

Católica Porto Business School

Student's Handbook

The best beginning
Undergraduates 2023–2024



catolicabs.porto.ucp.pt



CATÓLICA
CATÓLICA PORTO
BUSINESS SCHOOL

PORTO

EMPOWER
YOUR
FUTURE

A high-angle, top-down photograph of five young adults (three women and two men) smiling warmly at the camera. They are arranged in a circle, looking directly up. The lighting is soft and warm, creating a friendly and inviting atmosphere. The background is a plain, light-colored wall.

Welcome :)

**Your future
begins today
and here.**

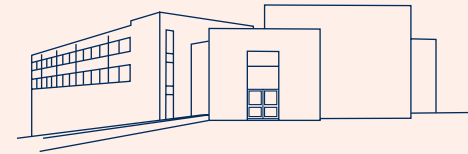
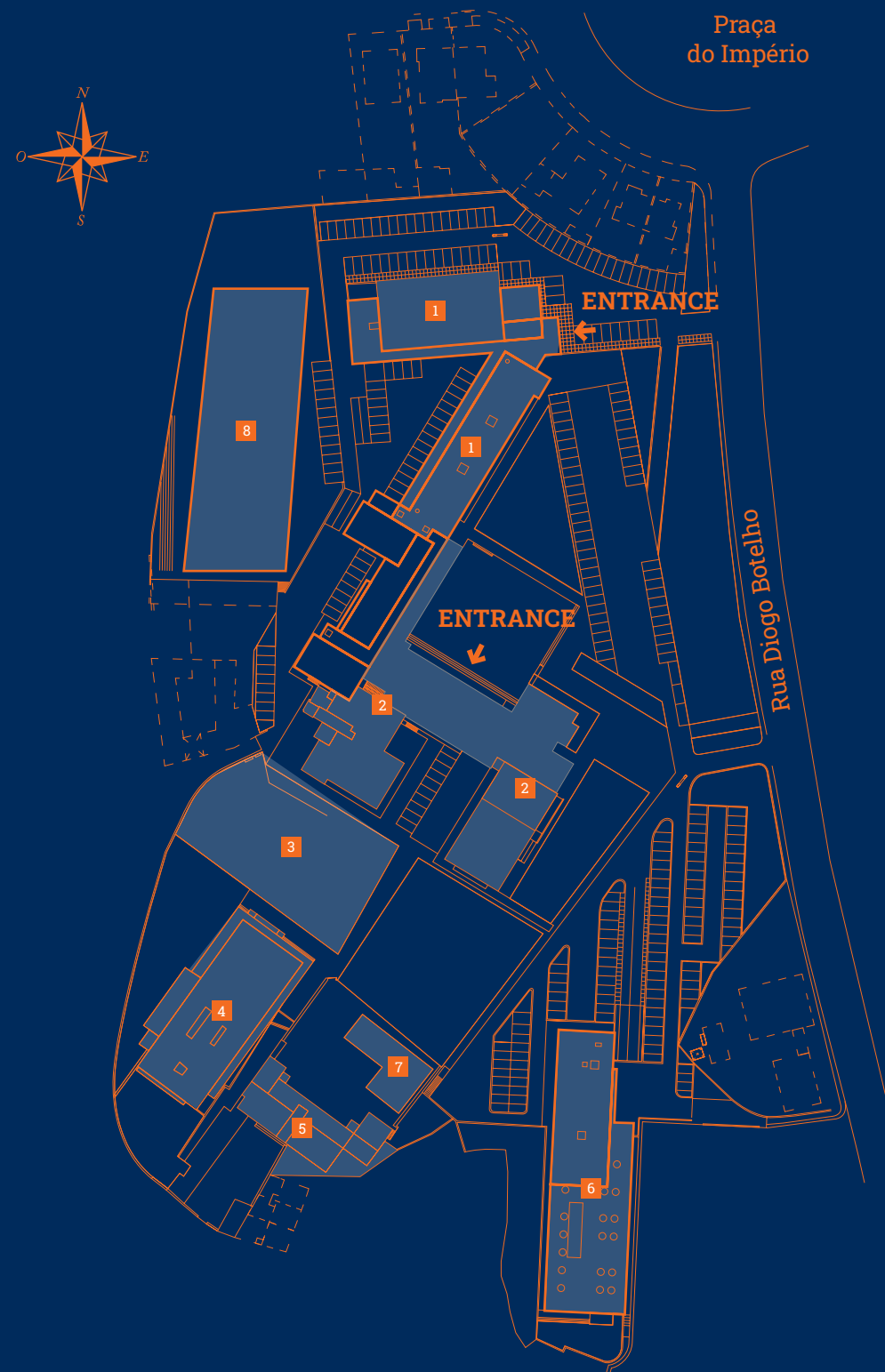
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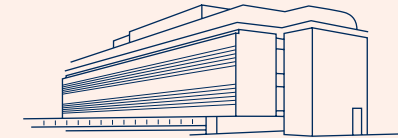


Map of the Porto Campus

Find where your journey starts.



