinstatement	September 6, 2024	
Registration for Resit Examinations grade improvement	at least 48 hours (2 working days) before the date set for the examination	Online Form



Title 1 General Provisions

Article 1 – Subject matter and scope

1. These regulations lay down the general principles governing the master's degrees programmes offered at the School of Economics and Management / Católica Porto Business School of Universidade Católica Portuguesa, pursuant to the provisions of Decree-Law Nr. 74/2006 dated 24 March (as amended by Decree-Laws Nr. 107/2008 dated 25 June, 230/2009 dated 14 September and 115/2013 dated 7 August, as amended by the DL 63/2016 dated 13 September) and other applicable legislation.
2. These regulations apply to all academic programmes leading to an academic master's degree taught at the School of Economics and Management / Católica Porto Business School of Universidade Católica Portuguesa (hereafter referred to as FEG/CPBS) and can be complemented by provisions in specific regulations.

Article 2 – Master's Degree

1. Universidade Católica Portuguesa, through the School of Economics and Management, awards Master's degrees in specific fields of study. Specialisations may be subdivided into different areas of expertise.
2. Master's Degree Programmes (hereafter referred to as masters) and their areas of specialisation are approved by the Scientific Council of FEG/CPBS on a proposal from FEG/CPBS School Board.
3. The Master's degree may be awarded by Universidade Católica Portuguesa in partnership with other national or international higher education institutions, in accordance with the provisions of articles 41 to 43 of DL Nr.74/2006 dated 24 March as amended by DL Nr. 115/2013 dated 7 August.
4. According to these regulations and to current legislation, the master's degree is awarded to students who:
 - a) Demonstrate a level of knowledge and of understanding allowing them to develop and enhance the knowledge and skills gained in the bachelor's degree and use them as a basis for producing original work often in a research context;
 - b) Know how to apply their knowledge, understanding and problem-solving capacity in new and unfamiliar situations, in wide multidisciplinary settings, although related to their field of study;
 - c) Have the capacity to integrate knowledge and handle complex issues, develop solutions or make judgements in situations where the information is limited or incomplete, including reflections on the ethical and social implications and responsibilities resulting from the above-mentioned solutions and judgements;
 - d) Can communicate their conclusions and the underlying knowledge and rationale to specialist and non-specialist audiences, clearly and unambiguously;
 - e) Have the skills that will support life-long learning in an essentially self-guided or independent manner.

Article 3 – Entry Requirements

1. All eligible candidates to a masters at FEG/CPBS are required to:
 - a) Hold a graduate degree or legal equivalent in the same or in another scientific area of the masters that they are applying to.
 - i. Applicants with an educational background other than Economics and Management may have to attend the homogenization modules. The Director of the masters concerned shall take the final decision on this matter.
 - ii. The homogenization modules are intended to fill knowledge gaps in subjects regarded as essential to the masters delivered at FEG/CPBS. Their structure and mode of operation shall be announced every year.
 - b) Hold an academic degree awarded by a foreign higher education institution upon completion of first-degree studies in keeping with the principles of the Bologna process;
 - c) Hold an academic degree awarded by a foreign higher education institution that is recognised as compliant with all the requirements of a graduate degree by the Scientific Council of FEG/CPBS;
 - d) Without meeting the requirements referred to in a), b) and c), hold a school, scientific and professional curriculum recognised by the Scientific Council of FEG/CPBS as being suitable for the masters that candidates are applying to.
2. Applicants must hold an official certification attesting to their proficiency in English corresponding to B2 level of the Council of Europe's Common European Framework of references for Languages (http://www.coe.int/t/dg4/linguistic/cadre_en.asp), or an equivalent recognized qualification (Cambridge FCE, Cambridge Michigan ECCE and ECPE, TOEFL/IELTS).
3. For applicants who do not meet the requirement referred to in paragraph 2, a free diagnostic test which replaces the submission of the above-mentioned certification is available.

¹ A score equal to or higher than 85 (0-120 scale) is required to be granted equivalence to Level B2 in case of the internet-based TOEFL (iBT), and equal to or higher than 170 (0-300 scale) in case of computer-based TOEFL (CBT).

² A score equal to or higher than 7 (0-9 scale) is required to be granted equivalence to Level B2.

