

# Student's Handbook

**The best beginning**  
Undergraduates 2024–2025



**CATÓLICA**  
CATÓLICA PORTO  
BUSINESS SCHOOL

PORTO

EMPOWER  
YOUR  
FUTURE



A group of five diverse young adults (three women and two men) are huddled together, looking down at the camera with warm, genuine smiles. They are dressed in casual, modern clothing. The background is a soft, out-of-focus light blue and white. The overall mood is positive and welcoming.

**Welcome :)**

**Your future  
begins today  
and here.**



# Index

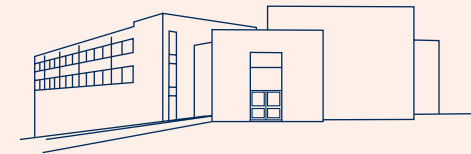
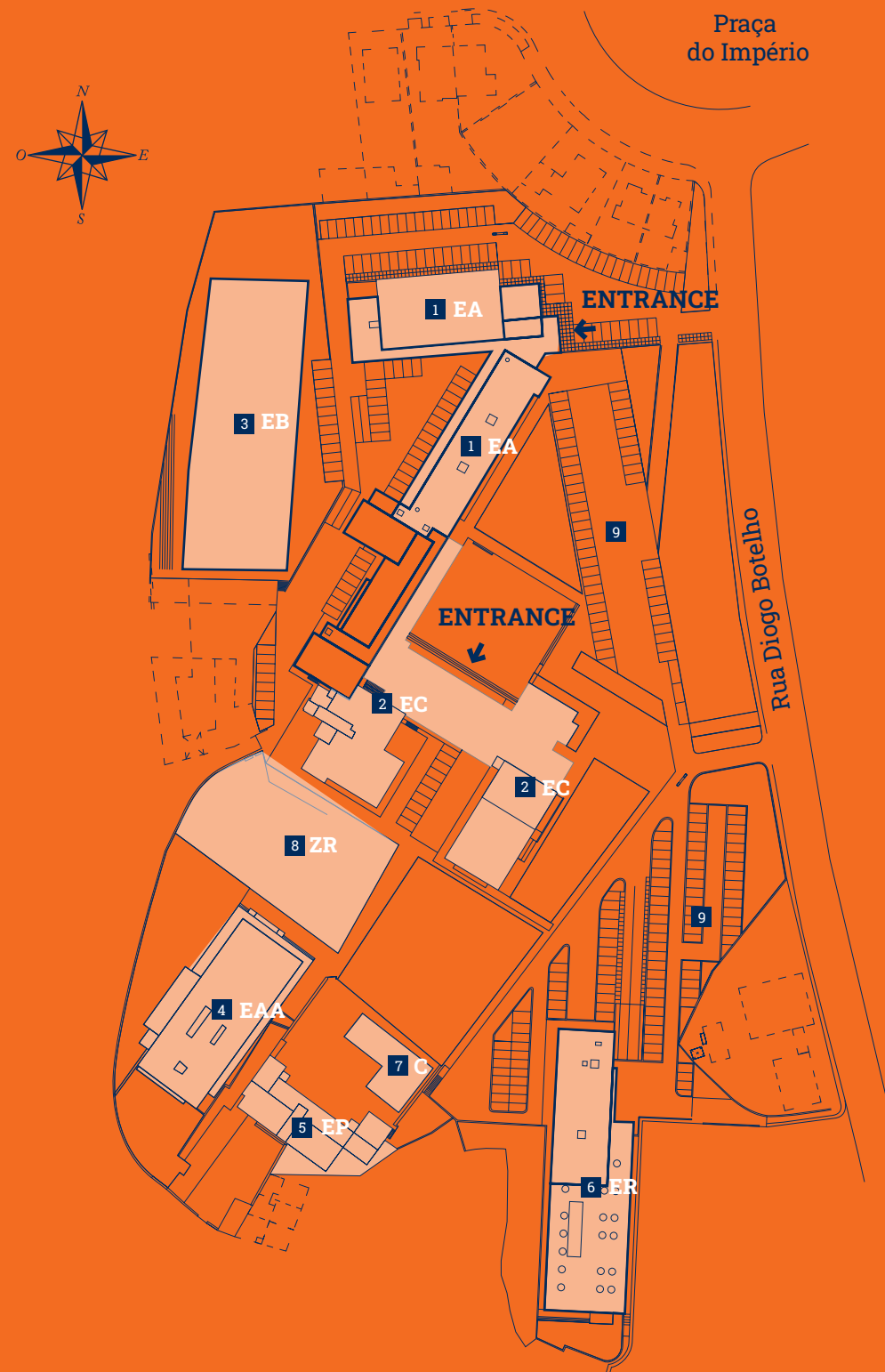
01	Map of the Foz Campus	4
02	Welcome to Católica Porto Business School	6
03	Programme Outline	8
04	Frequently Asked Questions about the Programme Outline	14
05	Career and Development Office	18
06	Academic calendar 2024-25	20
07	Assessment timetable 1st Semester	22
08	Assessment timetable 2nd Semester	24
09	Scholarships and Excellence Awards	26
10	Students Organisations	28
11	Ethical and Citizenship Awareness	30
12	Frequently Asked Questions	32
13	Regulations	38
14	Contacts	40





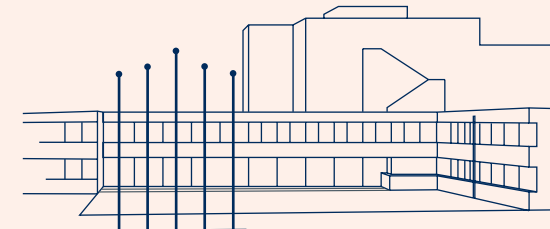
# Map of the Porto Campus

Find where your journey starts.