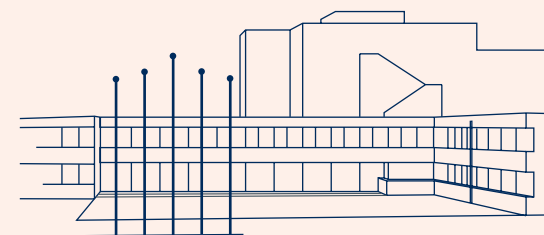
- 1 ART'S BUILDING**
 Ilídio Pinho Auditorium
 Arts' Building Coffee Bar
 Communications Office
 Students and Employability
 Bookshop
 Board Offices
 Study Spaces
 Rooms EA001 – EA107



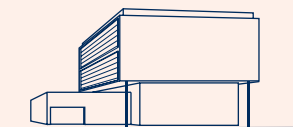
- 4 AMÉRICO AMORIM BUILDING**
 Católica Porto Business School
 Applied Research Centre (CEGEA)
 Faculty Offices
 Education Office (2nd floor)
 Restaurant
 Executive Education Programmes
 Rooms EAA001 – EAA102



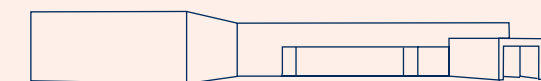
- 5 PARADISE BUILDING**
 Católica Porto Business School
 Faculty Offices
 Rooms EP001 – EP004



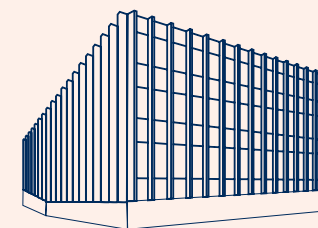
- 2 MAIN BUILDING**
 Students' Union (AECPBS)
 Carvalho Guerra Auditorium
 Bank Branch
 Main Building's Coffee Bar
 Campus Library
 Chapel
 Career and Development Office
 Information / Welcome Office
 Computer Labs
 Copy Centre
 Reading Room
 Academic Staff Room
 Academic Office
 IT Office – Support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

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 ST SEMESTER	MATHEMATICS I	
	INFORMATION AND TECHNOLOGICAL SYSTEMS	
	MICROECONOMICS I	
	INTRODUCTION TO BUSINESS STUDIES	
	ECONOMIC SOCIOLOGY	
2 ND SEMESTER	MATHEMATICS II	
	SOCIAL PHILOSOPHY AND ETHICS	
	MACROECONOMICS I	
	FINANCIAL ACCOUNTING I	
	MULTIDISCIPLINARY PROJECT I	
3 RD SEMESTER	STATISTICS	
	MONEY AND FINANCIAL MARKETS	
	MICROECONOMICS II	MANAGERIAL ECONOMICS
	MACROECONOMICS II	FINANCIAL ACCOUNTING II
	MULTIDISCIPLINARY PROJECT II	
4 TH SEMESTER	PORTUGUESE AND EUROPEAN ECONOMY	
	CORPORATE FINANCE	
	BUSINESS LAW	
	ECONOMETRICS I	APPLIED QUANTITATIVE METHODS
	INTERNATIONAL ECONOMICS	ORGANIZATIONAL BEHAVIOUR
5 TH SEMESTER	ECONOMETRICS II	MANAGEMENT ACCOUNTING
	DEVELOPMENT ECONOMICS	TAXATION
	ECONOMICS AND PUBLIC POLICY	MARKETING MANAGEMENT
	LABOUR ECONOMICS	HISTORY OF BUSINESS ENTREPRENEURSHIP
	FREE ELECTIVE I	FREE ELECTIVE I
6 TH 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 ¹⁾	2
1.º	Development of Organizational Apps ¹⁾	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 ¹⁾	2
2.º	Advanced Excel ¹⁾	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!