Article 4 – Application

Applicants who wish to apply for a masters at FEG/CPBS-UCP are required to complete an application form which they shall submit together with a CV/résumé and other duly announced documents.

Article 5 – Selection and ranking criteria

1. Applicants shall be selected according to the following criteria:
 - a) Academic and scientific curriculum;
 - b) Undergraduate degree classification;
 - c) Professional or research experience;
 - d) International experience.
2. Applications that are accepted conditionally due to non-compliance with the requirements listed below shall be definitively accepted if the latter have been cumulatively met at class start date. Applicants who are refused a place in the masters shall not be refunded the amount paid for registration:
 - a) Having completed an undergraduate degree;
 - b) Having achieved the minimum grade-point average required for admission and previously published by FEG/CPBS School Board;
 - c) Attendance and successful completion of the homogenization modules;
 - d) Meeting the English language requirement.

Article 6 – Case-by-case course unit attendance

1. Students meeting the eligibility criteria referred to in article 3 are allowed to attend separate masters course units with the assent of the director of the masters concerned.
2. Case-by-case course unit attendance as referred to in the previous paragraph is established in specific regulations issued by the Academic Office.

Article 7 – Deadlines and academic calendar

Application and registration deadlines as well as the academic calendar are set annually by FEG/CPBS School Board.

Article 8 – Operating conditions

1. The number of places available for each masters is set annually by FEG/CPBS School Board.
2. Minimum enrolment for each masters is established by FEG/CPBS-UCP School Board each year.

Article 9 – Masters structure

1. The masters offered at FEG/CPBS use the credit transfer and accumulation system (ECTS) awarding a total of credits ranging from 90 to 120 ECTS credits.
2. Each masters comprises:
 - a) A specialisation course known as master's degree programme made up of an organised set of course units which form to the teaching component of the programme, corresponding to a minimum of 50% of the total number of credits awarded;
 - b) A master's final assignment in the form of a scientific dissertation, a project work or an internship, corresponding to a minimum of 30 ECTS credits.
3. The masters may also comprise specific training seminars and conference cycles that do not correspond to course units.

Article 10 – Curriculum, study plan and credits

The curriculum, study plan and credits for each masters are set by their directors and approved by the Scientific Council of FEG/CPBS.

Article 11 – Lapsing, withdrawal and reinstatement

- Status as an enrolled student will lapse if:
 - Students fail to successfully complete their programme within 5 consecutive semesters after their first registration - masters lasting 3 semesters;
 - Students fail to successfully complete their programme within 6 consecutive semesters after their first registration - masters lasting 4 semesters.
- Students may apply for suspension of status for one or two course units or for their master's final assignment once in each semester.
- Application for suspension of status for all the course units or for the master's final assignment for a period of more than one semester will cancel the students' registration for the edition of the masters in which they have been offered a place.
- Upon the cancellation of registration referred to in the previous paragraph, students may apply for reinstatement in a given masters without having to submit a new application as soon as the formalities described in in a), b) and c) have been complied with and depending on the time of the interruption. The final decision shall remain with the FEG/CPBS School Board after hearing the Director of the masters concerned:
 - Unfinished masters: the application shall be submitted to the programme's Director who will examine the possibility of reinstatement, as well as the adequacy of the completed course units with the structure and content of the study plan in force at the date of the application for reinstatement. If necessary, students may be required to attend and complete additional course units;
 - Topics or proposals for the master's final assignment defined and assigned but unfinished: when applying for reinstatement, students are required to specify whether they wish to keep the same topic or to initiate a new topic-selection and application procedure (MFA-FEG/CPBS or MFA- Student);
 - Masters that are completed without the assignment of a master's final assignment: student must go through the procedure for assigning the topic of the master's final assignment (MFA-FEG/CPBS or MFA-Student).
- Students whose application for reinstatement is approved and wish to go through a new MFA procedure shall be subject to the specific rules laid down to this end in these Regulations.

Title II The Masters

Article 12 – The Masters

- The masters comprises course units taught in semesters and runs for a minimum of two academic semesters.
- The course units that form part of the masters use a credit system (ECTS) set in accordance with the provisions of article 9.
- All course units that form part of the masters can be taught in a foreign language.
- The course units that form part of the masters are taught by PhD holders or by experts of recognised standing, in accordance with the legal limits as defined in the general law.