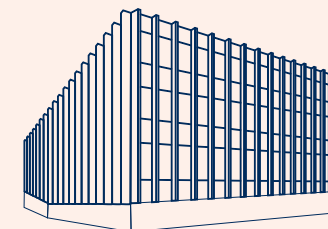
## 1 ART'S BUILDING

Ilídio Pinho Auditorium  
Arts' Building Coffee Bar  
Students and Employability  
Bookshop  
Board Offices  
Study Spaces  
**Rooms EA001 – EA10**



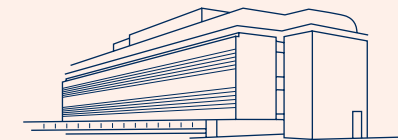
## 2 MAIN BUILDING

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**



## 3 BIOTECHNOLOGY BUILDING

Escola Superior de Biotecnologia  
Aud. Comendador Arménio Miranda



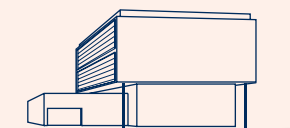
## 4 AMÉRICO AMORIM BUILDING

Católica Porto Business School  
Applied Research Centre (CEGEA)  
Faculty Offices  
Education Office  
Global Education Office  
Marketing and Communication Office  
Executive Education  
Restaurant  
Classrooms for executive education  
**Rooms EAA101 - EAA102**



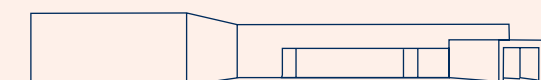
## 5 PARADISE BUILDING

Católica Porto Business School  
Faculty Offices  
**Rooms EP001 – EP004**



## 6 RESTORATION BUILDING

International Office  
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 LAWN AREA

Católica Students' Consulting (CSC)  
Catholic Solidarity (CASO)  
**Room 22**

## 9 PARKING



# Welcome to Católica Porto Business School

The path you have mapped out for your professional career starts now.

It's time to bring your projects to life and ponder the choices that count for your future.

It is a time of discovery and enhancement at all levels on a journey in which everyone matters.

You will share experiences with people who have made the same choices, share the same desires and are part of the unique and enriching experience that is university life at Católica Porto Business School.

A life made up of plans and goals which, like any other journey, has a starting point and a rightful destination.

Católica Porto Business School represents the beginning of that journey and has plans to take you further. Our challenge is to help you grow as a person and prepare you to excel in your profession anywhere in the world.

Excellence, sustainability and respect for the Human Being are our guiding values when it comes to your training. Innovation, internationalisation and business interrelationship are our strategic axes.

Books are not the only source of learning, and if you wish to achieve professional success there are certain values and skills that count too.

Innovative learning methods that challenge you to reflect and act. A focus on soft skills that will help you develop a more professional mindset and be more oriented towards the job market. Privileged and close contact with companies that will one day be key to get you started. A career perspective and broader horizons. Greater opportunities.

Here you will find the tools to empower your future.

## Ready to start?

If you are destined to reach the top, Católica Porto Business School is a good place to start. Safe journey!





Undergraduate  
Programme Outline  
of Economics  
and Management \*

	ECONOMICS	MANAGEMENT
1 <sup>ST</sup> SEMESTER	MATHEMATICS I	
	INFORMATION AND TECHNOLOGICAL SYSTEMS	
	MICROECONOMICS I	
	INTRODUCTION TO BUSINESS STUDIES	
	ECONOMIC SOCIOLOGY	
2 <sup>ND</sup> SEMESTER	MATHEMATICS II	
	SOCIAL PHILOSOPHY AND ETHICS	
	MACROECONOMICS I	
	FINANCIAL ACCOUNTING I	
	MULTIDISCIPLINARY PROJECT I	
3 <sup>RD</sup> SEMESTER	STATISTICS	
	MONEY AND FINANCIAL MARKETS	
	MICROECONOMICS II	MANAGERIAL ECONOMICS
	DEVELOPMENT ECONOMICS	FINANCIAL ACCOUNTING II
	MULTIDISCIPLINARY PROJECT II	
4 <sup>TH</sup> SEMESTER	PORTUGUESE AND EUROPEAN ECONOMY	
	CORPORATE FINANCE	
	BUSINESS LAW	
	ECONOMETRICS I	APPLIED QUANTITATIVE METHODS
	MACROECONOMICS II	ORGANIZATIONAL BEHAVIOUR
5 <sup>TH</sup> SEMESTER	ECONOMETRICS II	MANAGEMENT ACCOUNTING
	INTERNATIONAL ECONOMICS	TAXATION
	ECONOMICS AND PUBLIC POLICY	MARKETING MANAGEMENT
	LABOUR ECONOMICS	HISTORY OF BUSINESS ENTREPRENEURSHIP
	FREE ELECTIVE I	FREE ELECTIVE I
6 <sup>TH</sup> SEMESTER	INDUSTRIAL ECONOMICS	INTERNATIONAL MANAGEMENT
	INTERNATIONAL FINANCIAL ECONOMICS	OPERATIONS MANAGEMENT
	HISTORY OF ECONOMIC THOUGHT	STRATEGY
	FREE ELECTIVE II	FREE ELECTIVE II
	FINAL PROJECT MANAGEMENT / ECONOMICS	FINAL PROJECT MANAGEMENT / ECONOMICS

\* The School reserves the right to make changes to the current programmes

# Elective Courses

(1st and 2nd Semesters)

SEMESTER	COURSE UNIT	ECTS
1.º	Auditing	6
1.º	Environmental Economics	6
1.º	Geopolitics	6
1.º	Leadership and Motivation	5
1.º	Decision Making	6
1.º	Data Analysis and Visualization with Power BI <sup>1)</sup>	2
1.º	Development of Organizational Apps <sup>1)</sup>	2
2.º	Management Control	6
2.º	Design Thinking	6
2.º	Social Economics	6
2.º	Fundamentals of Programming in Python	6
2.º	Negotiation	3
2.º	New Marketing Trends	6
2.º	Professional Football Management	6
2.º	Fundamentals of Programming in R <sup>1)</sup>	2
2.º	Advanced Excel <sup>1)</sup>	2

1) These courses are online basis and comprises a teaching load of only 20h

- Other options may be added to this list of course units.