LICENCIATURA

180 ECTS / 30 COURSES + INSTRUMENTAL CURRICULAR REQUIREMENTS

96 ECTS
16 COURSES

COMPULSORY CORE COURSES ¹

Mathematics I	Financial Accounting I
Information and Technological Systems	Multidisciplinary Project I
Microeconomics I	Statistics
Introduction to Business Studies	Money and Financial Markets
Economic Sociology	Multidisciplinary Project II
Mathematics II	Portuguese and European Economy
Social Philosophy and Ethics	Corporate Finance
Macroeconomics I	Business Law

24 ECTS
4 COURSES

+

48 ECTS
8 COURSES

<h2>ECONOMICS</h2> <p>SPECIFIC COURSES ¹</p> <p>Microeconomics II Macroeconomics II Econometrics I Final Project Management / Economics</p> <p>OPTIONAL COURSES ²</p> <p>International Economics Econometrics II Development Economics Economics and Public Policy Industrial Economics International Financial Economics History of Economic Thought</p>	<h2>MANAGEMENT</h2> <p>SPECIFIC COURSES ¹</p> <p>Financial Accounting II Organizational Behaviour Applied Quantitative Methods Final Project Management / Economics</p> <p>OPTIONAL COURSES ²</p> <p>Managerial Economics Management Accounting Taxation Marketing Management History of Business and Entrepreneurship International Management Operations Management Strategy</p>
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12 ECTS
2 COURSES

FREE ELECTIVES ³

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 <i>(see note 3, pages 10 and 16)</i>
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0 ECTS
4 REQUIREMENTS

INSTRUMENTAL CURRICULAR REQUIREMENTS ⁴

Spreadsheet
Word Processing
English
Christianity, Cultures and Organization

- 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).
- 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**.
- 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**.
- 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—it is required to pass the Diagnosis Test of Católica Porto Business School, the Final Exit Test associated with the English Semester Course of Católica Porto Business School, or the **crediting** (official diploma level B2 [CEF] or recognized diploma [Cambridge FCE, Cambridge-Michigan ECCE and ECPE, TOEFL, IELTS, BULATS]).

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.

Frequently Asked Questions about the Study Plan

04

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.



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. English, the instrumental course requirement, can be attended at Católica Porto Business School or completed by credit allocation.

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

(<https://catolicabs-porto.jobteaser.com>)

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 2023-24

FALL SEMESTER

Month	ccw	aw	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug / Sep	35		28	29	30	31	1	2	3
September	36		4	5	6	7	8	9	10
September	37	1	11	12	13	14	15	16	17
September	38	2	18	19	20	21	22	23	24
Sep / Oct	39	3	25	26	27	28	29	30	1
October	40	4	2	3	4	BH Implantation of Republic	6	7	8
October	41	5	9	10	11	12	13	14	15
October	42	6	16	17	18	19	20	21	22
October	43	7	23	24	25	26	27	28	29
Oct / Nov	44	8	30	31	BH All Saint's Day	2	3	4	
November	45	9	6	7	8	9	10	11	12
November	46	10	13	14	15	16	17	18	19
November	47	11	20	21	22	23	24	25	26
Nov / Dec	48	12	27	28	29	30	BH Restoration of Independence	2	3
December	49	13	4	5	6	7	BH Immaculate Conception	9	10
December	50	14	11	12	13	14	15	MPI Multidisciplinary Project	17
December	51		FP Presentations	19	20	21	22	23	24
December	52		BH Christmas	26	27	28	29	30	31
January	1		BH New Year	2	3	4	5	6	7
January	2		8	9	10	11	12	13	14
January	3		15	HBE 16	HBE 17	18	19	20	21
January	4		22	23	24	25	26	27	28
Jan / Feb	5		HBE complementary exam	30	31	1	2	3	4

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 2023-24	Intermediate Tests 1.º S 2023-24	Re-sit Assessment Period 1.º S 2023-24
Welcome week for new students-MANDATORY	Project Courses - Presentations	Diagnosis Tests 2.º S 2023-24
Lectures e Workshops 1.º S 2023-24	Normal Assessment Period 1.º S 2023-24	Enrolment in Courses 2.º S 2023-24
Workshops 1.º S 2023-24	HBE History of Business Entrepreneurship - Presentations Complementary exam	