Article 13 – Teaching format

All programmes are taught face-to-face, except in the cases of distance master's degrees and other programmes that make use of communication technologies.

Article 14 – Credit Allocation

Requests for credit allocation of curricular units or other training completed outside the FEG/CPBS masters for which applicants have registered shall be examined and decided under the FEG/CPBS regulations on credit allocation currently in force.

Article 15 – Transfer regime within FEG/CPBS Master's Programmes

Students are required to attend a given masters for at least one semester before they can apply for transfer to a different programme. The final decision shall remain with the FEG/CPBS School Board after hearing the Directors of the masters concerned.

Article 16 – Course requisites

No course requisites are applicable to the course units that form part of the masters.

Article 17 – Assessment

- The course units that form part of the masters are assessed and given a final mark.
- The pieces of assessment for each course unit and their weighting in the calculation of the final mark are set out in the course forms approved annually by the directors of each masters and known as course unit forms.
- Assessment for each course unit takes place in the normal assessment period and in the resit examination period and are as follows:
 - In the normal assessment period, assessment shall take the form of a final sit-down examination or of the submission of other assessment elements comprising at least one individual element of assessment (hereafter referred to as «individual element of assessment »). Assessment may also include other complementary means of assessment, such as individual coursework or group work, as laid down in the course unit form;
 - The resit examination period shall focus on the individual element of assessment. Students, however, shall keep the partial marks achieved in the remaining elements of assessment submitted in the normal assessment period. Should the mark of the individual element of assessment be higher than the one resulting from the weighting of partial elements of assessment, only the first mark shall be taken into account.
- There is no limit of ECTS credits for entering resit examinations for degree completion purposes. Students who wish to enter their resit examinations are required to register and complete an examination entry form at the Treasury's Office up to 48 hours (working days) before the date in which their examination is due to take place.

Article 18 – Checking Final Examinations

Upon the publication of final classifications, students have the right to access their final examination scripts or any other final written pieces of assessment in the presence of a member of the course's academic staff and at a time scheduled for that purpose.

Article 19 – Remarking of Final Examinations

- Students may appeal against the results of their final examinations or final written piece of assessment. Appeals must be submitted to the Academic Office in the 2 working days after checking the final examinations as referred to in the previous article.
- FEG/CPBS School Board shall appoint a Board of Examiners to re-mark the final examination or the final written piece of assessment. This board of examiners shall include a member of the academic staff of the course concerned and two elements who are not members of the academic staff of the course concerned, one of whom shall be appointed to chair the panel.
- Within a maximum of 2 working days of receipt of the request, the academic staff shall provide the student and the members of the Board of Examiners, through the Academic Office, with a photocopy of the final exam script or of the final written piece of assessment with the corresponding marks and correction criteria.
- Students are allowed 2 working days to submit, in writing, to the Board of Examiners the arguments that they judge relevant for re-marking their final paper or final written piece of assessment.
- The Board of Examiners shall reply in writing to the student concerned to inform him or her of its final decision within 2 working days.

Article 20 – Marks

- The marks awarded to all partial assessment elements in each course unit, including the individual assessment component, shall be expressed in a scale of 0 to 20 points.
- The final mark of each course unit taught in the masters is the one resulting from the weighting of all the required assessment elements as described in each course unit form.
- The final marks of each course unit taught in the masters are expressed in a 0 to 20 points scale rounded up to the nearest decimal place.
- Students who wish to re-enter an examination to improve their marks are welcome to do so in the resit examination period in the academic year in which they have attended the programme, or in the subsequent academic year, as described in Article 17, paragraph 3, subparagraph b). In this case, all the other elements of assessment will not be considered.

Article 21 – Successful course completion

- In order to successfully complete a course unit of the masters, students must achieve a pass mark of 10 points, except as provided in the next paragraph.
- In order to successfully complete a course unit of the masters and when there is more than one element of assessment, students must achieve a mark equal to or higher than 7.5 points in the individual assessment component.
- In order to successfully complete the masters, students must successfully complete all course units, corresponding to the number of credits (ECTS) required.