To select the electives of your choice, stay tuned for the range of courses offered within the Undergraduate Degree programme in Economics and Management, which is published every semester on the online campus

- Finally, if you want to diversify and enhance your academic career, you may also be authorised to take courses from other areas of Economics and Management that are not contemplated in the set of elective courses of the two undergraduate programmes. These could be offered by different Faculties of the Universidade Católica or other Universities. Find out more about it!





# UNDERGRADUATE DEGREE

96 ECTS  
16 COURSES

24 ECTS  
4 COURSES  
+  
48 ECTS  
8 COURSES

12 ECTS  
2 COURSES

0 ECTS  
4 REQUIREMENTS

COMPULSORY CORE COURSES<sup>1</sup>

Mathematics I  
Information and Technological Systems  
Microeconomics I  
Introduction to Business Studies  
Economic Sociology  
Mathematics II  
Social Philosophy and Ethics  
Macroeconomics I

Financial Accounting I  
Multidisciplinary Project I  
Statistics  
Money and Financial Markets  
Multidisciplinary Project II  
Portuguese and European Economy  
Corporate Finance  
Business Law

ECONOMICS

SPECIFIC COURSES<sup>1</sup>  
Microeconomics II  
Macroeconomics II  
Econometrics I  
Final Project Management / Economics

OPTIONAL COURSES<sup>2</sup>  
International Economics  
Econometrics II  
Development Economics  
Economics and Public Policy  
Industrial Economics  
International Financial Economics  
History of Economic Thought

MANAGEMENT

SPECIFIC COURSES<sup>1</sup>  
Financial Accounting II  
Organizational Behaviour  
Applied Quantitative Methods  
Final Project Management / Economics

OPTIONAL COURSES<sup>2</sup>  
Managerial Economics  
Management Accounting  
Taxation  
Marketing Management  
History of Business and Entrepreneurship  
International Management  
Operations Management  
Strategy

FREE ELECTIVES<sup>3</sup>

FREE ELECTIVES I

Auditing  
Environmental Economics  
Geopolitics  
Leadership and Motivation  
Decision Making

FREE ELECTIVES II

Management Control  
Design Thinking  
Social Economics  
Fundamentals of Programming in Python  
Negotiation  
New Marketing Trends  
Professional Football Management  
(see note 3, pages 10 and 16)

INSTRUMENTAL CURRICULAR REQUIREMENTS<sup>4</sup>

Spreadsheet  
Word Processing  
English  
Christianity, Cultures and Organization

<sup>1</sup> The **approval** in the subjects of the Compulsory Core Courses and Mandatory Specific Courses and Optional Courses of the Católica Porto Business School is required, or the **crediting** of subjects with equivalent contents done outside the Católica Porto Business School. (In a previous course, international mobility, or as an external student to complete the degree).

<sup>2</sup> In international mobility context it is possible to substitute a maximum of 3 courses — 18 ECTS — by others from the same scientific area of the student's degree, subject to previous authorization of **study plan** and/or **formal request**.

<sup>3</sup> The approval to Free Elective Courses of Católica Porto Business School is required, **crediting** of subjects with equivalent contents done outside the Católica Porto Business School (in a previous course, international mobility, or as an external student to complete the degree), or the crediting of other subjects of economics, management, or other scientific areas, in Undergraduate Degrees of Católica Porto or any other School in the country or abroad, subject to authorization of **study plan** and/or **formal request**.

<sup>4</sup> **Spreadsheet and Word Processing** — it is required to pass the Diagnosis Test of Católica Porto Business School or one of the short-term computer courses of Católica Porto Business School.

**English level B2** — you need to present an official B2 level diploma (CEFR) or a diploma recognised as equivalent. You can also take a standardised English language test at the Campus of Universidade Católica Portuguesa in Porto, carried out by ih-International House, or complete courses at this or other language schools.

**Christianity, Cultures and Organizations** — it is required the approval of the additional curricular unity from Católica Porto Business School.

**Important to consult:**

- Regulations on Assessment;
- Regulations on Progression;
- Regulations on Credit Allocation.

The School reserves the right to make changes to the current programmes

12

13



# Frequently Asked Questions about the Study Plan

## Do you have questions about the courses? This guide is for you.

For those starting university, a new cycle is about to begin. They are bound to have many questions and queries. The aim of this guide is to help you find the answers you need to make your life at university simple.



04

### Which courses in my undergraduate degree's study plan must I complete at Católica Porto Business School?

You must complete a minimum of 90 ECTS credits at Católica Porto Business School, including common core courses, specific courses in the areas of management and economics and free electives. Additionally, you must complete instrumental curricular requirements like Spreadsheet, Word Processing and Christianity, Cultures and Organisations, the additional curricular unit, for which no ECTS credits are awarded. Students who do not have an official diploma in English, level B2 (CEFR), or a diploma recognised as equivalent, to fulfil the instrumental English course requirement, can complete it in other ways, namely by taking a standardised English language test, to be carried out on the Campus of Universidade Católica Portuguesa in Porto, by ih-International House, or by completing courses at this or other Language Schools.

### Can I submit a request to change from Economics to Management or vice-versa at any time?

Yes, the change of degree is always guaranteed. Your request for a change of degree must be submitted to the Board of Directors. If the request is submitted before the 1st year is over, you will be able to count 100% of the courses as having been completed in the undergraduate degree you have initially registered for, since the 1st year is common to both undergraduate degrees. If your request is submitted at a later stage, it might not be possible to count 100% of the courses as completed.

### Can I attend courses offered at Católica Porto Business School that are not part of my undergraduate degree's programme?

Yes, as free electives - 12 ECTS. If you are an Economics student you can take specific Management subjects taught in the 5th and 6th semesters of the undergraduate degree in Management, with the exception of International Management. Financial Accounting II, which are taught in the 3rd semester, and Organisational Behaviour, which is taught in the 4th semester, are also eligible. If you are a Management student you can complete the specific courses of Economics taught in the 5th and 6th semesters of the undergraduate degree in Economics and the Macroeconomics II course, taught in the 3rd semester.