SPRING SEMESTER

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

Lectures and Workshops 2.º S 2023-24	Project Courses - Presentations	Re-sit Assessment Period 2.º S 2023-24
Workshops 2.º S 2023-24	Final-Year Students' Event	Enrolment in Courses 1.º S 2024-25
Intermediate Tests 2.º S 2023-24	Normal Assessment Period 2.º S 2023-24	

Global Assessment Calendar

2023-24

07

FALL SEMESTER

NORMAL ASSESSMENT PERIOD	1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT	2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
3rd january (wednesday)	Mathematics I	Mathematics I			Management Accounting	Labour Economics
4th january (thursday)			Statistics	Statistics		
5th january (friday)	Economic Sociology	Economic Sociology			Marketing Management	Development Economics
6th january (saturday)			Portuguese and European Economy	Portuguese and European Economy		
8th january (monday)			Managerial Economics	Macroeconomics II	Taxation	Economics and Public Policy
9th january (tuesday)	Microeconomics I	Microeconomics I			Operations Management	
10th january (wednesday)	Mathematics II	Mathematics II				
11th january (thursday)			Financial Accounting II	Microeconomics II		Econometrics II
12th january (friday)	Introduction to Business Studies	Introduction to Business Studies	Organizational Behaviour		Decision Making/ Environmental Economics	Decision Making/ Environmental Economics
13th january (saturday)					Leadership and Motivation	Leadership and Motivation
15th january (monday)	Information and Technological Systems	Information and Technological Systems	Money and Financial Markets	Money and Financial Markets	Auditing/Geopolitics	Auditing/Geopolitics

RE-SIT PERIOD	1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT	2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
22nd january (monday)	Mathematics I	Mathematics I	Portuguese and European Economy	Portuguese and European Economy	Management Accounting	Labour Economics
23rd january (tuesday)	Economic Sociology	Economic Sociology	Statistics	Statistics	Marketing Management	Development Economics
24th january (wednesday)	Mathematics II/ Microeconomics I	Mathematics II/ Microeconomics I	Managerial Economics	Macroeconomics II	Taxation/Operations Management	Economics and Public Policy
25th january (thursday)	Introduction to Business Studies	Introduction to Business Studies		Microeconomics II	Decision Making/ Environmental Economics	Decision Making/ Environmental Economics
26th january (friday)	Information and Technological Systems	Information and Technological Systems	Financial Accounting II/ Organizational Behaviour		L&M/Auditing/Geopolitics	L&M/Auditing/Geopolitics
27th january (saturday)			Money and Financial Markets	Money and Financial Markets		Econometrics II

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
Macroeconomics II
Multidisciplinary Project II

3RD YEAR

Development 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

Global Assessment Calendar

2023-24

SPRING SEMESTER

NORMAL ASSESSMENT PERIOD	1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT	2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
7th june (friday)	Mathematics II	Mathematics II	Business Law	Business Law		History of Economic Thought
8th june (saturday)			Statistics	Statistics		
11th june (tuesday)	Macroeconomics I	Macroeconomics I	Applied Quantitative Methods	International Economics	International Management	
12th june (wednesday)	Mathematics I	Mathematics I				International Financial Economics
13th june (thursday)			Money and Financial Markets	Money and Financial Markets		
14th june (friday)	Social Philosophy and Ethics	Social Philosophy and Ethics	Portuguese and European Economy	Portuguese and European Economy	Operations Management	
15th june (saturday)						
17th june (monday)	Microeconomics I	Microeconomics I	Corporate Finance	Corporate Finance	Strategy	Industrial Economics
18th june (tuesday)			Financial Accounting II		Negotiation	Negotiation
19th june (wednesday)	Financial Accounting I	Financial Accounting I			Design Thinking/New Marketing Trends/Professional Football Management	Design Thinking/New Marketing Trends/Professional Football Management
20th june (thursday)			Organizational Behaviour	Econometrics I	Social Economics/Management Control/Fundamentals of Programming in Python	Social Economics/Management Control/Fundamentals of Programming in Python
21st june (friday)	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
- International Economics

3RD YEAR

- International Financial Economics
- History of Economic Thought
- Industrial Economics
- Final Project
- Free Elective