Article 22 – Publication of the masters final marks

- In the normal assessment period, the faculty members of the masters' course units are required to publish the final marks up to one month after the date of completion of the individual assessment element or up to 4 days before the date set for the resit examination.
- In the resit examination period, the faculty of the master's course units are required to publish the final marks one week after the date set for the examination.

Article 23 – Fees and tuition fees

All fees and tuition fees payable for the masters are in accordance with the price scale approved by the Rector's office.

Title III Master's Final Assignment

Article 24 – Running

1. The Scientific Council of FEG/CPBS delegates powers to the masters Directors to organize all the necessary procedures leading to the proper preparation and completion of the Master's Final Assignment (MFA).
2. The masters Directors should coordinate with the school board regarding all the decisions which are not of a strictly operational nature. The former shall submit these decisions to the Scientific Council of FEG/CPBS for approval.

Article 25 – Entering the Master's Final Assignment

1. All students that meet the requirements laid down in the subparagraphs below may register for the master's final assignment (hereafter referred to as MFA).
2. In order to enter the MFA, students must comply with the following cumulative requirements:
 - a) Successful completion of the master's degree programme. Students with pending course units up to a maximum of 6 ECTS credits may also enter the MFA following the assent of the programme's director.
 - b) Approval of the MFA's plan;
 - c) Successful completion of the research seminars in the masters programmes in which research seminars are a core course. The successful completion of research seminars implies the approval of the MFA's plan.

Article 26 – MFA's Plan

1. The MFA's plan must be submitted in accordance with the rules laid down annually.
2. The plan must be assessed by the assigned supervisor.

Article 27 – Research Seminars

The running and assessment of the research seminars shall be regulated by the faculty members, who are responsible for annually publishing the procedures to be followed on this matter.

Article 28 – Content and setting of the MFA

1. The MFA may be completed in an academic, organisational or mixed setting.
2. The MFA must be an original piece of work, specifically carried out with a view to achieving the degree of master and must be a contribution to a critical analysis of an economic or business issue.
3. Regardless of the setting in which the MFA is completed, it is a written assignment in which a topic of the masters field of knowledge is researched and analysed. The MFA must describe the framework for the research in the relevant body of knowledge, establish the research objectives, describe the methods used in the study, analysis and discussion of the findings and a conclusion.

Article 29 – Supervision

1. While working on their MFA, each student is supervised by a member of FEG/CPBS faculty in possession of a doctorate; or ii) a doctorate of another higher education institution, upon validation by the master director; or iii) an expert of recognised merit, national or international, in accordance with the criteria laid down in the general law in force and conditioned to the validation of the director of the master.
2. Supervision may be a joint supervision by national supervisors or by national and international supervisors provided that it has the approval of the Director of each master's programme. When the MFA is completed in a mixed or organisational setting, the partner organisation is responsible for appointing a co-supervisor to monitor the assignment's development.
3. The supervisor and co-supervisors are responsible for formalising the acceptance of the supervision as laid down in these Regulations and in other applicable procedures.

Article 30 – Registration for the MFA

1. In order to complete their MFA and benefit from the supervision referred to in Article 29, students are required to register for the MFA in the Academic Office within the prescribed deadlines.
2. Registration for the MFA is carried out according to the academic semesters.
3. Students must register for their MFA at least once and can submit a maximum of 3 registrations provided that they do not exceed the maximum period foreseen in Article 11.
4. The second registration for the MFA shall only be accepted on production of the supervisor's opinion and the third one requires the production of the opinion of the supervisor and of the masters Director.
5. From the second registration for the MFA, students are required to pay tuition fees for each month of registration for the MFA until its submission.

Article 31 – Preparation and completion of the MFA

1. A calendar with the time limits for the preparation and completion of the MFA shall be published every year. The entire process is carried out within the school calendar set for each academic year.
2. The calendar comprises four key stages:
 - a) Stage I: presentation, disclosure and application for the MFA topics;
 - b) Stage II: assignment of topics and supervisors and drawing up of the MFA's plan;
 - c) Stage III: execution and submission of the MFA;
 - d) Stage IV: public defence and discussion of the MFA.