### Can my study plan include courses other than those offered at Católica Porto Business School?

Yes. You can also earn 12 ECTS credits in free electives in the scientific areas of Economics / Management, or others that are offered in the different Faculties of Católica Porto, and in Universities in Portugal or abroad. Furthermore, if you are attending an international mobility programme, you may substitute up to 3 specific replaceable Management/Economics courses - 18 ECTS. The substituting courses must pertain to the same scientific area of your undergraduate degree and there must not be significant overlap of content with other courses, either completed or to be completed.

### Is it possible to attend courses taught in English?

Yes, several courses in the undergraduate degree programmes in Economics and Management are taught in Portuguese and in English. Católica Porto Business School's effort to deliver teaching in English is in line with the expectations of the labour market. Thus, students will most likely have one or more courses taught in English per semester.

### How can I improve my grades?

All students are allowed to improve their grades:

- in the final examination in the resit examination period, in the academic year in which the course was successfully completed or in the following academic year. The examination has a weighting of 100%;
- by re-registering for the course in the academic year in which the latter was successfully completed or in the following academic year.

Students have a single opportunity to improve their grade, which means that the alternatives mentioned above are mutually exclusive. In the absence of a grade improvement, the first grade obtained prevails.



## What is the difference between being awarded ECTS credits for "equivalent courses", "free electives" and "substituting courses" completed under an international mobility programme?"

In the case of credits allocated to equivalent subjects, students attend a course outside Católica Porto Business School whose content is identical to that of a course included in their Study Plan. In this case, the course mentioned in the study plan and in the final certificate shall be the one offered by Católica Porto Business School. In the case of substituting courses, it is not required that the content of the substitute course and of the course offered by Católica Porto Business School to be substituted is the same. However, the substituting course must be from the same scientific area of the student's degree and there must not be any overlap of content with other courses completed or to be completed. When credits are awarded to a substituting or a free elective that is different from the one offered by Católica Porto Business School, the course that will be mentioned in students' study plan and in the final certificate will be the one that was indeed completed, together with the corresponding ECTS credits.

## How can I access the Special Assessment Period in September?

In order to have access to the Special Assessment Period you must comply with all the conditions laid down in the Regulations on Assessment.

Senior students:

- must have been awarded a minimum of 168 ECTS credits and fulfilled all the instrumental curricular requirements and have completed the additional curricular unit;
- may propose a number of final examinations corresponding to a maximum total of 12 ECTS credits that allows them to complete their undergraduate programme;
- must have been enrolled in the missing subject(s) at least once during their undergraduate degree programme (exceptions are provided for in the case of students under Mobility programmes - see Regulations);
- must register for the examinations to be held in the Special Period within the time-limit set for this purpose.

Students complying with the special conditions set out in chapter IV of the Regulations on Assessment:

- chronic and infectious diseases, death of a family member and hospitalisation;
- association leaders;
- student-Athletes;
- compliance with acts of public authority, childbirth and practitioners of religious faiths.

Student-Workers

## What should I do if I still have unanswered queries?

Please refer to the existing Regulations and Notices on the online campus folder of Católica Porto Business School community.







# Career and Development Office

## Have you heard of the office that was designed especially for you?

To help you integrate at University, promote your development and reinforce your effective transition into the labour market.

The Career and Development Office aims to promote your personal and professional development so that your University experience is as positive as possible and you are prepared to face the challenges of the labour market.

The Career and Development Office is an innovative initiative of Católica Porto Business School that is in line with the latest market trends and is driven by the desire to enhance your well-being, promote your academic performance and strengthen your professional opportunities, relying for this purpose on a strong connection with the business world and the alumni network.

It is a place where you can get to know yourself better, devise study methods and strategies for dealing with examinations, develop soft skills in oral communication, organisation, time management and teamwork. You can also work on communication tools with the labour market, get an internship and receive job offers.

During your time with us, there will be plenty of opportunities for self-development and to bring you further towards the job market:

- Career and Educational Development Counselling
- Advisory
- Coaching Associated with Project Disciplines
- Career Day for Undergrads & Masters
- Internships
- Job Opportunities



**Career and Development Office Platform**  
(click [here](#))

You can use this online platform to apply for jobs, find out about events aimed at current students and alumni, schedule meetings and access other resources relating to your academic and professional development.

To register, use your Universidade Católica Portuguesa email, in association with the domain @ucp.pt.



# Academic Calendar 2024–25

## FALL SEMESTER

Month	ccw	aw	Mon	Tue	Wed	Thu	Fri	Sat	Sun
September	36		2	● 3	● 4	● 5	6	7	8
September	37	1	9	10	11	12	13	14	15
September	38	2	16	17	18	19	20	21	22
September	39	3	23	24	25	26	27	28	29
Sep / Oct	40	4	30	1	2	3	4	BH Implantation of Republic	5
October	41	5	7	8	9	10	11	12	13
October	42	6	14	15	16	17	18	19	20
October	43	7	■ 21	■ 22	■ 23	■ 24	■ 25	26	27
Oct / Nov	44	8	28	29	30	31	BH All Saint's Day	1	2
November	45	9	4	5	6	7	8	9	10
November	46	10	11	12	13	14	15	16	17
November	47	11	18	19	20	21	22	23	24
Nov / Dec	48	12	25	26	27	28	29	30	BH Restoration of Independence
December	49	13	2	3	4	5	6	7	BH Immaculate Conception
December	50	14	■ 9	■ 10	■ 11	■ 12	■ 13	14	15
December	51		FP Presentations	16	17	18	19	20	21
December	52		Christmas Break	23	24	BH Christmas	25	26	27
Dec / Jan	1		Christmas Break	30	31	BH New Year	1	2	3
January	2		6	7	8	9	10	11	12
January	3		13	14	15	HBE	HBE	17	18
January	4		20	21	22	23	24	25	26
Jan / Feb	5		HBE complementary exam	27	28	29	30	31	1
February	6		3	4	5	6	7	8	9

ccw- civil calendar weeks; aw- academic weeks  
**Note:** Of the 12 weeks of Lectures per semester, only 10 should be taught