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

RE-SIT PERIOD	1ST YEAR MANAGEMENT	1ST YEAR ECONOMICS	2ND YEAR MANAGEMENT	2ND YEAR ECONOMICS	3RD YEAR MANAGEMENT	3RD YEAR ECONOMICS
27th june (thursday)	Mathematics II	Mathematics II	Business Law/Statistics	Business Law/Statistics	International Management	History of Economic Thought
28th june (friday)	Macroeconomics I	Macroeconomics I	Applied Quantitative Methods	International Economics	Operations Management	International Financial Economics
29th june (saturday)			Money and Financial Markets	Money and Financial Markets		
1st july (monday)	Mathematics I/Social Philosophy and Ethics	Mathematics I/Social Philosophy and Ethics	Portuguese and European Economy/Financial Accounting II	Portuguese and European Economy	Strategy	Industrial Economics
2nd july (tuesday)	Microeconomics I	Microeconomics I	Corporate Finance	Corporate Finance	Design Thinking / Negotiation / New Marketing Trends / Professional Football Management	Design Thinking / Negotiation / New Marketing Trends / Professional Football Management
3rd july (wednesday)	Financial Accounting I	Financial Accounting I	Organizational Behaviour	Econometrics I	Social Economics / Management Control / Fundamentals of Programming in Python	Social Economics / Management Control / Fundamentals of Programming in Python



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.

2nd 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



Experience Exchange (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.

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 / 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.

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 2023-2024 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)	155€	275 € (from outside UCP) 5,60€ for each ECTS credited 225 € (from UCP) 4,50€ for each ECTS credited 335 € Re-entry students	230€
Registration and enrollments		415 € (initial) 320 € (following)	
Fee per ECTS		19,05€	
Fee per month (30 ECTS)		571,50€	
Fee per semester (30 ECTS)*		2.857,50€	
Total anual cost (30 ECTS)**		5.715,00€	

[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.

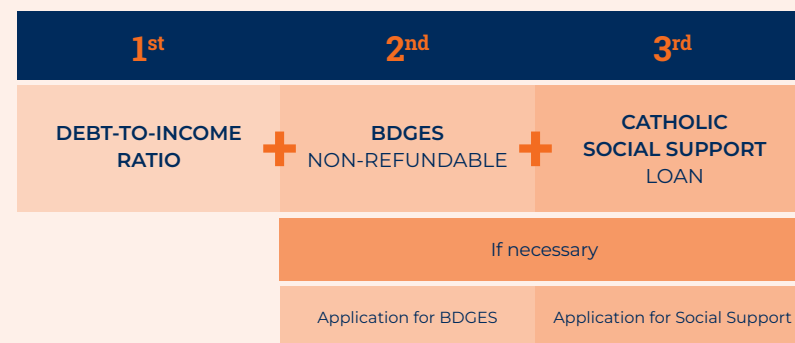
How to pay for tuition fees?

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.

Components for tuition fee payments for students in financial difficulty



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), 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.

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

LinkedIn:

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

Facebook:

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

E-mail:

geral@aecpbs.pt or 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 go to:
www.catolicabs.porto.ucp.pt/pt/mobilidade-internacional
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**: (<https://www.ee.porto.ucp.pt/pt/portal-career-services-catolica-porto>)

And take part in RUMO Job Fair

Organized by EE to publicise opportunities and direct contact with companies (www.porto.ucp.pt/rumo).

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) 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 | 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).



Regulations

What they are and what they are used for

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

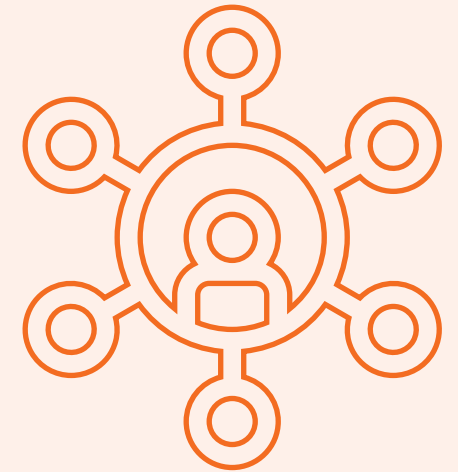
The Regulations exist because as a student you have duties as well as rights.

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

Católica Porto Business School

Education Office

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

Career and Development Office

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

Library and Information Management

biblioteca.porto@ucp.pt
226 196 241

Campus Online

campus.online.porto@ucp.pt

Information Systems and Technologies

helpdesk@ucp.pt
226 196 297

Students and Employability (EE) - Career Services

ee.emprego@ucp.pt

Scholarships and Social Support
ee.bolsas@ucp.pt

International Office

Monday to Friday: 9h30–12h15
international.porto@ucp.pt
226 196 286

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

catolicabs.porto.ucp.pt



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