Stage I: presentation, disclosure and application for MFA topics

Article 32 – Submission of proposals for MFA topics

1. The MFA topics must be in keeping with the scientific areas covered by the masters.
2. The MFA topics may be proposed by members of FEG/CPBS academic staff or by firms and other organisations, in which case they are known as **MFA-FEG** topics.
3. Exceptionally, students may propose topics for the MFA, which are known as **MFA-Student** topics. The proposal shall include a work plan and will be accompanied by a detailed explanation of the student's interest in developing the assignment. The student must propose a FEG/CPBS supervisor, who should validate the student's inclusion in the proposal. However, the decision regarding the acceptance of the supervisor proposal is up to the director of the master.
4. The proposals must be submitted in accordance with the regulations established annually by FEG/CPBS School Board within the time limits set in the academic calendar.
5. All proposals must be approved by the masters Director.

Article 33 – Disclosure of proposed MFA topics and applications

1. Once approved by the masters Directors, the Topics for the MFA are disclosed by the Academic Office:
 - a) **MFA-FEG** topics open for competition (topics proposed by faculty members, firms or other organisations). The approved topics will be posted on campus online by FEG/CPBS School Board;
 - b) Accepted **MFA-Student** topics with the identification of the student and the supervisor concerned.
2. During the application period for **MFA-FEG** topics, the faculty members, firms or other proposing organisations may, if they so wish, hold public presentation sessions for their topics.
3. The rules governing the application procedure for MFA-FEG topics are established annually by the FEG/CPBS School Board, after hearing the masters Directors and the CDO - Career and Development Office.

Stage II: Assignment of topics and of supervisors and drawing up of the MFA's plan

Article 34 – Assignment of MFA-FEG topics and of supervisors

1. The procedure for the assignment of topics and of supervisors complies with the rules set annually by the FEG/CPBS School Board and should be concluded before the deadline set in the academic calendar.
2. The selection of candidates that will execute their MFA in a mixed or organisational environment is the responsibility of the receiving organisation.
3. A **Project Work Agreement** may be concluded with applicants that are to execute their MFA in a mixed environment to formalise the working relationship between FEG/CPBS-UCP, the organisations involved and the students.
4. An **Internship Agreement** may be concluded with applicants that are to execute their MFA in an organisation to formalise the relationship between FEG/CPBS, the internship organisation and the interns. This agreement should ensure that there is no employment relationship between the organisation and the interns concerned and that the latter are covered by a special protection plan (School insurance) provided that they go on being FEG/CPBS students. For the purpose of MFAs completed in an organisational setting, the minimum internship length is four months or 560 hours of work.
5. In the situations specified in the two previous subparagraphs, the secretariat of FEG/CPBS School Board calls for the conclusion of the Project Work Agreement or Internship Agreement to the CDO – Career and Development Office and files a copy of each agreement and notifies the masters Director.

Stage III: Execution and submission of the MFA

Article 35 – Execution of the MFA - supervision, form and content

1. The MFA's supervision process must be conducted in a rigorous manner and pay particular attention to the time limits set for its completion and submission according to the guidelines on structure, content and form laid out in a specific document available on campus online.
2. Students and supervisors are responsible for the resolution of conflicts that may arise. However, should supervisors and students fail to do so, they can appeal in writing to the masters Director who will adopt the necessary measures to solve the problem.
3. The total length of the MFA shall not exceed 10 000 words (excluding the executive summary, references, annexes and appendixes) and must be formatted in accordance with the guidelines specified in FEG's Style Guide, available on campus online.

Article 36 – Submission of the MFA

1. The acceptance of the MFA to be submitted by students shall be conditional upon regular registration, in accordance with the provisions of Article 30, and the favourable opinion of the supervisor, which must be handed over upon the submission of the MFA. The latter must comply with the deadlines set annually by the FEG / CPBS School Board in the specific calendar of the MFA.
2. Failure to comply with the deadlines set forth in the previous paragraph shall result in the payment by the student of additional tuition fees for each month of delay and until the submission date.
3. In the case of MFAs carried out in a mixed or organizational context, the report submitted by the supervisor shall take into consideration the report of the supervisor from the organisation involved in the process.
4. The MFA and the supporting documentation on the appointment of the jury panel should be submitted at the Academic Office as follows:
 - a) One copy of an updated CV;
 - b) Reasoned opinion of the Supervisor;
 - c) A copy of the institutional repository form, available on the on-line campus, duly completed and signed by the candidate granting permission to archive and indicating the type of disclosure intended;
 - d) An anti-plagiarism statement;
 - e) Two copies in an electronic format (CD) properly protected by plastic boxes with the student's name, the name of the programme, the Academic Unit and the MFA's title, each containing two files recorded in PDF/A file format with the following contents:
 - i. Full text of Final Dissertation, Project or Internship Work, including cover, text and attachments (single extractable and searchable text);
 - ii. Title page (cover), Abstract and Keywords in Portuguese and in English.