■

Diagnosis Tests 1.º S 2024-25

●

Welcome week for new students-MANDATORY

■

Lectures and Workshops 1.º S 2024-25

■

Workshops 1.º S 2024-25

■

Intermediate Tests 1.º S 2024-25

■

Project Courses - Presentations

■

Normal Assessment Period 1.º S 2024-25

HBE

History of Business Entrepreneurship - Presentations | Complementary exam

■

Re-sit Assessment Period 1.º S 2024-25

■

Enrolment in Courses 2.º S 2024-25

## SPRING SEMESTER

Month	ccw	aw	Mon	Tue	Wed	Thu	Fri	Sat	Sun
February	7	1	10	11	12	13	14	15	16
February	8	2	17	18	19	20	21	22	23
Feb / Mar	9	3	24	25	26	27	28	1	2
March	10	4	3	Mardi Gras	4	5	6	7	8
March	11	5	10	11	CD Career Day	12	13	14	15
March	12	6	17	18	19	20	21	22	23
March	13	7	■ 24	■ 25	■ 26	■ 27	■ 28	29	30
Mar / Apr	14	8	31	1	2	3	4	5	6
April	15	9	7	8	9	10	11	12	13
April	16	10	14	15	16	17	BH Good Friday	18	BH Easter
April	17	10	Easter Break	Easter Break	23	24	BH Freedom Day	25	26
Apr / May	18	11	28	29	30	BH Labour Day	1	2	3
May	19		5	6	7	8	9	10	11
May	20	12	12	13	14	15	16	17	18
May	21	13	19	20	21	22	23	24	25
May / Jun	22	14	■ 26	■ 27	■ 28	■ 29	■ 30	31	1
June	23		FP	2	3	4	5	6	7
June	24		9	BH Portugal's Day	10	11	12	13	14
June	25		16	17	18	BH Corpus Christy	19	20	21
June	26		23	BH St. John's Day	24	25	26	27	28
Jun / Jul	27		30	1	2	3	4	5	6
July	28		7	8	9	10	11	12	13
July	29		14	15	16	17	18	19	20

■

Diagnosis Tests 2.º S 2024-25

■

Lectures and Workshops 2.º S 2024-25

■

Workshops 2.º S 2024-25

■

Intermediate Tests 2.º S 2024-25

■

Project Courses - Presentations

■

Final-Year Students' Event

■

Normal Assessment Period 2.º S 2024-25

■

Re-sit Assessment Period 2.º S 2024-25

■

Enrolment in Courses 1.º S 2025-26



# Global Assessment Calendar

2024–25

07

## FALL SEMESTER

NORMAL ASSESSMENT PERIOD
3rd january (Friday)
4th january (Saturday)
6th january (Monday)
7th january (Tuesday)
8th january (Wednesday)
9th january (Thursday)
10th january (Friday)
11th january (Saturday)
13th january (Monday)
14th january (Tuesday)
15th january (Wednesday)

1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT
Economic Sociology	Economic Sociology	Portuguese and European Economy
		Money and Financial Markets
Introduction to Business Studies	Introduction to Business Studies	
		Statistics
Mathematics I	Mathematics I	
Mathematics II	Mathematics II	Managerial Economics
Microeconomics I	Microeconomics I	Financial Accounting II
Information and Technological Systems	Information and Technological Systems	Organizational Behaviour

2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
Portuguese and European Economy	Management Accounting	Economics and Public Policy
Money and Financial Markets		
	Operations Management	International Economics
Statistics	Taxation	
		Labour Economics
Microeconomics II	Marketing Management	
		Econometrics II
Development Economics	Decision Making/Environmental Economics/Leadership and Motivation	Decision Making/Environmental Economics/Leadership and Motivation
	Auditing/Geopolitics	Auditing/Geopolitics

Students who have passed all courses and want to follow the recommended sequence need to enrol at:

### ECONOMICS

**1ST YEAR**  
Mathematics I  
Introduction to Business Studies  
Microeconomics I  
Information and Technological Systems  
Economic Sociology

**2ND YEAR**  
Microeconomics II  
Statistics  
Money and Financial Markets  
Development Economics  
Multidisciplinary Project II

**3RD YEAR**  
International Economics  
Economics and Public Policy  
Econometrics II  
Labour Economics  
Free Elective

### MANAGEMENT

**1ST YEAR**  
Mathematics I  
Introduction to Business Studies  
Microeconomics I  
Information and Technological Systems  
Economic Sociology

**2ND YEAR**  
Managerial Economics  
Statistics  
Money and Financial Markets  
Financial Accounting II  
Multidisciplinary Project II

**3RD YEAR**  
Taxation  
Management Accounting  
Marketing Management  
History of Business Entrepreneurship  
Free Elective

RE-SIT PERIOD
20th january (Monday)
21st january (Tuesday)
22nd january (Wednesday)
23rd january (Thursday)
24rd january (Friday)
25th january (Saturday)

1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT
Economic Sociology	Economic Sociology	Portuguese and European Economy
Introduction to Business Studies	Introduction to Business Studies	Money and Financial Markets
Mathematics II/ Mathematics I	Mathematics II/ Mathematics I	Statistics
Microeconomics I	Microeconomics I	Managerial Economics
Information and Technological Systems	Information and Technological Systems	Financial Accounting II
		Organizational Behaviour

2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
Portuguese and European Economy	Management Accounting	Economics and Public Policy
Money and Financial Markets	Taxation/Operations Management	International Economics
Statistics	Marketing Management	Labour Economics
Microeconomics II	Leadership and Motivation	Leadership and Motivation/ Econometrics II
Development Economics	Decision Making/ Environmental Economics	Decision Making/ Environmental Economics
	Auditing/Geopolitics	Auditing/Geopolitics



# Global Assessment Calendar 2024–25

## SPRING SEMESTER

NORMAL ASSESSMENT PERIOD	1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT	2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
6th june (Friday)	Social Philosophy and Ethics	Social Philosophy and Ethics	Business Law	Business Law	International Management	History of Economic Thought
7th june (Saturday)			Statistics	Statistics		
9th june (Monday)	Macroeconomics I	Macroeconomics I	Financial Accounting II		Strategy	International Financial Economics
11th june (Wednesday)			Corporate Finance	Corporate Finance		
12th june (Thursday)	Mathematics II	Mathematics II			Operations Management	Industrial Economics
13th june (Friday)	Mathematics I	Mathematics I	Money and Financial Markets	Money and Financial Markets		
14th june (Saturday)			Portuguese and European Economy	Portuguese and European Economy		
16th june (Monday)	Microeconomics I	Microeconomics I			Design Thinking/Management Control	Design Thinking/Management Control
17th june (Tuesday)			Applied Quantitative Methods	Macroeconomics II	Social Economics/New Marketing Trends	Social Economics/New Marketing Trends
18th june (Wednesday)					Fundamentals of Programming in Python/Professional Football Management	Fundamentals of Programming in Python/Professional Football Management
20th june (Friday)	Financial Accounting I	Financial Accounting I	Organizational Behaviour	Econometrics I	Negotiation	Negotiation
21st june (Saturday)	Christianity, Cultures and Organizations					

Students who have passed all courses and want to follow the recommended sequence need to enrol at:

### ECONOMICS

**1ST YEAR**  
Mathematics II  
Social Philosophy and Ethics  
Macroeconomics I  
Financial Accounting I  
Multidisciplinary Project I

**2ND YEAR**  
Business Law  
Portuguese and European Economy  
Econometrics I  
Corporate Finance  
Macroeconomics II

**3RD YEAR**  
International Financial Economics  
History of Economic Thought  
Industrial Economics  
Final Project  
Free Elective

RE-SIT PERIOD	1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT	2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
27th june (Friday)	Oral Exam - Christianity, Cultures and Organizations					
28th june (Saturday)			Statistics	Statistics	International Management	
30th june (Monday)	Social Philosophy and Ethics	Social Philosophy and Ethics	Business Law/Financial Accounting II	Business Law	Strategy	History of Economic Thought
1st july (Tuesday)	Macroeconomics I	Macroeconomics I	Corporate Finance	Corporate Finance	Operations Management	International Financial Economics
2nd july (Wednesday)	Mathematics I/ Mathematics II	Mathematics I/ Mathematics II	Portuguese and European Economy	Portuguese and European Economy/Econometrics I	Design Thinking	Industrial Economics/Design Thinking
3rd july (Thursday)	Microeconomics I	Microeconomics I	Money and Financial Markets	Money and Financial Markets	Management Control/Social Economics/ New Marketing Trends	Management Control/Social Economics/ New Marketing Trends
4th july (Friday)	Financial Accounting I	Financial Accounting I	Applied Quantitative Methods/Organizational Behaviour	Macroeconomics II	Negotiation/Fundamentals of Programming in Python/ Professional Football Management	Negotiation/Fundamentals of Programming in Python/ Professional Football Management

### MANAGEMENT

**1ST YEAR**  
Mathematics II  
Social Philosophy and Ethics  
Macroeconomics I  
Financial Accounting I  
Multidisciplinary Project I

**2ND YEAR**  
Portuguese and European Economy  
Corporate Finance  
Business Law  
Applied Quantitative Methods  
Organizational Behaviour

**3RD YEAR**  
International Management  
Strategy  
Operations Management  
Final Project  
Free Elective





# Scholarships and Excellence Awards

## Scholarships and Excellence Awards

### Every effort is worth a reward

We reward the merit and the high academic performance of our students with Scholarships and Excellence Awards.

#### **Scholarships: Full (100%) and Partial (80%, 50%, 20%)**

Scholarships are awarded to the best students, defined by the ranking of the final classification for admission to the first year, in the first period and the first stage of national call for applications.

#### **Excellence Awards: Full - Católica Top Honours (100%) and Partial - Católica Honours (80%, 50%, 20%)**

The Excellence Awards are granted to the best students who pass to the second and subsequent years of the Undergraduate Programmes, based on their previous academic year performance.

#### **Scholarships and Excellence Awards – Number and Amounts**

The number and amounts of Scholarships and Excellence Awards are set up each academic year by Dispatch from the School Board of FEG/CPBS.

#### **Additional Information**

This information does not exempt consultation of the Scholarships and Excellence Awards Regulations for Undergraduate Degrees programmes in Economics and Management and the related annual Dispatch

You can consult the [Scholarships and Excellence Awards Regulation](#) on campus online.





# Student Organisations

## There is life beyond academic life.

The Católica Porto Business School experience will awaken a new spirit in you. The will to strengthen ties, undertake and promote common initiatives. You are now part of a community that has chosen the same path as you, and there are plenty of initiatives that, in a dynamic Faculty, you can develop together.

### 2<sup>nd</sup> Home

Youth association formed by a group of volunteer students from the various academic units of the University that aims to facilitate the integration of international mobility students into the community and improve their experience by organising weekly events (namely, visits to interesting spots in the city, picnics, small trips around the country).

Academic life at Católica Porto offers students the opportunity to join associations and take part in initiatives promoted by the students themselves.

CPBS Students Association (AECPBS)



Católica Student's Consulting (CSC)



Católica Porto Investment Club



Academic Tunas



Católica Consulting Towards Change



Mentorship CPBS



Católica Policy Society



# Ethical and Citizenship Awareness

## 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.

### CASE | SOLidary CATolic

Possibility to do different types of voluntary work:

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

**Occasionally:** participation in short-term initiatives such as campaigns to collect food and goods (Food Bank initiatives, Porto Diocesan Caritas, Portuguese League Against Cancer, among others)

**GAS Africa:** a 2-month summer volunteering experience in Africa, after a one-year training programme.

**Fly:** an international volunteer programme involving the Universities of Comillas (Madrid), Deusto (Bilbao), ESADE (Barcelona), Loyola (Andalusia), LUMSA (Rome, Italy), Mateja Bela (Banská Bystrica, Slovakia). The programme aims to develop volunteering and/or service-learning projects lasting on average 15 days in the home country of the receiving university.