Stage IV: Public defence and discussion of the MFA

Article 37 – The examining committee

1. The MFA is defended publicly before an examining committee appointed by the Rector on a proposal from Scientific Council of FEG/CPBS.
2. The appointment of the examining committee should be undertaken upon confirmation that the candidate has fully completed all the academic requirements to earn a master's degree and that the relevant treasury position has been settled.
3. The FEG/CPBS School Board must provide to the Academic Services digitised copies of the proposal for the appointment of the examining committee, specifying the identification of its members and their responsibilities (chair, supervisor and examiner) as well as a copy of the Scientific Council's decision.
4. The candidate must be informed of the composition of the examining committee, which shall be posted at the appropriate locations in the University.
5. The examining committee is composed of three to five members, one of which is the supervisor. Where there is more than one supervisor, only one can be selected as member, except as provided in the following paragraph.
6. In the masters that are completed in partnership with foreign higher education institutions, where there is more than one supervisor, two (co)supervisors may sit on the examining committee, which, in this case, shall be composed of five to seven members.
7. The members of the examining committee must be national or foreign specialists in the field of the MFA and, as a rule, holders of a PhD or specialists with recognised experience and professional expertise, in accordance with the criteria set out in the general legislation in force on this subject.
8. The supervisor cannot chair the examining committee.
9. The examiner shall not play any part in the completion of the MFA.
10. The examining committee shall be chaired by the most senior member of its members, who should also hold a professorship at FEG/CPBS or teach in the masters to which the MFA belongs to.

Article 38 – Maximum time limit for the MFA's public defence

1. The maximum time limit for the MFA's public defence is fixed at six months from the date of submission of the MFA.
2. The time limit referred to in the previous paragraph may be extended for students who submit their MFA before completing their master's programme, under the privilege of Article 25, paragraph 2, subparagraph a), and application of Article 39.
3. For the purposes of calculating time limits referred to in paragraph 1, the month of August is not counted.

Article 39 – Public defence of the MFA

1. The date for the MFA's public discussion may be set only after the instruction confirming the appointment of the examining committee by the School Board has been recorded.
2. The MFA's public defence session can only take place when at least three members of the examining committee are present, one of which must be the examiner.
3. The MFA's defence shall not exceed thirty minutes, including a presentation by the candidate lasting 10 minutes (maximum) and excluding deliberation. All members of the examining committee may participate in the discussion.
4. Candidates shall be given as much time to reply to questions and queries as that given to the members of the examining committee to ask questions or make remarks. The chair of the examining committee shall be responsible for time allocation.
5. The total duration of the MFA's public defence session shall not exceed forty minutes.

Article 40 – Deliberation of the examining committee

1. Immediately after the MFA's public defence has been completed, the examining committee shall sit in private to assess the examination and deliberate on its result.
2. For the purpose of assessing the examination and deliberating on its result, a framework document containing guidelines on the awarding of a final qualitative and quantitative classification shall be available to the examining committee for optional use on campus online.
3. The result of the MFA's public defence shall be expressed in «Fail» or «Pass». In order to achieve the latter, candidates must obtain a numerical mark between 10 and 20 points.
4. The examining committee shall deliberate on the candidate's classification by substantiated roll-call vote. Abstentions shall not be permitted.
5. The examining committee shall act by a majority of its members.
6. In the event of a tie, the chair of the examining committee shall have a casting vote.
7. The minutes of the meeting shall be drawn up and shall contain the votes of each member of the examining committee, together with the statement of the grounds thereof and the final mark given to the MFA's public defence. The opinion of the examiner justifying the final mark awarded should be attached as an annex to the minutes.