11

### Country Mission

Possibility of doing a week of volunteering work between the 1st and the 2nd semester.

### 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 SUSustainability

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:** Carmo Themudo

226196272 / 939196278 / [udip.porto@ucp.pt](mailto:udip.porto@ucp.pt) / [caso.porto@ucp.pt](mailto:caso.porto@ucp.pt)

[www.udip.porto.ucp.pt](http://www.udip.porto.ucp.pt)



**Professor Alberto Castro**  
Students' Ombudsman

[provedorestudante.porto@ucp.pt](mailto: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.



# Frequently Asked Questions

## Here you will find the best answers

Staying informed is the first step to make the most of all the tools that Católica Porto Business School puts at your disposal and to optimise your university experience.

### What are the tuition fees for the 2024-2025 academic year?

The monthly fees are set according to the number of ECTS credits corresponding to the courses in which students are enrolled in for the semester (minimum 18 ECTS). In each semester a payment corresponding to 5 monthly fees is due. If students follow the normal study plan \*1 semester = 30 ECTS.

	Portuguese Secondary Education / Legally Equivalent Degree	Holders / Transfer / Course change	Over 23
Application (1)	165€	290€ (from outside UCP) 5,90€ for each ECTS credited 240€ (from UCP) 4,75€ for each ECTS credited 355€ Re-entry students	245€
Registration and enrollments	435€ (initial) 335€ (following)		
Fee per ECTS	20,10€		
Fee per month (30 ECTS)	603,00€		
Fee per semester (30 ECTS)*	3.015,00€		
Total anual cost (30 ECTS)**	6.030,00€		

[1] Applicants who are not offered a place in the 1st phase of the 1st application season will automatically reapply in the 2nd phase, without having to submit a new application or to pay any additional fees.

#### Other information:

- the amounts indicated above are subject to change in subsequent academic years;
- the application fee and the registration fee are non-refundable;

- the amounts shown correspond to predefined and indicative situations, and do not replace the knowledge of the Tuition and Fees Table;
- family benefits: UCP grants a reduction in the monthly tuition fees to families where two or more of their members are studying at the University (1st and 2nd cycle), live in the same household and depend on the same income, as provided for in the specific regulations. The second family member shall be awarded a 25% reduction and the third shall be entitled to a 50% reduction;
- the registration fee and the first monthly fee are due at the time of registration and will be refunded, in case of withdrawal, until the 2nd working day after the results of the national access contest are released.

### How to pay for tuition fees?

Tuition fees are payable every month, by the 10th of each month, from September to June (10 months). When the time limit set out is not respected fines will be applied. Payment can be made in person at the Treasury or in an ATM machine (see references for payment in an ATM machine on the personal page of the virtual secretary - eSCA). If you are unable to pay, please notify the Treasury in due time.

## Is there funding for tuition fees?

In addition to Merit-based Scholarships, you can apply for Social Scholarships. To find out more about these scholarships and the application deadlines, please contact the Students and Employability service or send an e-mail to [ee.bolsas@ucp.pt](mailto:ee.bolsas@ucp.pt).

Components for tuition fee payments for students in financial difficulty

1 <sup>st</sup>	2 <sup>nd</sup>	
DEBT-TO-INCOME RATIO	+	BDGES NON-REFUNDABLE
		+
		CATHOLIC SOCIAL SUPPORT LOAN
	If necessary	
	Application for BDGES	Application for Social Support

## Do I need to register for examinations?

No registration is required in the normal assessment period. In the resit and special assessment periods registration is always required. Registration for the examinations to be held in the resit assessment period is made online no later than 3 working days before the date set for the examination.

Students who wish to register for the special assessment period are required to submit an electronic application during the month of July, on dates to be announced.

## Where can I find help to study?

In the Library and Information Management of Católica Porto ([www.biblioteca.porto.ucp.pt](http://www.biblioteca.porto.ucp.pt)), you will find a diverse and updated collection of bibliographic resources in the areas of Economics and Management, as well as a set of electronic resources that include:

- scientific and popular magazines (more than 15 000),
- statistical and/or economic and business databases,
- a wide range of specialised services,
- a European Documentation Centre (EDC),
- an access point to statistical information from INE (RIBES).

As a student at Católica Porto Business School, you can also access an information literacy plan that will enable you to:

- know and explore electronic resources and academic and scientific information sources specific to the economic and business fields;
- develop skills for researching, selecting and using information from Economics and Management. Students and Employability develops study methodology programmes [ee.geral@ucp.pt](mailto:ee.geral@ucp.pt).

AECPBS also develops programmes to help you study. You should get in touch with AECPBS, either at their head office or using the various communication channels available.

### Instagram:

@ae\_cpbs [https://instagram.com/ae\\_cpbs?utm\\_medium=copy\\_link](https://instagram.com/ae_cpbs?utm_medium=copy_link)

### LinkedIn:

<https://www.linkedin.com/company/aecpbs>

### Facebook:

<https://m.facebook.com/AECPBS.UCP/>

### E-mail:

[geral@aecpbs.pt](mailto:geral@aecpbs.pt) or [presidente@aecpbs.pt](mailto:presidente@aecpbs.pt)

## Where can I clarify doubts about regulations and the academic pathway?

Regulations are available for consultation on the online campus. If you still have doubts or queries, please get in touch with the Education Office by email or in person by appointment (contacts available on last page).