Article 41 – Confidentiality

In the cases where a confidentiality agreement has been concluded between the student, the representative of the organisation and FEG/CPBS supervisor regarding the total or partial content of the work carried out in an organizational or mixed context, the CDO - Careers and Development Office shall send a copy of the agreement to the Academic Office which in turn shall inform the members of the examining committee at the time of the public defence.

Title IV Final Mark and Diplomas

Article 42 – Final mark

1. The master's degree is given a final classification expressed by a numerical mark from 10 to 20 points using a scale from 0 to 20 points as well as its equivalent in the European scale of comparability of classifications.
2. The final mark is obtained by calculating a weighted average based on the number of ECTS credits, of the marks achieved in each course unit, including in the MFA, up to the total number of credits required, taking account of the first decimal place and rounded up to the next whole number.
3. The honours that accompany the final marks achieved in the masters and indicate the level of distinction with which the degree was earned are as follows:
 - a) 10 to 13 sufficient (rite)
 - b) 14 and 15 good (feliciter);
 - c) 16 and 17 very good (magna cum laude);
 - d) 18 to 20 excellent (summa cum laude).

Article 43 – Master's degree certificate

1. The academic degree of master is assigned by a master's degree certificate issued by the UCP's Rector and by FEG/CPBS Dean with a reference to its specialisation.
2. The master's degree certificate and the corresponding certifications are accompanied by a diploma supplement pursuant to DL Nr. 42/2005 dated 22 February.

Article 44 – Registration certificate of the masters

1. The successful completion of the masters is assigned by a registration certificate of the masters with a reference to its specialisation.
2. The registration certificate of the master's degree certificate and of the corresponding certifications are accompanied by a diploma supplement pursuant to DL Nr. 42/2005 dated 22 February.

Article 45 – Time limit for issuing the master's degree certificate, the registration certificate of the masters and the diploma supplement

The master's degree certificate, the registration certificate of the masters and the corresponding diploma supplement shall be issued in accordance with the maximum time limit set by the Academic Office's regulations provided that the students' financial situation is in order.

Title V Masters' monitoring procedure

Article 46 – Monitoring procedure

1. A Director is obligatorily assigned to each master's programme.
2. The Directors of each masters is appointed by the Scientific Council of FEG/CPBS on a proposal from FEG/CPBS School Board.
3. Each masters Director is responsible for ensuring the scientific and educational quality of the programme, guaranteeing its proper operation, promoting and developing its external visibility. He or she is also responsible for its accreditation process with the Assessment and Accreditation Agency for Higher Education (A3ES).
4. Each masters Director is responsible for:
 - a) Drawing up the masters' curriculum, study plan and the corresponding number of ECTS credits and report them to the Scientific Council of FEG/CPBS for approval;
 - b) Approve attendance exemptions of course units;
 - c) Request, in every academic year, the teaching of the masters' course units to FEG/CPBS School Board and assist with the distribution of teaching duties;
 - d) Approve the course form for the course units of each masters at the beginning of each academic year;
 - e) Give their opinions and suggest changes to the perspectives and guidelines of the course units which are considered necessary to achieve the programme's global educational goals;
 - f) Promote the updating and innovation of the guidelines and teaching methods of the course units;
 - g) Approve the specialists of recognised merit, national or foreign, who are considered for the supervision or co-supervision of the MFA;
 - h) Chair the examining committees of the master's programmes;
 - i) Submit all specific regulations they come to develop to the Scientific Council of FEG/CPBS for approval;
 - j) Draw up an annual budget to be approved by FEG/CPBS School Board;
 - k) Ensure the implementation of teaching and learning objectives and their correspondence to the ECTS credits assigned to each course unit in the masters programme.

Title VI Final Provisions

Article 47 – Omitted cases

The situations not provided for in these regulations are in keeping with DL Nr. 74/2006 dated 24 March (as amended by Decree-Laws N° 107/2008 dated 25 June, 230/2009 dated 14 September and 115/2013 dated 7 August, amended by the DL Nr 63/2016 dated 13 September) and other applicable legislation. Omitted cases shall be decided by the competent body designated for that purpose.

Approved by the Scientific Council of FEG/CPBS on April 26, 2023. It replaces the previous version approved on July 12, 2021.

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18

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