## How can I take advantage of the international dynamics of Católica Porto Business School?

Católica Porto Business School has several international mobility agreements (Erasmus and others) that allow students to undertake a period of study abroad, with the possibility of subsequently getting full academic recognition of the course units that they eventually complete. Other internal initiatives represent the first steps towards having an experience abroad and give you an advantage in case you want to apply for international mobility programmes:

- international internships with the possibility of curricular recognition as Final Project Internship;
- Erasmus Buddy (welcoming foreign Erasmus students at Católica Porto);
- offering of courses taught in English that are part of the undergraduate degree's course structure;
- lectures and workshops offered by foreign lecturers from Católica Porto Business School's partner institutions.



For further information, please [click here](#)  
**international.porto@ucp.pt**

## How can I approach the labour market?

Register on the Career and Development Office online platform, exclusively dedicated to Católica Porto Business School's current students and alumni and enter the business world right away! (<https://catolicabs-porto.jobteaser.com>) for more information, please go to page 19

The Career and Development Office publicises internship opportunities and supports the process of finding internships at the initiative of students. It also supports graduate students in their transition to the labour market through a set of initiatives, such as:

### Career Day for Undergraduates & Masters

A day entirely dedicated to careers, with a company trade fair and interviews with representatives of real-world businesses.



You can also use the [online platform Students and Employability \(EE\) - Career Services](#):  
For more information, please [click here](#) (only in portuguese).



And take part in [RUMO Job Fair](#).  
Organized by EE to publicise opportunities and direct contact with companies For more information, please [click here](#) (only in portuguese).

Please check the Board of Directors' Notice on the Project course units, available in the Online Campus Community of Católica Porto.

## Are there any opportunities for extracurricular activities?

They do exist and it is very important that you take part in them. To find out more about this topic, please go to Student Organisations, page 29 and UDIP, page 30 of this Guide.

## How can I develop my personal skills for greater employability?

The purpose of the Career and Development Office at Católica Porto Business School is to contribute to the promotion of students' personal and professional development, thus enhancing their employability.

To learn more about the various intervention modalities made available to undergraduate students by the Career and Development Office, please go to page 19

## How do I access the Online Campus and the Virtual Secretary (eSCA)?

The Online Campus is a very useful tool that will help you manage your academic life and will provide access to essential content, which can be found in the Curricular Unit pages. From here you can also access the Academic Services and the Treasury to check grades, make registrations or obtain ATM references for payments.

Receive the username and password by email one day after completing your registration or from Information Systems and Technologies ([helpdesk@ucp.pt](mailto:helpdesk@ucp.pt)) in order to access the reserved area or in case of difficulty in accessing it.

In the private area of the Online Campus, you will have access to the Course Units pages (CUs) and to Católica Porto Business School Community, where you will find the 1st cycle (Undergraduate Degree) folder with, among others, Regulations, Notices from the Board of Directors, Timetables, Subject Sheets.

You can access the Online Campus through various addresses:  
[www.porto.ucp.pt](http://www.porto.ucp.pt) | [www.catolicabs.porto.ucp.pt](http://www.catolicabs.porto.ucp.pt) | <https://campus.porto.ucp.pt>

## I need support. I feel lost. Who should I turn to?

Whenever you need personal support or any kind of guidance, please get in touch with the Career and Development Office ([careers.cpbs@ucp.pt](mailto:careers.cpbs@ucp.pt)).



# Regulations

## What they are and what they are used for

It sounds like a boring topic, but it really isn't!

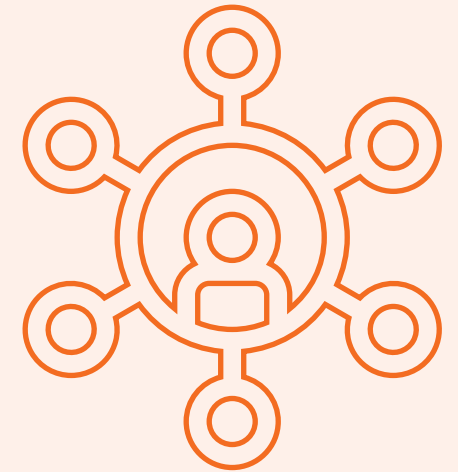
The Regulations exist because as a student you have duties as well as rights.

Nothing better than the regulations to guide you!

Get to know the regulations!

They are there to help you!

They are available on the online campus!



## These are the regulations:

- ✓ Regulations on the Admission of Undergraduate Students
- ✓ Regulations on Merit-based Scholarships and Excellence Awards
- ✓ Regulations on the Assessment of Knowledge of Economics and Management Undergraduate Degrees
- ✓ Regulations on Progression within Undergraduate Degrees
- ✓ Regulations on Credit Allocation
- ✓ Rules and Regulations for Athletes
- ✓ Regulations for Student Workers



# Contacts

## Academic Services

Monday to Friday  
9h30–12h30 | 14h30–17h30  
sa.porto@ucp.pt  
sa.catolicabs.porto@ucp.pt  
932 020 999

## Treasurer's Office

tesouraria.porto@ucp.pt  
226 196 205

## Education Office

education.cpbs@ucp.pt  
226 196 269/244

## Campus Online

campus.online.porto@ucp.pt

## Library and Information Management

biblioteca.porto@ucp.pt  
226 196 241

## Information Systems and Technologies

helpdesk@ucp.pt  
226 196 297

## Career and Development Office

careers.cpbs@ucp.pt  
226 196 200—ext. 229/253

## Students and Employability (EE) - Career Services

ee.emprego@ucp.pt

Bolsas e Apoios Sociais  
ee.bolsas@ucp.pt

## International Office

2.ª, 3.ª, 4.ª, 5.ª e 6.ª: 9h30–12h15  
international.porto@ucp.pt  
226 196 286

## Global Education Office

globaledu.cpbs@ucp.pt  
226196260; ext: 449

Católica Porto Business School is part of a restricted and prestigious group of 1% of business schools around the world with EQUIS (EFMD Quality Improvement System), AMBA (Association of MBAs) and AACSB (Association to Advance Collegiate Schools of Business) accreditations.



**CATOLICA**  
CATOLICA PORTO  
BUSINESS SCHOOL

PORTO

EMPOWER  
YOUR  
FUTURE

catolicabs.porto.ucp.pt

